

GORDON STATE COLLEGE FACULTY HANDBOOK

RECORD OF CHANGES DURING THE 2015-2016 ACADEMIC YEAR

1. Changed all references of Department Head or Chairman to Academic Unit Head
2. Changed all references of SACS to
3. Made the following changes that are highlighted below.

PURPOSE:

The *Faculty Handbook* is one of several key documents that outline the operations of Gordon State College. All institutional policies are intended to be consistent with the mission of the College, the policies of the University System of Georgia's Board of Regents, the requirements of all relevant accrediting agencies as well as state and federal statutes.

The purpose of the *Faculty Handbook* is to state the policies, guidelines, practices and expectations that govern faculty activities at Gordon State. The *Faculty Handbook* will be available to the faculty at all times on the website of the Provost and Vice President of Academic Affairs of Gordon State College. The provisions of the *Handbook* derive their authority from various sources. Provisions are largely statements of customary practice, administrative organization, and explicit policy established by the Georgia Board of Regents or Gordon State College.

The Faculty Welfare Committee, a standing committee of the Faculty Senate, is charged with the establishment, update, and revisions to the *Faculty Handbook*. Amendments to the *Faculty Handbook* follow the same path as any change to *Faculty Senate By-laws* and *Statutes of the College*. The Faculty Welfare Committee will receive suggested amendments from the Instructional Corps of the College. The Committee reviews and revises the proposed amendment and sends the revision to the Executive Board of the Faculty Senate. After examining the proposed revision, the Executive Board places the item on the Agenda of the next Faculty Senate meeting. Following approval by the Faculty Senate, the amendment is presented to and voted on by the full faculty at their next regularly scheduled meeting. Changes will go into effect when signed into approval by the President of Gordon State College and published in the *Gordon State College Faculty Handbook*. No change will be deemed retroactive. Changes from the Georgia Board of Regents will be communicated to the faculty by the President of Gordon State College and automatically become part of the *Faculty Handbook*.

Any questions concerning information given in this *Handbook* should be addressed to:

Provost and Vice President of Academic Affairs
Gordon State College
419 College Drive
Barnesville, GA 30204

Title IX

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Gordon State College does not discriminate on the basis of sex in its education programs and activities. Prohibited sex discrimination covers sexual harassment including sexual violence. "Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. All such acts of violence are forms of sexual harassment covered under Title IX."

Inquiries concerning the application of Title IX may be referred to:

Title IX Coordinator

Office of Human Resources

419 College Drive

Barnesville, GA 30204

Phone: 678.359.5011

Email: HumanResources@GordonState.edu

or to

U.S. Department of Education

Office of Civil Rights

(800) 421-3481

Email: ocr@ed.gov

If you wish to fill out a complaint form online, you may do so at:

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

CHAPTER 1. THE CORPS OF INSTRUCTION

Full-time Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, Senior Lecturers, and teaching personnel with such other titles as may be approved by the Georgia Board of Regents, constitute the Corps of Instruction at Gordon State College. Duly certified librarians will also be included in the Corps of Instruction on the basis of comparable training. Persons holding part-time or adjunct appointments or other honorary titles shall not be considered to be members of the faculty. (*Board of Regents Manual*, § 3.2.1)

In the remainder of this document, the phrase *Academic Unit Head*, shall be understood to mean Department Head, or if there is no Department Head, then Director of Library Services, or Dean as appropriate for the faculty member under discussion.

1.1 Teaching Faculty Ranks: Assistant Professor, Associate Professor, or Professor

Teaching faculty ranks include Professor, Associate Professor, Assistant Professor, Instructor, Senior Lecturer, Lecturer, Academic Professional, and Clinical (*Board of Regents Manual*, § 8.3).

1.1.1. Functions of the Tenured and Tenure-track Faculty:

Tenured and tenure-track faculty members of Gordon State College fulfill three primary functions: teaching, service and professional growth and development.

1.1.1.1. Teaches undergraduate courses appropriate to his/her appointment and credentialing.

1.1.1.2. Plans and conducts classes in a manner conducive to creating an effective learning environment which helps students achieve the educational outcomes set by the college, **the standards of the discipline, and external accrediting agencies.**

1.1.1.3. Compiles, administers and evaluates examinations and assignments appropriate to the educational outcomes of the college. These evaluations should be based on student performance.

1.1.1.4. Serves as an effective advisor to students on academic curricula, course selection, and graduation requirements. Also provides career advice when applicable.

1.1.1.5. Attends and participates in student orientation and registration activities as required.

1.1.1.6. Serves on faculty committees at the department, college, or system level as elected by the faculty or appointed by the administration.

1.1.1.7. Supports student activities by serving as a club advisor and/or by attendance at student functions.

1.1.1.8. Serves the college and community by providing expertise in his/her field to colleagues, schools, businesses, and other organizations.

1.1.1.9. Professional growth and development may be grouped along three categories: (a) Academic performance, (b) Personal learning, and (c) Discipline enrichment.

- a) **Academic performance** refers to work output and quality and pertains to teaching, advising, service to the institution and community, and professional development.

- b) **Personal learning** is defined as an ongoing accumulation of new knowledge and skills or increasing depth of understanding in one's field of study.
- c) **Discipline enrichment** is defined as the continuation of contributions to one's field of study or relevant social community.

Gordon State College will provide faculty the opportunity to continue their professional development, including but not limited to leaves of absences for study and research, additional graduate study in their discipline, participation in professional meetings, and in-service training [SACS § 4.8.7].

1.1.2. Other Responsibilities:

- 1.1.2.1.** Maintains the required number of office hours each week.
- 1.1.2.2.** May help with student recruitment when requested.
- 1.1.2.3.** Prompt and regular in performing job responsibilities.
- 1.1.2.4.** Available to teach classes at night and off-campus.
- 1.1.2.5.** Attends formal academic exercises of the College, including the President's Convocation and Graduation, and on such occasions to wear appropriate academic attire.
- 1.1.2.6.** Faculty will comply with requirements of TITLE IX, Americans with Disabilities Act, FERPA, and other applicable state and federal statutes.

1.1.3. Education, Experience and Skills Required:

- 1.1.3.1.** Degrees will vary according to requirements in the *Faculty Handbook* for tenure track personnel. For further information, consult the sections of this Handbook concerning Faculty ranks.
- 1.1.3.2.** Faculty will have strong written, verbal, analytic, presentation and interpersonal skills.
- 1.1.3.3.** Minimum qualifications for all academic ranks include:
 - a) Consistency with the Southern Association of Colleges and Schools Commission on Colleges' requirements for institutional accreditation;
 - b) Evidence of ability as a teacher;
 - c) Evidence of ability and activity as a scholar in all other aspects of duties assigned;
 - d) Successful experience (this must necessarily be waived in the case of those just entering the academic profession who meet all other requirements).

(*Board of Regents Manual*, §8.3.1.2)

1.2 Teaching Faculty Ranks: Senior Lecturer, Lecturer, Instructor and Limited Term Faculty

The appointment and promotion of Lecturers are based on the experience and academic background of the candidate as well as the instructional needs of the College. The title of Lecturer or Senior Lecturer applies to assignments that call for academic background similar to that of a faculty member with professorial rank but that focuses primarily on teaching and learning. The position is not a tenure-track position and the holder is not eligible for consideration for the award of tenure (*Board of Regents Policy Manual* §§ 8.3.8.1 and 8.3.8.2).

At Gordon State College, the teaching and teaching-related responsibilities outlined in Section 1.2.1 of the *Faculty Handbook* also apply as the primary work load obligations of Lecturer faculty. Even though it is not required of the Lecturer, service to the institution is highly encouraged, particularly teaching and student-centered service activities. Lecturers are eligible to be members of faculty committees and may participate fully as a member of the Corps of Instruction at Gordon State College if they so choose. It is highly recommended that Lecturer faculty show continued professional development especially as it relates to teaching.

Not more than 20 percent (20%) of Gordon State College's full-time equivalent Corps of Instruction may be Lecturers and/or Senior Lecturers (*Board of Regents Manual*, §§ 8.3.8.1 and 8.3.8.2).

1.2.1 Functions of the Lecturer and Senior Lecturer

- 1.2.1.1 Teaching: undergraduate courses appropriate to her or his appointment and credentialing.
- 1.2.1.2 May teach upper division classes only upon the approval of the Academic Unit Head, if no tenured or tenure-track faculty is qualified to teach the course.
- 1.2.1.3 Plans and conducts classes in a manner conducive to creating an effective learning environment, which helps students achieve the educational outcomes set by the college, the standards of the discipline, and external accrediting agencies.
- 1.2.1.4 Compiles, administers and evaluates examinations and assignments appropriate to the educational outcomes of the college. These evaluations should be based on student performance.
- 1.2.1.5 Serve as academic advisor to students in the Lecturer/Senior Lecturer's discipline.
- 1.2.1.6 May serve on appropriate faculty committees at the department, college or system level as elected by the faculty or appointed by the administration.
- 1.2.1.7 May serve the college and community by providing expertise in his/her field to colleagues, schools, businesses and other organizations.

1.3 Faculty Meetings

The Corps of Instruction (full-time Professors, Associate and Assistant Professors, Instructors, Senior Lecturers, Lecturers, Academic Professionals and Clinical faculty) will meet a minimum of four {4} times each year: Twice at the beginning of each academic year and at the end of Fall and Spring semesters (to approve upcoming graduates). Faculty meetings will be led by the Provost and Vice President for Academic Affairs, who will notify Faculty at least seven {7} days prior to the meeting informing Faculty of meeting time and location. At one of the first-of-the-academic-year Faculty meetings, all Faculty-at-large representatives for standing committees of the college and standing committees of the Faculty Senate will be elected by the Faculty.

The Provost and Vice President for Academic Affairs will collect Agenda items and distribute Agenda to Faculty three {3} days before the meeting. At the first meeting of the academic year, the Faculty will elect a Recorder from the Faculty. The Recorder will be responsible for recording Minutes of all Faculty meetings for the academic year and disseminating Unapproved Minutes and Approved Minutes to the Faculty within ten {10} days of the meeting. Electronic copies of

Approved Minutes of Faculty meetings will be archived in the Office of the Provost and Vice President of Academic Affairs.

CHAPTER 2. INSTRUCTIONAL POLICIES

2.1 Curriculum Development

The primary responsibility for the implementation, content, quality, and effectiveness of the curriculum rests with the faculty of Gordon State College. New courses and programs are initiated within an academic unit and subject to the review and approval of the Academic Policy Committee, Executive Board, Faculty Senate, the Provost and Vice President for Academic Affairs, and the President prior to implementation. New programs of study must also have the approval of the Board of Regents.

Faculty desiring to propose new courses or programs should consult with their academic unit head. If the academic unit head concurs that a new course or program is desirable, the faculty member will submit a new course proposal form, along with a sample syllabus or curriculum, to the Academic Policy Committee. If the Academic Policy Committee approves, and the Provost and Vice President for Academic Affairs supports the recommendation, the proposal is submitted to the Senate for approval, and, if approved by that body, to the President for final approval. If the proposal is a new program requiring thirty (30) hours or more of new course work, the Board of Regents must also approve.

The academic units responsible for curriculum development and oversight are the School of Arts and Sciences and its constituent departments, the School of Education, and the School of Nursing and Health Sciences. The official line of communication to higher authority runs from the Department Academic Unit Heads and Deans of these academic units to the Provost and Vice President for Academic Affairs and to the President.

2.2 Teaching Loads

- 2.2.1.** The normal teaching load of a tenured or tenure-track faculty member of Gordon State College shall alternate during the academic year between a load of fifteen to sixteen credit hours per semester (4-5 class sections) and a load of twelve credit hours per semester (3-4 class sections). The semester for reduced faculty load would be determined and assigned by the Provost and Vice President for Academic Affairs and the academic unit head based on scheduling needs.

The normal teaching load of a non-tenure track faculty member shall be between fifteen to sixteen credit hours (4–5 class sections) per semester. This shall apply to Lecturer, Senior Lecturer, Instructors, full-time temporary, and full-time limited-term faculty.

- 2.2.2.** Other adjustments in assigned faculty load may occur because of various other factors, including the workload of preparation, student contact hours, accreditation requirements, and assessment of student work. At the discretion of the Provost and Vice President for Academic Affairs and with the approval of the President, workload adjustments for individual academic disciplines may be made.
- 2.2.3.** The Chair of the Faculty Senate is released from two courses per academic year.
- 2.2.4.** Release Time. The Provost and Vice President for Academic Affairs, with the approval of the President, may grant release time to individual faculty members as compensation for extraordinary projects. Faculty members must apply to their Dean and to the Provost and Vice President for Academic Affairs for release time each year at the annual evaluation meeting. An application should explain the purpose of the release time (see Appendix A).

- 2.2.4.1. The granting of release time is subject to scheduling needs.
- 2.2.4.2. Release time will ordinarily be granted for one year only, but it may be renewed with the approval of the faculty member's Dean and at the discretion of the Provost and Vice President for Academic Affairs.
- 2.2.4.3. Any faculty member granted release time must submit a report to the Dean of his or her School detailing the work accomplished during the release time.
- 2.2.5. The Provost and Vice President for Academic Affairs may allot a faculty member a lesser load while recognizing that the faculty member meets full teaching load and other contractual responsibilities, in those instances where students may be instructed as effectively in large groups as in small groups.
- 2.2.6. On occasion, research may constitute a part of a faculty member's normal work load. When the work load of research is uncommonly high, a compensating reduction in teaching load may be granted by the Provost and Vice President for Academic Affairs.

2.3 Office Hours

Gordon State College expects the faculty members will be on campus a sufficient number of hours to discharge adequately their professional responsibilities, and to maintain regular office hours. Faculty must post on their office doors the hours during which they will be available for consultation with students (eight hours per week or as approved in writing by the Academic Unit Head). The faculty's Academic Unit Head may approve virtual office hours for faculty members with a significant online course load.

2.4 Final Examinations

All instructors are expected to give a final exam in each of their courses unless exceptions are approved by the Department Academic Unit Head and Dean on an individual or program basis. The final examination schedule must be followed as published. Any change from the schedule must be approved by the Associate Vice President for Academic Affairs.

CHAPTER 3. FACULTY HIRING POLICIES

3.1 Equal Employment Opportunity/Affirmative Action Reaffirmation

It continues to be the policy of Gordon State College to implement affirmative equal opportunity to all employees and students and applicants for employment or admission without regard to race, creed, color, sex, national origin, religion, age, veteran status, or disability. Affirmative action shall be taken to ensure fulfillment of this policy including, but not limited to, the following personnel actions.

1. Recruiting, enrollment and educational practice
2. Hiring, placement, upgrading, transfer or promotion
3. Treatment during employment
4. Recruitment, advertising or solicitation for employment
5. Rates of pay or other forms of compensation
6. Selection for training
7. Layoff or termination
8. Fringe benefits

The policy of this college is consistent with the requirements and objectives of *Executive Order 11246*, as amended, *Vietnam Era Veterans' Readjustment Act of 1974*, as amended (Number 38 USC 2012), Section 503 of the *Rehabilitation Act of 1973*, and their implementing regulations. It is the college's objective to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job related standards of education, training, experience or personal qualification.

In conformance with the Federal regulations listed above, Gordon State College does not discriminate against any employee or applicant for employment or against any student or applicant for admission in regard to any position for which the employee or student is qualified.

For all employees, applicants for employment, and students with physical and mental limitations, Gordon State College will provide reasonable accommodations.

Responsibility for ensuring compliance and continued affirmative implementation of the policy is assigned to the Director of Personnel, as Affirmative Action Officer for the college. Periodic revision and review will be made for the purpose of measuring progress against these stated objectives as well as considering revision and updating.

3.1.1. President's Statement on Equal Employment Opportunity/Affirmative Action:

This policy has my unequivocal support, and I request all members of the staff, faculty and student body to join me in order to ensure that nondiscriminatory practices are followed on the Gordon campus.

/s/ Dr. Max Burns
President, Gordon State College
Revised August, 2014

3.2 Hiring Policies for Faculty

3.2.1 Minimum Qualifications

Minimum employment qualifications for faculty of all academic ranks shall be:

3.2.1.1. Consistent with the Southern Association of Colleges and Schools Commission on Colleges' requirements for institutional accreditation;

3.2.1.2. Evidence of ability as a teacher;

3.2.1.3. Evidence of ability and activity as a scholar in all other aspects of duties assigned;

3.2.1.4. Successful experience (this must necessarily be waived in the case of those just entering the academic profession who meet all other requirements); and,

3.2.1.5. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.

Board of Regents Policy Manual §8.3.1.2

3.3. The Faculty Hiring Process

Recommendations for faculty positions are made by the Academic Unit Head to the Provost and Vice President for Academic Affairs and based on known vacancies, resignations, retirements, and needed additions or deletions from the academic program.

Final budget approval from the Board of Regents may dictate the deletion of some positions and make possible the addition of others.

The procedure for recruitment is as follows:

3.3.1. Upon recognition of need for a new faculty member, Academic Unit Head shall make a recommendation to the Dean and Provost and Vice President for Academic Affairs.

3.3.2. The Academic Unit Head, acting through the Office of Human Resources shall announce open positions and collect applicants' materials.

3.3.3. The Academic Unit Head then appoints a search committee comprised of faculty from respective or related academic department or program. Upon receipt of applications, the search committee reviews the qualifications of candidates, selects those it thinks most qualified for the position, and makes its report to the Academic Unit Head.

3.3.4. The Academic Unit Head then arranges interviews with the candidates selected by the search committee.

3.3.5. The committee, Academic Unit Head, Dean, the Provost and Vice President for Academic Affairs, and the President interview the candidates.

3.3.6. The search committee makes a written recommendation to the Academic Unit Head, who forwards the search committee's recommendation with their recommendation to the Dean and the Provost and Vice President for Academic Affairs, who then adds their recommendation and forwards all written recommendations to the President for final approval.

3.3.7. If, at any stage of the hiring process, the search committee, the Academic Unit Head, Dean, the Provost and Vice President for Academic Affairs, or the President finds none of the candidates acceptable, a written notice shall be given to the other parties involved in the search process in order to help guide the continuation of the hiring process.

3.3.8. In cases where the urgency of time or a scarcity of applicants requires immediate action, the Academic Unit Head, with approvals of the Dean and the Provost and Vice President for Academic Affairs, may

act without a search committee. In such instances, the faculty of that Department or School shall be granted the opportunity to voice approval or disapproval to the **Department Academic Unit** Head.

- 3.3.9.** In the case of hiring an Administrator with Faculty rank, the same faculty hiring process will be followed, except for exceptional cases as described in 7.3 of the *Faculty Handbook*.

3.4. Tuition Assistance Program (TAP)

The University System of Georgia offers tuition assistance for any employee with benefits who has been employed with a USG institution for at least six months. Guidelines of this policy and an application form are at this web site: http://www.usg.edu/hr/benefits/tuition_assistance_program_tap. Courses must be approved by the Faculty member's **Academic Unit Head** and the home institution's TAP Coordinator. The TAP coordinator for Gordon State College is the Director of Business Services.

Interested employees should complete a TAP Application Form well before the desired registration date. Application deadlines are found by clicking "TAP Employee Registration Dates" at the web address mentioned above. Upon approval, Gordon's TAP Coordinator will contact each employee's chosen institution and make arrangements for tuition and fee waivers. Failure to give proper notice may prevent employees from receiving tuition assistance. Employees will be responsible for registering for classes. TAP registration dates for each school are found by clicking "TAP Employee Registration Dates."

CHAPTER 4: POLICIES ON FACULTY ABSENCES

4.1 Absences

Faculty members who wish to be absent from their teaching duties for personal reasons must request permission from their **Department Academic Unit** Head or Dean by completing a *Faculty Request for Absence* form (attached as Appendix A). Faculty absence requests for personal reasons that are approved by the Academic Unit Head may be granted without pay. Any requests for exceptions must be approved by the President of Gordon State College. Dismissing classes without the permission of the Academic Unit Head may lead to sanctions and disciplinary action.

4.1.1 Leaves of Absence

- 4.1.1.1.** Leaves of absence without pay shall, as a rule, be approved if such leaves will not be prejudicial to the interests of the College. A faculty member requesting a leave without pay should make the request early enough for the faculty member's assignments to be covered.
- 4.1.1.2** Leaves of absence with pay shall be granted only for the purpose of promoting scholarly work and encouraging professional development.
- 4.1.1.3.** Leaves of absence ordinarily will not be granted to persons employed by the College for fewer than three years.
- 4.1.1.4.** Any faculty member granted a leave of absence with pay shall be required before beginning leave to sign an agreement that he/she will return to the College or return the full amount of compensation received while on leave. If the leave with pay is for a period less than one year, the faculty member shall agree to return for at least one year of service following the leave or return the full amount of compensation received while on leave. If the leave with pay is for a period of one year, the faculty member shall agree to return for at least two years of service following the leave or return the full amount of compensation received while on leave.

4.1.1.5. Requests for leaves of absence shall be submitted through the Academic Unit Head, Dean, and to the Provost and Vice President for Academic Affairs. Requests must be approved by each of these offices and by the President. The Board of Regents must approve any leave with pay.

4.1.1.6. The *Family and Medical Leave Act* (FMLA) entitles eligible employees to take up to 12 weeks of unpaid job-protected leave in any 12-month period. In compliance with FMLA and in accordance with the *Board of Regents Policy* §8.2.7.6, faculty are eligible to take leaves of absence without pay if they have been employed at Gordon State College for at least 12 months and have worked for at least 1250 hours over the previous 12 months. An eligible employee is entitled to 12 weeks of leave for certain family and medical reasons during a 12-month period. The following qualify as events under FMLA: (1) The employee's own serious health condition; (2) Birth, adoption, or legal foster care placement of a child; (3) Serious health condition of employee's spouse, parent, or child.

A faculty member requesting FMLA leave should make the request early enough for the faculty member's assignments to be covered.

Employers may select one of four options for determining the 12-month period:

1. The calendar year;
2. Any fixed 12-month "leave year" such as a fiscal year, a year required by state law, or a year starting on the employee's 'anniversary' date;
3. The 12-month period measured forward from the date any employee's first FMLA leave begins; or
4. A "rolling" 12-month period measured backward from the date an employee uses FMLA leave.

4.2. Sick Leave

For all regular ten month faculty members (as defined in *Board of Regents Policy Manual* § 8.1), sick leave may be granted upon approval of the Academic Unit Head for any of the following reasons:

- a. Illness or injury of the employee
- b. Medical and dental treatment or consultation
- c. Quarantine due to a contagious illness in the employee's household
- d. Illness, injury, or death in the employee's immediate family requiring the employee's presence.

4.2.1. All regular ten month faculty members accrue sick leave at the rate of eight (8) hours per month for each month of service (80 hours during the ten-month academic year) (*Board of Regent's Policy Manual* §8.2.7.2). Additional sick leave will be accrued by the faculty teaching summer classes based on the number of credit hours of instruction. All requests for sick leave should be submitted before leave, if possible, and must be approved by the **Department Academic Unit** Head and Dean. Sick leave must be reported on monthly absence forms by the Academic Unit Head.

4.2.2. Sick leave will be granted for employee illness or doctor's appointments and will be reported in fifteen minute increments. Any portion of a fifteen minute period missed shall be charged as fifteen minutes of sick leave.

4.2.3. Except in cases of extended absence (as noted in §4.2.4. below), faculty absent for an entire day due to sickness shall be charged sick leave only for those hours normally devoted to class, office hours, advisement, or committee work. For example, if on a day when a faculty member is absent, he/she was

scheduled for two hours of class and two office hours, she/he will be charged four hours of sick leave. In no case shall any faculty member be charged more than eight hours of sick leave per day of absence.

- 4.2.4. Once a faculty member misses five consecutive workdays charged as sick leave, any subsequent consecutive days missed shall be charged at eight hours per day. For purposes of this policy, Friday and Monday shall be considered consecutive workdays.
- 4.2.5. If sick leave is claimed for a continuous period in excess of (5) five working days, a physician's statement is required to permit further claim of sick leave rights. Sick leave shall be cumulative and absences charged to sick leave shall also be cumulative. Any faculty member unable to return to work after exhausting all sick-leave may be granted sick leave without pay for a period not to exceed one year. The faculty member may elect to continue his/her group insurance benefits, and the institution will continue its share of the costs for such period. All other benefits are prohibited which would otherwise accrue to the faculty member.
- 4.2.6. Maternity leave shall be considered as sick leave, and appropriate provisions of these policies shall apply.
- 4.2.7. These provisions will not apply during the period of time the faculty member may be on leave of absence for reasons other than illnesses, or periods of time during which the faculty member would not be required to perform services under the terms of his employment.
- 4.2.8. Any payment made under the provisions of this regulation for illness or injury covered by the Workman's Compensation Act shall be reduced by the amount of any payment received under the provisions of the act.
- 4.2.9. On workdays when a faculty member has no assigned duties on campus (classes, office hours, advisement, or committee meetings) or when his/her only assignment is off campus (e.g. a night class or nursing clinical), he/she will not be expected to report to the Barnesville campus. This policy assumes that that the faculty member can be reached if necessary.
- 4.2.10. In the event of a death in the employee's immediate family, five (5) days is the maximum number of sick leave days allowed.
- 4.2.11. A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his or her employment. Upon the movement of an employee among institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service (*Board of Regents Minutes*, 1991-92, pp. 354-355).

4.3. Absences Due to Personal Reasons. Faculty members who wish to be absent from their teaching duties for personal reasons must request permission from their Academic Unit Head by completing a *Faculty Request for Absence* form. (There are separate forms for faculty, administrators, and staff.) Faculty absence requests for personal reasons that are approved by the immediate D may be granted without pay. Any requests for exceptions must be approved by the President of Gordon State College. Dismissing classes without the permission of the Academic Unit Head may lead to sanctions and disciplinary action. [Duplication]

4.3. Military Leave

Military leave is provided for any ordered military duty in the service of the State of Georgia or the United States, including (but not limited to) service training/schools conducted by the Armed Forces of the United States (*Board of Regents Policy Manual* § 8.2.7.5). As described in *Georgia Code* § 83-2-279(e), a faculty who receives orders for active military duty will be deemed to have a leave of absence with pay for the period of ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) working days in any one federal fiscal

year (October 1 to September 30). When the maximum paid leave time expires, continued absence by the faculty shall be considered as military leave without pay. The employee is required to submit a copy of military orders to active duty (*Board of Regents Minutes*, 1990-91, pp. 173-4). Employees returning from military service shall resume their duties at the College at no less rank and salary than when they entered service. The faculty member shall be required to notify the College within thirty days after discharge from military service and report for work within sixty (60) days after discharge.

4.4. Court Duty

Court duty leave with pay shall be granted to faculty for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court (*Board of Regents Manual*, § 8.2.7.7.) Faculty may retain juror or witness fees paid by the court. Faculty serving as an expert witness must comply with the Board of Regents Conflict of Interest policy (*Board of Regents Policy Manual* § 8.2.15).

[Chapters 1 – 4 **Approved by Faculty Senate:** February 22, 2016)

CHAPTER 5. GENERAL POLICIES

5.1. Policy Statement on Sexual Harassment

Sexual harassment of faculty or students of Gordon State College is prohibited and shall subject the offender to dismissal or other sanctions after due process.

Sexual harassment most often occurs when a person with authority over another exploits that authority for sexual purposes. However, this policy also includes sexual harassment directed against others of the same status in the college, i.e., student against student, faculty against faculty, and staff against staff.

5.1.1. President's Statement on Sexual Harassment

Sexual harassment, in any of its many guises, is a threat to the academic community. Everyone has the right to learn, teach or work in an environment free from sexual behavior which is intimidating, hostile or offensive. Such behavior cannot be tolerated because it imperils the purpose and spirit of Gordon State College.

/s/ Dr. Max Burns
President, Gordon State College
Revised August, 2014

5.1.2. Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment (*Board of Regents Policy Manual* § 8.2.16).

Experience has shown that consensual sexual relationships between faculty members and students can lead to harassment. Faculty members should understand the potential for coercion in sexual relationships with students with whom the faculty members also have instructional, advisory, or supervisory relationships.

Even when such relationships do not lead to harassment, they can compromise the integrity of the educational process. The objectivity of evaluations which occur in making recommendations or assigning grades may be called into question when a faculty member involved in those functions has or has had a sexual relationship with a student.

For these reasons, the College officially discourages sexual relationships, including consensual ones, between faculty members and students. The College requires a faculty member to remove him or herself from any supervisory, evaluative, advisory, or other pedagogical role involving a student with whom he or she has had or currently has a sexual relationship. Since the absence of this person may deprive the student of educational, advising, or career opportunities, both parties should be mindful of the potential costs to the student before entering into a sexual relationship.

Faculty and staff who engage in such relationships are notified that they will not be able to have a charge of sexual harassment against them dismissed by pleading mutual consent.

5.1.3. Examples of Sexual Harassment

Sexual harassment is an affront to academic freedom. The preceding policies will serve to protect the academic freedom of Gordon State College faculties and students. Examples of sexual harassment include (this list is intended to be illustrative but not exhaustive):

1. Unwanted teasing, jokes, remarks or questions of a sexual nature
2. Unwanted pressure for dates
3. Unwanted letters or phone calls of a sexual nature
4. Unwanted sexually suggestive looks or gestures
5. Unwanted deliberate touching, leaning over, cornering or pinching
6. Unwanted pressure for sexual favors
7. Actual or attempted rape or sexual assault

5.1.4. Procedures for Handling Complaints of Sexual Harassment

Complaints against:

1. Faculty

Complaints of sexual harassment against faculty shall be directed in writing to the Academic Unit Head or Dean to which the faculty member is assigned. If the complaint is against the Academic Unit Head the complaint shall be directed to the Provost and Vice President for Academic Affairs. That person shall informally investigate to determine if the complaint is valid and shall consult with the Affirmative Action Officer as necessary in the investigation. The Academic Unit Head or Dean may dismiss the complaint if it is unwarranted. The complainant may appeal this decision in writing within five (5) days to the Provost and Vice President of Academic Affairs, or if the Provost has already heard the complaint, to the President of the College.

The President may refer the complaint to the Grievance Committee of the College or an ad hoc committee appointed to hear the complaint. The hearing committee shall follow the timetable and procedures published in the Grievance Procedures.

2. Staff

Sexual harassment complaints by (a) faculty member(s) against staff shall be directed in writing to the supervisor to whom the staff member reports. (If the complaint is directed against the supervisor, the complaint shall be addressed to the Vice President for Business Affairs of the College.) The supervisor (or Vice President) shall informally investigate to determine if the complaint is valid and shall consult with the Affirmative Action Officer as necessary in the investigation. The supervisor or Vice President may dismiss the complaint if it is unwarranted. The complainant may appeal this decision in writing within five (5) days to the Vice President for Business Affairs, or if the Vice President for Business Affairs has already heard the complaint, to the President.

The President may refer the complaint to the Grievance Committee of the College ("Grievance Procedures") or another existing committee or an ad hoc committee appointed to hear the complaint. The hearing committee shall follow the timetable and procedures published in the "Grievance Procedures."

3. ***Students***

Sexual harassment complaints by (a) faculty member(s) against student(s) shall be directed in writing to the Vice President for Student Affairs. The Vice President for Student Affairs will dispose of the complaint according to the disciplinary procedures published in the *Gordon State College Academic Catalog*.

5.1.5. **Plan for Educating the College Community to Prevent Sexual Harassment**

1. ***Faculty:***

Faculty can access a copy of the sexual harassment policy on the Gordon State College Human Resources website. The Faculty Handbook will contain appropriate references to this policy. Sexual harassment issues will be discussed annually during faculty orientation.

2. ***All members of the college community:***

The legal advisor to the college shall be available to present materials and seminars on this subject upon request for faculty, staff or students.

5.2. **Gratuities**

Faculty or other person on behalf of the faculty is prohibited from knowingly accepting, directly or indirectly, a gift from any vendor or lobbyist (as those terms are defined in *Official Code of Georgia Annotated* §§ 21-5-70(6) and 45-1-6(a)(5)b)). If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization.

5.3. Outside Activities

A faculty of the University System of Georgia should avoid actual or appearance of conflicts of interest between their college obligations and outside activities (*Board of Regents Policy Manual* § 8.2.15).

Faculty members may not manage or take an active part in a political campaign that interferes with their duties, nor may the faculty member hold elective office at the state or federal level (*Board of Regents Policy Manual* § 8.2.15.3).

Faculty members are encouraged to participate in professional activities that do not interfere with the regular and punctual discharge of official duties, provided the activity meets one of the following criteria:

1. It is a means of personal professional development;
2. It serves the community, state or nation; or,
3. It is consistent with the objectives of the institution.

However, faculty should not engage in any occupation, pursuit, or endeavor that will interfere with the regular and punctual discharge of their official duties (*Board of Regents Policy Manual* § 8.2.15.1). Members of the faculty are expected to give full professional effort to their assignments of teaching, research, and service.

For all professional activities that may potentially raise questions of conflict of interest, the faculty shall report in writing through official channels the proposed arrangements and secure the approval of the President or his/her designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

5.4 Employment of Relatives

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing (*Board of Regents Minutes*, February 14, 1973, p. 312).

- 5.4.1. The basic criteria for the appointment and promotion of faculty at Gordon State College shall be based on qualifications and performance as set forth in the policies of the Board of Regents. Relationship by a family member or marriage shall constitute neither an advantage nor a disadvantage in the appointment and promotion of faculty. (*Board of Regents Policy Manual* 8.2.3)
- 5.4.2. No individual shall be employed in a department or unit that will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management (*Board of Regents Minutes*, 1989-90, p. 250).
- 5.4.3. Excluded from this policy are:
 1. Temporary or part-time employment of children under age 25;

2. Any individual employed as of February 14, 1990, at any institution where a relative of such individual then holds a superior position of at least one level of supervision removed from such individual in any line of authority; or
3. Exceptions approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the Institution and the University System (*Board of Regents Minutes*, 1989-90, p. 250).

5.5 Amorous Relationships

A Gordon State College faculty member is prohibited from having an amorous relationship with any student who the Faculty member supervises, teaches, or evaluates in any way. A Faculty member is prohibited from having an amorous relationship with any other faculty if either faculty or Faculty supervises, evaluates, or in any other way directly affects the terms or conditions of the other's employment (*Board of Regents Policy Manual* § 8.2.3). Any individual who violates this policy is subject to disciplinary action commensurate with the offense, up to and including termination (*Board of Regents Policy Manual* § 8.2.23).

The Board of Regents does not provide a definition of Amorous Relationship. However, for perspective only, the definition of Amorous Relationships used by Purdue University is provided: "Romantic or sexual relationships between two individuals of the opposite or same sex who are not married to each other or in a domestic partnership with each other, and who mutually and consensually understand the relationship to be romantic and/or sexual in nature" (*Purdue University Policies*, Vol. III: Ethics, Chapter A: Conduct, Policy on Amorous Relationships (III.A.1). Retrieved 08 February 2015 from <http://www.purdue.edu/policies/ethics/iiia1.html>).

CHAPTER 6. EVALUATION OF FACULTY

There shall be an annual evaluation of each faculty member. This evaluation shall consist of a self-evaluation submitted by the faculty member; student evaluations and classroom observations as listed below; and an evaluation by the Academic Unit Head that shall be based on the above three. Prior to review by the Provost and Vice President for Academic Affairs, the Academic Unit Head will discuss the evaluation with the faculty member. The faculty member shall be given the opportunity to request changes be made and provide a written response to the evaluation by the Academic Unit Head. Once the faculty member and Academic Unit Head have signed the evaluation, the evaluation document will be forwarded to the Provost and Vice President for Academic Affairs. If the Provost and Vice President for Academic Affairs disagree with the evaluation, the faculty member shall be notified by the Provost and Vice President for Academic Affairs, and provided with an opportunity for the faculty member to respond. Merit raises will be based on these evaluations and forwarded to the President for final institutional approval.

The Academic Unit Head evaluation of faculty will also be completed during the spring semester of each year. The evaluation of a faculty member by the Provost and Vice President for Academic Affairs, if appropriate, will be completed during the spring semester and a copy given to the appropriate Academic Unit Head.

Each faculty member will choose areas of emphasis from the criteria for the coming year and discuss these with the Academic Unit Head during the Annual Review. The Academic Unit Head at that time will indicate areas that need improvement or that need to be pursued to improve the faculty member's chances for promotion and tenure.

A meeting will be held by the Academic Unit Head during the fall to discuss the faculty member's accomplishments and progress thus far.

Policies on promotion and tenure may be viewed in Chapter 7 – Reappointment, Termination, Promotion and Tenure of this *Faculty Handbook*.

6.1. Forms for Evaluation Processes

The faculty evaluation documents and forms will be included in the *Faculty Handbook* as appendices as follows:

1. Faculty Rating by Student form. **(Appendix B)**
2. Faculty Self-Evaluation form to be completed by the faculty member. **(Appendix C)**
3. Classroom Visitation Appraisal form to be completed by the **Department Academic Unit** Head and, if desired by either party, a second appraiser. **(Appendix D)**
4. Faculty Evaluation by Academic Unit Head, **or form** to be completed by the Academic Unit Head and discussed with the faculty member at the annual review. **(Appendix E)**
5. Special Incident Appraisal form is used by the Academic Unit Head **or** other administrators or instructors to describe significant incidents that are good, bad or puzzling. The form will not supersede the standard procedures for handling grievances. The completed form will be made available for the faculty member's signature and any additional information that s/he may wish to add. **(Appendix F)**
6. Faculty Evaluation by Provost form to be completed by the Provost and Vice President of Academic Affairs, if the Provost and Vice President of Academic Affairs takes exception to the report of the Academic Unit Head. This form will be made available to the **Department Academic Unit** Head and the faculty member. **(Appendix G)**
7. Evaluation of administrators with faculty rank. ***FORM MUST BE SOURCED ON HR WEBSITE. (Appendix H)**
8. Librarian Self-Evaluation form. **(Appendix I)**

9. Librarian Evaluation form for Promotion. (**Appendix J**)**6.2. Annual Evaluation Timeline**

The Annual Review of faculty will take place during the spring semester with the Department Academic Unit Head, Director of Library Services and/or Dean and the faculty member. The time period for annual faculty evaluations will be the calendar year: January 1 through December 31. Every full-time faculty member will be evaluated. At this review, the Department Academic Unit Head, Director of Library Services and/or Dean will discuss with the faculty member the annual evaluation and the faculty member's progress toward promotion and tenure if the faculty member is on the tenure track.

6.2.1. Evaluation Schedule for 16-Week Semester**Fall Semester**

Week 1	Syllabi submitted to Academic Unit Head
Weeks 2-15	Classroom Observation performed by Academic Unit Head
Weeks 11-15	Faculty Rating by Student completed

Spring Semester

Week 1	Syllabi submitted to Academic Unit Head
Weeks 2-11	Classroom Observation performed by Academic Unit Head
Week 5	Faculty Self Evaluation form submitted to Academic Unit Head. Faculty development goals also submitted at this time. In the case where a faculty member applied for promotion and/or tenure in that academic year that faculty member shall be afforded ten additional business days to complete the Self Evaluation upon the return of her/his tenure and promotion package
Weeks 8-10	An individual evaluation meeting between faculty and Academic Unit Head will be held. Faculty Evaluation Agreement for next year completed cooperatively with Academic Unit Head, original to Academic Unit Head with a copy to the faculty member. Annual Faculty Evaluation completed and signed by faculty and Academic Unit Head
Weeks 11-15	Faculty Rating by Student will be completed

Student Evaluations will be completed during the eleventh through the final week of the semester except in special circumstances approved by the Academic Unit Head. A new faculty member shall be evaluated in each course during the first year. A faculty member in the second year of service or longer must be evaluated by students in at least four courses during the evaluation cycle of the year, but may choose to be evaluated more often.

6.2.2. Evaluation Schedule for 8-Week Semester

Week 1	Syllabi submitted to Academic Unit Head
Weeks 2- 7	Classroom Observation performed by Academic Unit Head
Weeks 5 - 7	Faculty Rating by Student completed

The office of the Provost and Vice President for Academic Affairs will examine and maintain the Student Evaluation forms for two years. A copy of the tabulated results and the evaluation forms will be sent to the Academic Unit Head after the last day of final exams. The Academic Unit Head will make these results available to the faculty member immediately and maintain copies for two years in the Academic Unit Head's office.

6.3 Tenure Track Faculty Pre-Tenure Review

During a faculty member's third year of service in a tenure-track position, the Academic Unit Head in active cooperation with the Academic Unit Promotion and Tenure Committee will produce and provide to the faculty member and the Provost and Vice President of Academic Affairs a detailed review of the faculty member's history of teaching, service, and professional development. Criteria for promotion and tenure shall focus on excellence in teaching (*Board of Regents Policy Manual* § 8.3.5.1).

This third-year review, to be completed by the end of that fall semester, will serve as a pre-tenure review in that the faculty member shall be informed by letter whether he or she is likely to be recommended for tenure, including detail on improvements needing to be made and the committee's future expectations for the faculty member. Documentation of the pre-tenure review shall be placed in the faculty member's file in the Academic Unit Head's office.

The *Classroom Observations* portion of the Pre-Tenure Review may take place in the fall or spring semesters, as scheduled by the instructor and the Academic Unit Head. First-year faculty will be observed during the fall and spring semesters. After the first year, non-tenured faculty will be observed once each year. However, a faculty member may request to have their class(es) observed if desired. Academic Unit Head may also conduct a classroom observation if deemed appropriate. that extraordinary circumstances warrant it.

Examples of extraordinary circumstances might include, (a) neglect of duty, (b) absence of the faculty member's Department Academic Unit Head, as when the Dean is acting in the capacity of the Department Academic Unit Head; (c) allegations of impropriety by students; (d) requests by fellow faculty members; (e) request by the faculty member; or (f) as deemed beneficial by the Academic Unit Head. In all cases, observations will be conducted at a mutually agreed upon time and date. If the faculty member or the Academic Unit Head desires it, a colleague chosen by the faculty member and approved by the Academic Unit Head shall conduct an evaluation as well. Part-time faculty will be evaluated at least once a year.

6.4 Tenure Track and Tenured Faculty Classroom Observation Review

Faculty members who have achieved tenure will be observed only in years in which they have applied for promotion. However, faculty members can request to have their class(es) observed, and a Academic Unit Head may conduct a classroom observation if deemed that extraordinary circumstances warrant it.

Examples of extraordinary circumstances might include, (a) neglect of duty, (b) absence of the faculty member's Department Academic Unit Head, as when the Dean is acting in the capacity of the Department Academic Unit Head; (c) allegations of impropriety by students; (d) requests by fellow faculty members; (e) request by the faculty member; or (f) as deemed beneficial by the Academic Unit Head.

In all cases, observations will be conducted at a mutually agreed upon time and date. If the faculty member or the Academic Unit Head desires it, a colleague chosen by the faculty member and approved by the Academic Unit Head shall conduct an evaluation as well. Part-time faculty will be evaluated at least once a year.

6.5 Evaluation of Administrators with Faculty Rank

Administrators with Faculty rank shall be evaluated by the administrator's immediate supervisor using a performance management instrument that emphasizes:

- A. Leadership qualities
- B. Management style
- C. Planning and organizing capacities
- D. Effective communication skills
- E. Accountability for diversity efforts and results
- F. Success at meeting goals and institutional objectives

Administrators with faculty rank shall be evaluated by their direct-reports (one level down on the organizational chart) at least once every five (5) years with results serving as the basis for the administrator's professional development plan. (*Board of Regent Policy Manual § 8.3.5.3*) The Administrator with Faculty Rank Evaluation Form is included as Appendix K. (Note to committee: attach Appendix K)

CHAPTER 7. REAPPOINTMENT, TERMINATION, PROMOTION, AND TENURE

7.1 Reappointment of Faculty

New faculty members are appointed on a year-to-year basis. Reappointment is contingent upon satisfactory performance in teaching, service, and professional growth and development.

7.1.1 Non-Tenured Faculty with Academic Ranks of instructor, Assistant Professor, Associate Professor, and Professor.

Notice of the intention to not reappoint a non-tenured faculty member shall be furnished, in writing, according to the following schedule (*Board of Regents Policy Manual*, § 8.3.4.2). This schedule of notification does not apply to persons holding temporary or part-time positions:

1. At least three months before the date of termination of an initial one-year contract;
2. At least six months before the date of termination of a second one-year contract;
3. At least nine months before the date of termination of a contract after two or more years of service in the institution.

7.1.2 Lecturers and Senior Lecturers

Full-time lecturers and senior lecturers are appointed by institutions on a year-to-year basis.

Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

1. For lecturers with less than three (3) years of full-time service, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.
2. For lecturers with three (3) or more years but less than six (6) years of full-time service, institutions must provide non-reappointment notice at least thirty (30) calendar days prior to the institution's first day of classes in the semester.
3. For senior lecturers or lecturers with six (6) years or more of full-time service, institutions must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the institution's first day of classes in the semester.

Lecturers or Senior Lecturers who have served for six (6) or more years of full-time service at an institution and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with published procedures developed by the institution.

The procedures must be approved by the Chancellor or his/her designee prior to implementation. Additional appeal procedures are in *Board of Regents Policy Manual* § 8.6 Application for Discretionary Review. (*Board of Regents Minutes*, February 2015)

In no case will the service as Lecturer or Senior Lecturer imply any claim upon tenure or reappointment under other conditions than those above (*Board of Regents Policy Manual* § 8.3.4.3).

7.2 Termination

7.2.1. A tenured faculty member, or a non-tenured faculty member before the end of their contract term, may be dismissed for any of the following reasons, provided that the institution has complied with procedural due process requirements (*Board of Regents Policy Manual* § 8.3.9.1):

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. Georgia Professional Standards Commission described moral turpitude as “inherent baseness or vileness, shameful wickedness, depravity...contrary to justice, honesty, modesty, or good morals” (<http://www.gapsc.com/Ethics/>). Examples of crimes involving moral turpitude include (but not limited to) fraud, larceny or misdemeanor theft by taking, murder, soliciting prostitutes, sale of narcotics, criminal issuance of a bad check, making a false report of a crime. Non-criminal actions involving moral turpitude include (but not limited to) public drunkenness, driving under the influence, carrying a concealed weapon, unlawful sale of liquor, simple battery, simple assault, misdemeanor criminal trespass, child abandonment, obstructing a law enforcement officer, possession of less than one ounce of marijuana. [NOTE: No definition found on BOR website. Georgia College and State University cites the above GPSC definition in their job application (http://www.gcsu.edu/education/docs/Background_COE_9_11.pdf)]
2. Professional incompetence, 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 (*Board of Regents Minutes* 1989-90, pp.384-385).
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense (*Board of Regents Minutes*, 1989-90, pp. 3
5. 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;
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 of Regents Policy Manual* § 8.2.1 (non-discrimination), *Board of Regents Policy Manual* § 8.2.16 (sexual harassment), or *Board of Regents Policy Manual* § 8.2.23 (amorous relationships).
9. Such other grounds for dismissal as may be specified in the Statutes of the institution (*Board of Regents Minutes*, November 2013).

7.2.2. In the imposition of sanctions, the burden of proof lies with the institution (*Board of Regents Minutes*, 1951-52, pp. 315-319, pp. 159-60; 1966-67, p. 206; 1969-70, pp. 21-22; 1974-75, pp. 304-313; 1982-83, p. 254).

7.2.3. The dismissal of a tenured faculty member, or a non-tenured faculty member during his/her contract term should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the president whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the president.
3. A letter to the faculty member forewarning that he/she is about to be terminated for cause and informing him/her that a statement of charges will be forwarded to him/her upon request. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within a reasonable time shall constitute a waiver of the right to a hearing.
4. A statement of charges, if requested by the faculty member, framed with reasonable particularity by the president or his or her designated representative. Along with the charges, the faculty member shall be advised of the names of the witnesses to be used against him or her together with the nature of their expected testimony.

7.2.4. The President of Gordon State College may at any time remove any faculty member of the institution for just cause. Cause or grounds for dismissal are set forth in the *Board of Regents Policy Manual*, § 8.3.9.3 and in the *Statutes of the College*. A faculty member shall not be terminated for exercising academic freedom. (See *Gordon College Statutes*, Chapter 1, Section 1.1, for statement on Academic Freedom, <http://www.gordonstate.edu/statutes/>.)

7.2.5. Program modification by the Board of Regents may also occasion the dismissal of a faculty member. A program modification requiring the termination of tenured faculty members will be implemented only after completion of a study, with institutional administrative and faculty participation. Only the Board of Regents may so modify programs.

~~7.3 Lecturers and Senior Lecturers~~ (Deleted due to Duplication of 7.1.2)

~~Full time Lecturers and Senior Lectures are appointed on a year to year basis. Lecturers and Senior Lecturers who have served full time for the entire previous academic year have the presumption of reappointment for the next academic year unless notified in writing to the contrary with these limitations:~~

~~**7.3.1** Lecturers with less than three years of full time service will receive non reappointment notification as early as possible, but no specific notice is required.~~

~~**7.3.2** Lecturers with three or more, but less than six years of full time service will receive non reappointment notice at least 30 calendar days prior to the institution's first day of classes in the semester.~~

~~**7.3.3** Senior Lecturers or Lecturers with six or more years of full time service will receive non reappointment notice at least 180 calendar days prior to the first day of classes in the semester.~~

In no case shall the service as Lecturer or Senior Lecturer imply any claim on reappointment or tenure under other conditions than those above (*Board of Regents Policy Manual § 8.3.4.3*).

7.4 7.3 Tenure upon Appointment

In exceptional cases the President may approve an outstanding distinguished senior faculty member for the award of tenure upon the faculty member's initial appointment; such action is referred to as tenure upon appointment.

Each such recommendation shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at a prior institution, and brings a demonstrably national reputation to the institution. If the person is being appointed to an administrative position and has not previously held tenure, the award of tenure must be approved by the Chancellor (*Board of Regents Minutes*, August 2007).

7.5 7.4 Maximum Time Served Without Tenure

The maximum time that may be served at the rank of Assistant Professor or above without the award of tenure shall be seven years. The maximum time that may be served in any combination of full-time instructional appointments (instructor or professorial ranks) without an award of tenure shall be ten years. The maximum time that may be served at the rank of full-time Instructor shall be seven years. (*Board of Regents Minutes*, 1992-93, p. 188; April 2000, pp. 31-32; August 2007)

7.6 7.5 Promotion – Library Faculty

7.6.1 7.5.1 Eligibility for Library Faculty

Librarians are non-tenured faculty and are eligible for promotion.

A Master's degree in Library Science or equivalent is required for appointment to Assistant Professor. In exceptional cases, outstanding professional experience and demonstrated competence may substitute for this academic preparation. Such exception must be justified by the institution on an individual basis. Promotion beyond the level of assistant professor will not occur unless the candidate has outstanding performance in his or her job effectiveness and satisfactory achievement in Professional Growth and Development or Institutional/Public Service or earns a second Master's degree or earns a Doctorate. The rank of Instructor will be given for a period of three years to candidates of promise who will then be eligible to apply for promotion to Assistant Professor.

7.6.2 7.5.2 Criteria for Library Faculty Appointment and Promotion

The criteria by which library faculty are judged relate to the general criteria applied to all academic faculty. The criteria also reflect the unique role of librarians in the academic community. Librarians are evaluated yearly in the areas of Job Effectiveness, Professional Growth and Development, and Service to the Institution/Public Service.

For promotion, candidates should perform the responsibilities of their position with outstanding

achievement. Candidates should also have satisfactory achievement in at least one of the two categories of Professional Growth and Development or Institutional Service/Public Service. The yearly Librarian Self-Evaluation Form (Appendix I) and the Evaluation of Librarian by Director of Library Services Form (Appendix E) will provide a record of accomplishments throughout the year.

7.5.2.1 Categories of Criteria for Library Faculty.

Categories to be evaluated for Promotion of Librarians.

7.5.2.1.1 Job Effectiveness (70%)

Each library faculty member must have an up-to-date job description, complete with responsibilities, developed by the library faculty member and the Director of Library Services and reviewed annually when the library faculty member is evaluated. The job description will be the basis for determining how well the individual has performed in the position. Job responsibilities differ among the librarians, and care should be taken to relate criteria to the individual library faculty member's responsibilities.

All library faculty members are participants in the instruction of students as well as contributing to the building of a library collection in the support of the mission of the college.

Expectations include but are not limited to:

1. Knowledge of the profession
2. Reference service
3. Collection development
4. Instruction
5. Faculty liaison activities
6. Library Administration
7. Student supervision

7.5.2.1.2 Professional Growth and Development (10-20%)

Professional Growth and Development includes contributions to the profession, personal professional development, and contributions to the field. Some examples are:

- a) Scholarship related to teaching
- b) Presentations before learned societies or professional organizations
- c) Honors and awards for research, scholarship, or other creative activities
- d) Scholarly publications
- e) Election or appointment to offices in professional organizations
- f) Service to state, regional, national or international professional associations and learned societies, including editorial work; consultation which involves scholarly application of professional expertise
- g) Continuing education, including additional degrees, diplomas, workshops, course work, in-house workshops
- h) Grants applied for or received

7.6.2.1.3 7.5.2.1.3 Institutional/Public Service(10-20%)

Service to the Institution includes satisfactory service to Hightower Library or Gordon State College. Library faculty members are expected to participate on committees and in other services to the college. Institutional service includes, but is not limited to, the following:

1. Participation on college-wide committees
2. Participation in the development of service programs or projects
3. Service-related consultation work or technical assistance
4. Advisement of student organizations
5. Counseling or advising of students
6. Contributions to the improvement of student or faculty life
7. Mentoring of colleagues
8. Special education endeavors such as teaching continuing education courses and conducting or assisting in seminars, workshops, and conferences
9. Visibility in the College community, including special service to students and participation in college activities. Community service may include, but is not limited to, the following:
 - a. Service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels)
 - b. Contributions to the improvement of community life which involves your expertise as a librarian or your professional skills, such as charitable fund raising, public lectures, non-profit consulting
10. Creative works (e.g. displays, exhibits)

The length of service for a librarian may be taken into consideration in determining whether or not the library faculty member should be promoted.

7.6.3 7.5.3 Procedure for Promotion for Library Faculty

The library faculty member seeking promotion will be required to establish and maintain a file of relevant documents to support requests for promotion. This file should include a self-report detailing degrees earned, honors achieved, committee work, and other information relevant to the criteria. It should also include such items as publications, student evaluations, letters of commendation, certificates, and other pertinent documents.

The yearly Librarian Self-Evaluation Form (Appendix I) and the Evaluation of Librarian by Director of Library Services Form (Appendix E) will provide a record of accomplishments throughout the year. A rating of 4-5 on the Evaluation of Librarian by Director of Library Services (Appendix E) will substantiate outstanding performance and 3.0 - 3.9 will denote satisfactory performance.

7.6.4 7.5.4 Documentation for Library Faculty

All candidates for promotion who are library faculty are expected to have:

Approved by Faculty Senate February 22, March 28 and April 18, 2016

Approved by Full Faculty April 27, 2016

Approved by the President July 5, 2016

1. Four to five years of *Outstanding* achievement on Yearly Evaluation of Job Effectiveness as a Librarian.
2. Four to five years of *Satisfactory* achievement on Yearly Evaluation of Professional Growth and Development.
3. Four to five years of *Satisfactory* achievement on Yearly Evaluation of Service.

7.6.5 7.5.5 Timeline for Promotion Decisions

With the exception of consideration for tenure, the timeline here is the same as laid out in §7.10.3 below.

1. The Director of Library Services reviews the library faculty member's request for promotion and writes a recommendation for or against promotion. This recommendation, accompanied by the supporting materials submitted by the candidate, is forwarded to the promotion and tenure committee by October 1st.
2. After careful consideration, the members of the committee shall vote by secret ballot to recommend acceptance or rejection of the application for promotion. A negative recommendation must be accompanied by a written explanation of how the candidate failed to meet the criteria for promotion. This written explanation shall be sent to the candidate. The recommendation and all relevant materials are forwarded to the Provost and Vice President for Academic Affairs. The candidate shall then be informed of the recommendation made by the committee. This submission will be made by the end of the Fall Semester.
3. The Provost and Vice President for Academic Affairs shall evaluate the candidate's materials and the recommendations of the Director of Library Services and the Promotion and Tenure Committee. The Provost and Vice President for Academic Affairs shall forward a written recommendation to the President with all supporting documentation.
4. The President shall make the decision on promotion and inform all candidates of his/her recommendation regarding their application.

7.6.6 7.5.6 Promotion Appeals for Library Faculty

Library faculty members may appeal a promotion decision by requesting in writing that the President reconsider the decision. The President shall then offer a final institutional decision. Any person in the University System for whom no other appeal is provided in the Bylaws and who is aggrieved by a final decision of the President may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days following the decision of the President. It shall state the decision to be reviewed and the redress desired. A review by the board is not a matter of right but is within the discretion of the Board. If the application for review is granted, the Board shall investigate the matter thoroughly and report its findings and recommendations to the Board. The Board shall render its decision within sixty days from the filing date of the application for review or from the date of a hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

7.7 7.6 Eligibility for Non-Library Faculty

For all disciplines except those listed below, a doctorate is required for appointment to assistant professor or

higher, or for promotion to assistant professor and higher. Extraordinary candidates enrolled in a doctoral program may be considered for tenure track positions if they otherwise meet Board of Regents criteria for appointment.

7.7.1 7.6.1 Fine Arts (excluding Music) - The MFA or a doctorate is required for appointment to assistant professor and higher, or for promotion to assistant professor and higher. The rank of instructor will ordinarily be for the appointment of candidates of promise with little experience who are in the final stage of a MFA or doctoral program.

7.7.2 7.6.2 Nursing and Health Sciences – A Master's degree is required for appointment to assistant professor. Promotion beyond the level of assistant professor will not occur unless the candidate has extraordinary accomplishments in teaching and service or professional growth or earns a doctorate. The rank of instructor may be used for qualified candidates of promise with little experience who are in the final stages of a MSN program.

7.8 7.7 Promotion Eligibility for Non-Tenure Track Faculty

A Master's degree is required for appointment to assistant professor. Promotion beyond the level of assistant professor will not occur unless the candidate has extraordinary accomplishments in teaching and service or professional growth or earns a doctorate. Faculty in non-tenure track positions are not eligible for the award of tenure. However, non-tenure track faculty may apply on an equal basis with other candidates for tenure track positions which may become available (*Board of Regents Policy Manual* § 8.3.8). NOTE: Those faculty hired prior to June 30, 2015 will retain their current rank.

7.9 7.8 Criteria for Non-Library Faculty

The minimum criteria for promotion for all non-library Faculty are:

1. Superior teaching
2. Outstanding professional service to the institution, and/or the community
3. Outstanding research, scholarship, creative activity or academic achievement
4. Professional growth and development (see § 1.1.1.9 of *this Faculty Handbook*) (*Board of Regents Minutes*, October 2008)

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the **Academic Unit Head** concerned setting forth the reasons for promotion. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted (*Board of Regents Policy Manual* Section 8.3.6.1).

7.9.1 7.8.1 Criteria and Definitions for Teaching, Service, and Professional Development

7.9.1.1 7.8.1.1 Teaching: Teaching is the primary responsibility of Gordon State College Corps of Instruction. Therefore, promotion and tenure decisions will be weighed heavily by evaluation of teaching effectiveness. Evidence of teaching effectiveness may come from Annual Evaluations by **Academic Unit**

Head, Student Evaluations or other sources. Any metric that is used to evaluate teaching effectiveness should be transparent to both the Department Academic Unit Head or Dean, and the Faculty.

Many criteria may be used to evaluate teaching; among these are:

1. Preparation
2. Organization
3. Motivation
4. Enthusiasm
5. Communication skills, to both individual students and to the class
6. Effective use of formative and summative evaluation methods
7. Advisement

Superior teaching should, in most cases, include positive Annual Evaluation ratings in each area, but superior ratings may only be necessary in certain areas, depending on the individual qualities of the faculty and nature of the courses taught. Evaluation of teaching effectiveness is inherently subjective. However, objective criteria should be cited in all evaluations. Teaching effectiveness is to be measured against a standard that applies to all faculty members equally. At no time should a faculty member's effectiveness as a teacher be evaluated in comparison to other faculty members' Annual Evaluations. The use of Faculty Rating by Students results in determining teaching effectiveness in the Annual Evaluation should be clearly communicated by the Academic Unit Head to the Faculty. Faculty should not assume a burden to have unreasonably high scores in Evaluations by Students, but should strive to reach a standard communicated by the Department Academic Unit Head or Dean.

7.9.1.2. 7.8.1.2. Service: A faculty member should be active in his/her service to the institution. Some examples of service activities are:

1. Participating in committee work at the Department, school, college and/or University System level;
2. Helping in the administration of college functions such as mentoring and/or recruitment and registration activities;
3. Attending college events;
4. Being involved in student affairs;
5. Being involved in community activities as a representative of the college and/or one's discipline;
6. Participating in curriculum development and delivery activities such as textbook selection, course development, assessment, educational technology and/or the development of new course materials;
7. Providing aid to colleagues in their teaching, professional or service activities;
8. Providing aid to college administrators and staff;
9. Helping resolve an institutional problem or issue.

This is not a complete or a required list of service activities. During the annual conference between the Academic Unit Head and the faculty member, the faculty member is free to choose, with the approval of the Academic Unit Head other activities that provide service to the institution.

7.9.1.3. 7.8.1.3. Professional Growth and Development: The following is a list of professional growth and development activities appropriate to the mission of Gordon State College:

1. Participation in professional organizations;

2. Production, publication, direction, performance, presentation, or exhibition of creative or scholarly work;
3. Critical evaluation of new materials or scholarly work;
4. Presentation of evidence of the interaction/coordination of teaching and research;
5. Remaining abreast of current trends within one's academic field;
6. Attending continuing education offerings;
7. Learning skills outside of one's discipline to enhance professional competence;
8. Taking discipline-related courses beyond the required degree;
9. Maintaining professional correspondence;
10. Supervising student projects and/or scholarly activity;
11. Securing a research or curriculum development grant.
12. Creating open-source publications through the *Affordable Learning Georgia* initiative in association with *MERLOT* and *OpenStax*.

This is not a complete or a required list of professional growth and development activities. During the annual conference between the **Academic Unit Head** and the faculty member, the faculty member is free to choose, with the approval of the **Academic Unit Head**, other activities that contribute to professional growth and development.

7.9.2 7.8.2 Promotion is based on merit. A faculty member should average at least a 3.5 or above in teaching and one other category and 3.0 in the remaining category on their *Evaluation of Faculty by Academic Unit Head* form (see Appendix E).

7.9.3 7.8.3 Procedure for Promotion and Tenure for Non-Library Tenure Track and Tenured Faculty

The faculty member seeking promotion and/or tenure will be required to establish and maintain a file of relevant documents to support requests for promotion. This file should include a self-report detailing degrees earned, honors achieved, committee work, and other information relevant to the criteria. It should also include such items as publications, student evaluations, letters of commendation, and other pertinent documents.

7.9.4 7.8.4. Documentation for Non-Library Faculty

All candidates who are not library faculty must include in their files for promotion and tenure the following:

1. All annual evaluations for the period of time under consideration
2. All classroom evaluations for the period of time under consideration
3. All student evaluation summaries for the period of time under consideration

Failure to provide all of these documents without justification will result in recommendation against promotion or tenure by the **Academic Unit** Promotion and Tenure Committee.

7.9.5 7.8.5 Application for Promotion and Tenure

In the year a faculty member has met the time and degree requirements for promotion or tenure, the faculty member and the faculty member's **Academic Unit Head** will be notified of eligibility by the Provost and Vice

President for Academic Affairs in the spring semester of the academic year. In the case of tenure, this notification will also include the number of years of eligibility remaining. If the faculty member wishes to apply, they must notify in writing the Academic Unit Head and the Chair of the current Academic Unit Committee on Promotion and Tenure by the end of spring semester of the faculty member's intent to apply. The faculty member will then provide the Academic Unit Head with relevant documentation by August 15th in the following fall semester.

7.10. 7.9 Tenure

Tenure resides at the institutional level. The principle of faculty tenure imposes reciprocal responsibilities upon the institution and the faculty member: The College provides academic freedom and continued employment on a 100 percent workload basis for two out of every three consecutive academic semesters (including summer semesters) until retirement, dismissal for cause, or release because of financial exigency or program modifications. The faculty member is obligated to maintain high standards of professional performance and professional ethics.

7.10.1 Eligibility and Probationary Period for Tenure

Only Assistant Professors, Associate Professors, and Professors who are normally employed full-time by the institution are eligible for tenure. Faculty members with adjunct, temporary, contract or other appointments shall not acquire tenure. The term "full-time" is used in these regulations to denote service on a 100 percent workload basis for at least two of every three consecutive academic semesters. The period of time August-May shall constitute one year of academic tenure credit.

Tenure may be awarded, upon approval of the President, upon completion of a probationary period of at least five (5) years of full-time service at the rank of assistant professor or higher (*Board of Regents Minutes*, August 2007). The five-year period must be continuous, except that a maximum of two (2) years interruption because of a leave of absence or part-time service may be permitted, provided, however, that an award of credit for the probationary period of an interruption shall be at the discretion of the President.

In all cases in which a leave of absence, approved by the President, is based on birth or adoption of a child, or serious disability or prolonged illness of the faculty member or immediate family member, the five-year probationary period may be suspended during the leave of absence. A maximum of three (3) years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service shall be approved in writing by the President at the time of the initial appointment at the rank of assistant professor or higher.

7.10.2 Criteria and Procedure for Tenure

The minimum criteria for tenure for all non-library Faculty are:

1. Superior teaching; Demonstrating excellence in instructions
2. Academic achievement, as appropriate to the mission
3. Outstanding service to the institution, profession, or community
4. Professional growth and development (see § 1.1.1.9 of *this Faculty Handbook*) (*Board of Regents Minutes*, October 2008)

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the **Academic Unit Head** concerned setting forth the reasons for promotion. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted (*Board of Regents Policy Manual* Section 8.3.6.1).

The procedure for seeking tenure is the same as the procedure for seeking promotion.

7.10.3 Timeline for Promotion and Tenure Decisions

1. The Academic Unit Head reviews the faculty member's request for promotion or tenure and writes a recommendation for or against promotion **and tenure**. This recommendation, accompanied by the supporting materials submitted by the candidate, is forwarded to the **Academic Unit** Promotion and Tenure Committee **by October 1st**.
2. **After careful consideration and discussion, the members of the committee shall vote by secret ballot to recommend acceptance or rejection of the application for promotion or tenure (faculty members under review for that academic year are not to be present during the discussion of their file and will not vote on their own file). A negative recommendation must be accompanied by a written explanation of how the candidate failed to meet the criteria for promotion. A positive recommendation must also be accompanied by a written explanation of how the candidate met or exceeded the criteria.**
3. **The recommendation and the written explanation shall be sent to the candidate by October 1st. The candidate has ten calendar days to submit a rebuttal to the committee to be included in the candidate's file moving forward.**
4. **The Academic Unit Promotion and Tenure Committee recommendation and all relevant materials, including the candidate rebuttal, are forwarded to the College Promotion and Tenure Committee (faculty elected Chairs of all the Academic Unit Promotion and Tenure Committees) by October 15th. This Committee will examine all recommendations for consistency among Academic Units, specifically with regard to teaching and service. A majority vote of the Chairs may request that a candidate file be referred back to its originating Academic Unit for reconsideration. A detailed explanation for the referral must be provided to the Academic Unit Promotion and Tenure Committee by November 21st. The Academic Unit Promotion and Tenure Committee is under no obligation to reverse its original recommendation, and the College Promotion and Tenure Committee will not make its own separate recommendation.**
5. **The Academic Unit recommendation and all relevant materials are forwarded to the Provost and Vice President for Academic Affairs by the end of the fall semester.**
6. **The Provost and Vice President for Academic Affairs shall evaluate the candidate's materials and the recommendations of the Academic Unit Head and the Academic Unit Promotion and Tenure Committee. The Provost and Vice President for Academic Affairs shall forward a written recommendation to the President with all supporting documentation.**
7. **The President shall make the decision on promotion and/or tenure and inform all candidates of their recommendation regarding their application.**

7.11. Promotion and Tenure Appeals

Faculty members may appeal a promotion or tenure decision by requesting in writing that the President reconsider the decision. The President shall then offer a final institutional decision. Any person in the University System for whom no other appeal is provided in the Bylaws and who is aggrieved by a final decision of the President may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision.

The application for review shall be submitted in writing to the Office of Legal Affairs of the Board of Regents within a period of twenty (20) calendar days following the decision of the President. It shall state the decision to be reviewed and the redress desired. A review by the Office of Legal Affairs is not a matter of right but is within the sound discretion of the Office of Legal Affairs. The Office of

Legal Affairs shall determine whether the application for review shall be granted. The Office of Legal Affairs may at its discretion refer a matter for mediation, arbitration, reconsideration, or revaluation of settlement options. If the application for review is granted, a Committee shall review the decision of the President. Said Committee shall consist of the Vice Chancellor for Legal Affairs or their designee, and any other person or persons deemed appropriate by the Committee. The decision of the Committee shall be final and binding for all purposes. There shall be no recourse to the Chancellor or the Board of Regents from such decision; provided, however, that the Committee on Organization and Law, upon its discretion, retains the authority to make an exception to this policy. See details in *Board of Regents Policy Manual* § 8.6.

[Chapters 5 – 7 **Approved by Faculty Senate:** March 28, 2016]

[No changes made to chapters 8 – 10]

CHAPTER 8. POST-TENURE REVIEW

8.1 Review of Procedures

Gordon State College's policies on post-tenure review conform to the institution's mission and to Board of Regent procedures. Not later than five years after these procedures have been initiated, they will be reviewed. No less than three months before the expiration of that five years, the Provost and Vice President for Academic Affairs shall appoint a committee of at least one faculty member from each academic unit to evaluate these procedures and report to the full faculty. The full faculty shall vote to revise or to keep these procedures. The President of Gordon State College shall review and approve institutional post-tenure review policies and any subsequent revisions (*Board of Regents Policy Manual* § 8.3.5.4).

8.2 Period and Order of Review of Faculty

Tenured faculty in the University System of Georgia shall be given a performance review by faculty peers at least once every five years (*Board of Regents Policy Manual* § 8.3.5.4). At Gordon State College, post-tenure review will take place every five years. Deans, Department Academic Unit Heads, and other administrators shall not undergo post-tenure review; administrators who are tenured would not undergo post-tenure review unless or until they returned to a faculty role with little or no administrative responsibility. Administrators returning to faculty status will be evaluated under these guidelines as a faculty member in the fifth year following the return to the faculty and at subsequent five year intervals (*Board of Regent Minutes*, August 2007).

Groupings of faculty to be reviewed shall be chronological, based on date of last promotion or achievement of tenure, whichever is more recent. Review for promotion, even when not awarded, may substitute once for the standard post-tenure review, and the subsequent scheduled review would be five years after the promotion review. If promotion is awarded in the intervening time, the standard post-tenure review would be given five years after the successful promotion review.

By thirty days prior to the end of each spring term, the Provost and Vice President for Academic Affairs will notify in writing the faculty members scheduled for post-tenure review during the subsequent academic year. The Provost and Vice President for Academic Affairs will also notify the Deans and Department Academic Unit Heads who oversee the work of these faculty members.

8.3 Peer Review Committee Members

No fewer than three tenured faculty peers constitute the Post Tenure Review Committee. The committee shall have one tenured faculty member elected from each academic unit and may have a representative from the faculty at large. Administrators (including Deans and Department Academic Unit Heads) and potential reviewees for the year shall not serve on the committee. Committee members shall serve for one year and elect a chair from tenured faculty members. If there are too few faculty of the appropriate academic units to serve on the Review Committee, then tenured faculty member(s) from another academic unit (even the reviewee's academic unit) may serve, provided that they are voted in by the faculty at its regular meeting in the beginning of the fall semester (*Gordon State College Statutes*, <http://www.gordonstate.edu/statutes/>).

8.4 The Post-Tenure Review Process

8.4.1 Documentation of the performance of the faculty member being reviewed should include:

1. An up-to-date curriculum vitae;

2. Copies of the faculty member's annual performance reviews for the years under consideration at Gordon State College, including the supervisor's evaluations of the faculty member and self-evaluations;
3. Measures of teaching effectiveness as defined by Gordon State College. At a minimum these measures should include a combination of student evaluations and peer evaluations. The procedures for conducting these evaluations must be specified in writing by the institution. Gordon has already specified procedures for student evaluations (see Chapter 6 of this *Faculty Handbook*). Procedures for peer evaluation of teaching shall include the following: During the year of the review, at least one member of the committee shall visit a class of the reviewee and fill out the appended form at Appendix B. At the reviewee's request or the committee's desire, more than one member shall visit the class one or more times.
4. A summary prepared by the faculty member of his or her accomplishments for the period under review and projected goals over the next five-year period. This narrative shall include relevant reflections about teaching, professional service to the institution and/or community, and professional growth and development.
5. At Gordon State College, the reviewee may provide the file from his or her last full review (promotion, tenure, or post-tenure) as a supplement, since earlier information may relate to the desired "opportunities for faculty to reach their full potential" and the purpose of "career development planning" specified by the Board of Regents.

8.4.2 Transmittal of Documents. The faculty member and the Chair of the faculty member's department are responsible for developing the documentation listed in §8.4.1 above and providing it to the current Post-Tenure Review Committee. The faculty member will convey the file to the committee chair by the end of the fall semester. During the review process, the faculty member shall have access at any time to the review file. The faculty member shall also have the right to add any material, including statements and additional documents, at any time during the review process. Using the promotion and tenure criteria established in § 7.6 above, the faculty member must demonstrate that they meet basic expectations for each faculty member in the relevant academic discipline.

8.4.3 The Post-Tenure Review Committee. The Post-Tenure Review Committee, a standing committee of the College, will conduct post-tenure reviews during the spring term of each year. The committee shall make its final written evaluation no later than thirty days before the end of spring semester. The Committee shall provide informed and candid feedback in its report on the faculty member's accomplishments and quality of contributions; the Committee should also provide guidance on improving performance, noting any weaknesses or deficiencies in the record. The committee will address performance in teaching, service, and professional growth and development. In its evaluation, the committee will assess the reviewee's performance as "satisfactory" or "unsatisfactory"; furthermore, the Committee will include with each such assessment a brief written statement identifying any notable strengths or weaknesses of the reviewee; in particular, if the Committee notes any clear deficiencies, these should be identified as such in the written statement.

The Chair of the Post-Tenure Review Committee shall give each reviewee a copy of the Committee's evaluation ten working days prior to submitting the evaluation to the appropriate Department Academic Unit Head or Dean in order to provide the faculty being reviewed five working days to prepare a written request for reconsideration by the Committee. The reviewee shall also be provided with the opportunity to discuss the evaluation with the Committee, if the reviewee so desires. Once any such requests have been heard and acted upon, the Committee Chair will provide a copy of the Committee's final evaluation to the appropriate Department Academic Unit Head or Dean. It will be the responsibility of the Department Academic Unit Head or Dean to maintain a copy of this evaluation on file for ten years.

8.4.4 Transmittal of Final Evaluation. The Department Academic Unit Head or Dean is responsible for transmitting the Committee's final evaluation to and discussing its contents with the faculty member in

advance of or during the annual faculty evaluation conference. At this time both the faculty member and the Department Academic Unit Head or Dean should sign the document. The faculty member, if he or she desires, shall have the opportunity to prepare a written response to the evaluation of the Post-Tenure Review Committee. The committee is responsible for reviewing the appeal before submitting the final evaluation.

8.4.5 Final Steps of Review Process. After reviewing the Committee's final evaluation with the faculty member, the Department Academic Unit Head or Dean shall send to the Provost and Vice President of Academic Affairs a copy of the Committee's evaluation (including names of all Post-Tenure Review Committee members) and any written response to it by the evaluated faculty member. The same documents should also be placed in the faculty member's personnel file in the Dean's or Department Academic Unit Head's office. The Department Academic Unit Head or Dean shall also preserve in the faculty member's file all documents that played a substantive part in the review other than documents such as publications that are readily available elsewhere. The Department Academic Unit Head or Dean must maintain a record of all faculty reviews completed, including the final evaluation and the names of all members of Post-Tenure Review Committee and Review Appeal Committee, when applicable. At the end of each academic year, the Department Academic Unit Head or Dean must forward to the VPAA a report listing the names of all faculty members reviewed during the academic year, reporting their respective evaluations, and listing the names of the Post-Tenure Review Committee (and Post-Tenure Review Committee if applicable) for each faculty member reviewed.

8.4.6 Use of Evaluation Results. Faculty development is an ongoing responsibility of all faculty members as they seek to develop their potential and perform at their full capacity. In cases where post-tenure review has established deficiencies, the faculty member is responsible, in consultation with the administrative unit head, for establishing a plan for faculty development directly related to the Post-Tenure Review Committee's findings. This includes identifying appropriate sources of faculty development, whether located on campus, on other campuses of the University System, at the system level, or in other locations.

The plan for faculty development should:

- A) Define specific goals or outcomes that would help the faculty member overcome any identified deficiencies;
- B) Outline the activities that can be undertaken to achieve the goals or outcomes;
- C) Set appropriate times within which the goals or outcomes should be accomplished; and
- D) Indicate appropriate criteria by which the faculty member should monitor progress. The Dean and Department Academic Unit Head are jointly responsible for arranging for appropriate funding for the development plan, if required.

The faculty member's Department Academic Unit Head or Dean is responsible for forwarding/retaining the faculty development plan resulting from a post-tenure review to/with the Dean.

The faculty member's Department Academic Unit Head or Dean is also responsible for monitoring the progress of faculty members engaging in a faculty development plan to remedy deficiencies identified in a post-tenure review. The Department Academic Unit Head or Dean will meet with each faculty member to review progress toward making improvements identified in the post-tenure review. A progress report will be forwarded to the Dean. When the objectives of the faculty development plan designed to deal with specified deficiencies have been met as determined by the academic unit head, the academic unit head shall make a final report to the appropriate administrative officer at least one level above the faculty member's unit, as specified by the institution.

8.4.7 Unsatisfactory Performance. In cases where faculty members have been identified in the post-tenure review process as having an "unsatisfactory" performance, faculty and administrators involved in this process must be fully committed to the successful completion of the faculty development plan designed to make improvements in the performance of these faculty member. In these cases, it is the responsibility of the Department Academic Unit Head or Dean (in consultation with the Provost and Vice President for Academic Affairs) to determine if, after a period of three years, a faculty member whose performance was deemed unsatisfactory in the post-tenure review has been successful in remedying deficiencies identified in the review. It is the responsibility of the Provost/Vice President for Academic Affairs to meet with the faculty member to discuss said performance.

8.5 Appeal of Post-Tenure Review

The post-tenure reviewee has the right to appeal the review outcomes. At Gordon State College, the reviewee may appeal the evaluation of the Post-Tenure Review Committee and/or the development plan prescribed in case of an assessment of deficiency to the Post-Tenure Review Appeal Committee. The Post Tenure Review Appeal Committee, a standing committee of Gordon State College, is made up of one tenured faculty member (who is not being reviewed) from each school (see <http://www.gordonstate.edu/committees/post-tenure-review-appeal-committee>). The reviewee must deliver a written appeal to any member of The Post-Tenure Review Appeal Committee within five working days of the initial discussion by the Department Academic Unit Head or Dean and the reviewee, or where deficiencies have been identified, within five working days of the establishment of a development plan. The Post Tenure Review Appeal Committee will then have ten working days to consider the appeal and render a finding to the reviewee and his/her Department Academic Unit Head or Dean. If the reviewee wishes, this decision may be appealed to the President of Gordon State College within five working days of receipt of the appeal committee's finding. If the reviewee wishes to appeal the decision of the President, the reviewee must follow the procedures set forth in the *Board of Regents Policy Manual* § 8.3.7 and the *University System of Georgia Handbook of Academic Affairs*, § 4.6.

8.6 Consequences of Post-Tenure Review

A faculty member who has not been successful in remedying deficiencies identified in the review may be subject to dismissal for cause under *Board of Regents Policy Manual* § 8.3.5. Conversely, a positive post-tenure review should be an important factor for consideration when presented as evidence for raises or other benefits such as special accommodations for research or teaching development. The Department Academic Unit Head or Dean shall include a written response to the post-tenure review in the relevant annual evaluation of every faculty member who undergoes the process.

Procedure first approved: January 28, 1997

Procedure review and revision: 2002

Most Recent Review and Revision: 2015

CHAPTER 9. TRAVEL

9.1 Travel Regulations

Institutions of the University System shall be guided by general travel regulations set forth in this section when employees are required to travel away from headquarters in the performance of their official duties. The University System expects to reimburse them for reasonable and necessary expenses as may be incurred while traveling. In cooperation with State regulations, the Board of Regents has adopted the following general regulations regarding travel of employees on official business of the University System. Statewide Travel Regulations are available at <http://sao.georgia.gov/state-travel-policy>

9.2 Travel Authorization

Employees required to travel in the performance of official duties and entitled to reimbursement for expenses incurred shall have prior authorization from his/her **Department Academic Unit** head or other designated official for the performance of travel. Travel authorization is required even if reimbursement is not requested. Approval may be in the form of a standing authorization in the case of individuals required to travel on a regular or continuous basis, a specific authorization in the case of those individuals who are required to make occasional trips, or a specific authorization for all out-of-state trips and shall include an itinerary, estimate of the cost of meals, lodging and travel, mode of transportation, and the general purpose of travel.

A Travel Authorization must be submitted before traveling. The Travel Authorization form can be accessed on your Employee Self Service page.

This form includes space for basic data such as location of proposed travel, departure and returning dates, approximate cost of trip, and an explanation of the purpose of the trip. This form must be prepared online and forwarded to the immediate supervisor at least 10 days prior to the date of proposed travel. The immediate supervisor will then approve or deny and forward the request to the Business Office for final approval or disapproval. Email notification will be sent and approved forms will be returned to the originator and disapproved forms will be returned for corrections or deletion. No trip should be taken with the expectation of reimbursement of travel expenses unless the originator has received an approved copy of his request prior to his/her departure.

9.3 Travel Expenses and Reimbursement

9.3.1. Meals

Allowed amounts for reimbursement on meals can be found by going to <http://sao.georgia.gov/state-travel-policy>. On the Travel Regulations page, click on another link called *Statewide Travel Policy*. In high costs areas (deemed so by the State – Chatham, Cobb, DeKalb, Fulton, Gwinnett, and Glynn counties), the allowed amounts for meal reimbursements are somewhat higher than for other areas. The Business Office can provide assistance in finding the necessary information.

Meals are reimbursed at 75% of allowed meals on the day of departure and return.

9.3.2 Lodging

Reimbursement will be made for actual lodging expenses within the state guidelines of reasonable expenses and must be documented by a receipt. Many hotels and motels grant commercial rates upon request to state employees who show identification. Georgia state employees traveling in Georgia or Florida on official business and paying with a Gordon State College check should not be charged county or municipal excise tax on lodging. A Sales and Use Tax Certificate of Exemption Form and a Motel Tax Exemption Form can be obtained online from the GSC website under the business office. These forms should be carried with you while traveling.

When a room is shared with other state employees on travel status, reimbursement will be shared. A state employee on travel status, if accompanied by one who is not a state employee on travel status, would be entitled to reimbursement for only the state employee portion of the room.

9.3.3. Transportation

Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized.

Reimbursement for transportation expenses incurred by use of personally owned vehicles will be at the rate per mile as provided by law for actual miles traveled in the performance of official duties. This rate will appear automatically in the travel authorization and expense statements when entering mileage. The initial point of departure during an employee's normal workweek shall be the individual's residence or headquarters. The initial point of departure on weekends or holidays, however, should be the individual's actual point of departure.

Total miles travelled will be reported; however, personal mileage and normal commute miles should be report in the designated space on the travel expense statement. Claims exceeding mileage computed by the most direct route from the point of departure to destination (due to field visits, picking up passengers, etc.) must be explained on the travel expense statement. Parking and toll expenses will be paid for official travel in personal or state vehicles. A receipt must be provided.

Transportation by common carrier, plane, rail, taxi or limousine will be reimbursed. Reimbursement will be made upon presentation of a ticket stub, receipts, or other documentary evidence of expenditure.

9.3.3.1 Use of College Vehicle:

The use of college vehicles is restricted to approved college activities. Students are not allowed to drive under any circumstances.

Car Share Vehicles are located at facilities and are "reserved" as first come first serve through the Enterprise website. You must have sign up for an account in advance.

9.3.4. Miscellaneous Expense

Registration fees required for participation in workshops, seminars or conferences which an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt.

9.3.5. Requisition for pre-payment of Travel Expenses.

A request to pay any registration, or hotel must be submitted on a "Gordon State College Requisition" (a copy of the form used at Gordon State College is located on the Gordon State College templates) and accompanied by a registration form. Airline tickets can be purchased with the Department P-Card. These advances are charged to the person traveling and should be reflected on his/her expense statement. This includes payment for pre-registering. The total cost of travel should be reflected on the travel expense statement.

Expense Statement is found online on *Employee Self Service*.

9.3.6. Reimbursement Procedures

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

Responsibility for appropriate audit, approval, and reimbursement of expense reports is vested in the appropriate officials of the institution. Expense reports will be processed in an expeditious manner. Claims will be paid as soon as practical.

CHAPTER 10. COMPUTER AND NETWORK USAGE POLICY

Introduction

"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

- *The EDUCOM Code* (1987, <http://www.educause.edu/>)

10.1 Background and Purpose

This document constitutes a College-wide policy intended to allow for the proper use of all Gordon State College computing and network resources, effective protection of individual users, equitable access, and proper management of those resources. This should be taken in the broadest possible sense. This policy applies to Gordon State College network usage even in situations where it would not apply to the computer(s) in use.

These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to these services. As a result, the *Board of Regents Policy Manual* is specifically identified in this document. In particular, § 600 entitled Research and § 900 entitled Facilities are particularly relevant to certain aspects of this policy. § 603.03 addresses determination of rights and equities in intellectual property while § 914.01 addresses the use of college resources for political campaigning.

The entire *Board of Regent's Policy Manual* may be found at: <http://www.usg.edu/admin/policy/>. In addition, the Regents guide to understanding copyright and fair use is an invaluable resource for questions about how materials, including electronic materials may be used. This document may be found at: <http://www.usg.edu/copyright/>

Given this background, Gordon State College expects all users of the Gordon State College network to recognize the following:

1. Access to the Gordon State College network is a privilege, not a right.
2. Access to networks and computer systems owned or operated by Gordon State College imposes certain responsibilities and obligations and is granted subject to College policies and local, state, and federal laws.
3. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. Appropriate use of computing and networking resources includes instruction; independent study; authorized research; independent research; communications; and official work of the offices, units, students, recognized student and campus organizations, and agencies of the College.

10.2 Definitions

10.2.1 Authorized Use

Authorized use of Gordon State College-owned or operated computing and network resources is use consistent with the education, and service mission of the College, and consistent with this policy.

Approved by Faculty Senate February 22, March 28 and April 18, 2016

Approved by Full Faculty April 27, 2016

Approved by the President July 5, 2016

10.2.2 Authorized Users

Authorized users are: (1) current faculty, staff, and students of the College; (2) anyone connecting to a public information service (see section 6.5); (3) others whose access furthers the mission of the College and whose usage does not interfere with other users' access to resources.

10.2.3 Individual Privileges

It is the following individual privileges, all of which are currently existent at Gordon State College, that empower authorized users to be productive members of the campus community. It must be understood that privileges are conditioned upon acceptance of the accompanying responsibilities. (See Section 4)

10.2.4 Privacy

To the greatest extent possible in a public setting an individual's privacy should be preserved. Electronic and other technological methods must not be used to infringe upon privacy. However, users must recognize that Gordon State College computer systems and networks are public and subject to the Georgia Open Records Act. Users, thus, utilize such systems at their own risk. All content residing on College systems is subject to inspection by the College.

All content residing on Gordon State College computer systems is subject to inspection by Gordon State College.

10.2.5 Freedom of Expression

The constitutional right to freedom of speech applies to all members of the campus no matter the medium used.

10.3 Ownership of Intellectual Works

People creating intellectual works using Gordon State College computers or networks, including but not limited to software, should consult Determination of Rights and Equities in Intellectual Property (*Board of Regents Policy Manual*, § 6.3.3, and any subsequent revisions).

10.4 Freedom from Harassment, Display of Objectionable or Undesired Material

Freedom from computer or network harassment is a right accorded to all members of the Gordon State College community. (See § 10.5.4 below.)

10.5 Individual Responsibilities

Just as certain privileges are given to each member of the campus community, all members are held accountable for their actions as a condition of continued membership in the community.

10.5.1 Common Courtesy And Respect For Rights Of Others

Users are responsible to all other members of the campus community in many ways, including respecting and valuing the rights of privacy for all, to recognize and respect the diversity of the population and opinion in the community, to behave ethically, and to comply with all legal restrictions regarding the use of information that is the property of others.

10.5.2 Privacy of Information

Files of personal information, including programs, regardless of storage or transmission medium, may be subject to the Georgia Open Records Act if stored on Gordon State College's computers. That fact notwithstanding, no one should look at, copy, alter, or destroy anyone else's personal files without explicit permission (unless authorized or required to do so by law or regulation). Simply being able to access a file or other information does not imply permission to do so.

Similarly, no one should connect to a host on the network without advance permission in some form. People and organizations link computers to the network for numerous different reasons, and many consider unwelcome connects to be attempts to invade their privacy or compromise their security.

10.5.3 Intellectual Property

You are responsible for recognizing (attributing) and honoring the intellectual property rights of others as is described in *University System of Georgia Copyright Policy* (<http://www.usg.edu/copyright/>).

10.5.4 Harassment

No member of the community may, under any circumstances, use Gordon State College's computers or networks to libel, slander, or harass any other person.

The following shall constitute Computer Harassment:

- (1) Using the computer to harass, terrify, intimidate, threaten another person by conveying or publicly displaying obscene language, pictures, or other materials;
- (2) Using the computer to convey threats of bodily harm to the recipient or the recipient's immediate family;
- (3) Intentionally using the computer to contact another person repeatedly with the intent to harass whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
- (4) Intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);
- (5) Intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another;
- (6) Intentionally using the computer to invade another's privacy, academic or otherwise, or *threatening* the invasion of another's privacy.

No part of this policy shall be construed as limiting or interfering with freedom of expression of student publications unless considered a form of harassment.

10.5.5 Responsible Use of Resources

You are responsible for knowing what information resources (including networks) are available, remembering that the members of the community share them, and refraining from all acts that waste or prevent others from using these resources or from using them in whatever ways have been proscribed by the College and the laws of the State and Federal governments.

10.6 Use of Personally Managed Systems

Personally managed systems are not limited to computers physically located at Gordon State College campuses, but include any type of device that can be used to access institute computing and networking resources from any location.

Authorized users have a responsibility to ensure the security and integrity of system(s) accessing other computer and networking resources of the College, whether you are a student, employee, or other authorized user. College information electronically stored therein must be protected.

Appropriate precautions for personally owned or managed systems include performing regular backups, controlling physical and network access, using virus protection software, and keeping any software installed (especially anti-virus and operating system software) up to date with respect to security patches.

Authorized users must ensure compliance with the security, software, and support policies of their unit.

10.7 Information Integrity

It is the user's responsibility to be aware of the potential for and possible effects of manipulating information, especially in electronic form, to understand the changeable nature of electronically stored information, and to verify the integrity and completeness of information that you compile or use. Do not accept information or communications as being correct when they are contrary to expectations; verify it with the originator of the message or data.

10.8 Use of Desktop Systems

Users are responsible for the security and integrity of College information stored on personal desktop system. This responsibility includes controlling physical and network access to the machine. Avoid storing passwords or other information that can be used to gain access to other campus computing resources.

10.9 Access to Facilities and Information

10.9.1 Sharing of Access

Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Users are responsible for any use of your account.

10.9.2 Permitting Unauthorized Access

Users may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users. (See section 2.2.)

10.9.3 Use of Privileged Access

Special access to information or other special computing privileges are to be used in performance of official duties only. Information obtained through special privileges is to be treated as private.

10.9.4 Termination of Access

When a faculty member ceases being a member of the Gordon State College community, or is assigned a new position and/or responsibilities within the College, the user's access authorization must be reviewed. Faculty members must not use facilities, accounts, access codes, privileges, or information for which they are not authorized in new circumstances.

10.10 Attempts to Circumvent Security

Users are prohibited from attempting to circumvent or subvert any system's security measures. This section does not prohibit use of security tools by system administration personnel.

10.10.1 Decoding Access Control Information

Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

10.10.2 Denial of Service

Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any College computer system or network are prohibited.

10.10.3 Harmful Activities

Harmful activities are prohibited. Examples include IP spoofing; creating and propagating viruses; port scanning; disrupting services, damaging files; or intentional destruction of or damage to equipment, software, or data.

10.10.4 Unauthorized Access

Users may not:

1. Damage computer systems
2. Obtain extra resources not authorized to them
3. Deprive another user of authorized resources
4. Gain unauthorized access to systems by using knowledge of:
 - a) A special password
 - b) Loopholes in computer security systems
 - c) Another user's password
 - d) Access abilities used during a previous position at the College

10.10.5 Unauthorized Monitoring

Users may not use computing resources for unauthorized monitoring of electronic communications.

10.11 Academic Dishonesty

Users should always use computing resources in accordance with the high ethical standards of the College community. Academic dishonesty (plagiarism, cheating) is a violation of those standards.

10.12 Use of Copyrighted Information and Materials

Users are prohibited from using, inspecting, copying, and storing copyrighted computer programs and other material, in violation of copyright.

10.13 Use of Licensed Software

No software may be installed, copied, or used on Gordon State College resources except as permitted by the owner of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly adhered to.

10.14 Personal Business

Computing facilities, services, and networks may not be used in connection with compensated outside work nor for the benefit of organizations not related to Gordon State College, except: in connection with traditional faculty pursuits such as teaching, research and service.

This and any other incidental use (such as electronic communications or storing data on single-user machines) must not interfere with other users' access to resources (computer cycles, network bandwidth, disk space, printers, etc.) and must not be excessive. State law restricts the use of State facilities for personal gain or benefit.

10.15 Gordon State College Privileges

Our society depends on institutions like Gordon State College to educate our citizens and advance the development of knowledge. However, in order to survive, Gordon State College must attract and responsibly manage financial and human resources. Therefore, the College has been granted by the State, and the various other institutions with which it deals, certain privileges regarding the information necessary to accomplish its goals and to maintain the equipment and physical assets used in its mission.

10.15.1 Allocation of Resources

Gordon State College may allocate resources in differential ways in order to achieve its overall mission.

10.15.2 Control of Access to Information

Gordon State College may control access to its information and the devices on which it is stored, manipulated, and transmitted, in accordance with the laws of Georgia and the United States and the policies of the College and the Board of Regents.

10.15.3 Imposition of Sanctions

Gordon State College may impose sanctions and punishments on anyone who violates the policies of the College regarding computer and network usage.

10.15.4 System Administration Access

A System Administrator (i.e., the person responsible for the technical operations of a particular machine) may access others files for the maintenance of networks and computer and storage systems, such as to create

backup copies of media. However, in all cases, all individuals' privileges and rights of privacy are to be preserved to the greatest extent possible.

10.15.5 Monitoring of Usage, Inspection of Files

Users should be aware that their uses of Gordon State College computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for maintaining network availability and performance.

The College may also specifically monitor the activity and accounts of individual users of the College's computing resources, including individual login sessions and communications, without notice. This monitoring may occur in the following instances:

1. The user has voluntarily made them accessible to the public.
2. It reasonably appears necessary to do so to protect the integrity, security, or functionality of the College or to protect the College from liability.
3. There is reasonable cause to believe that the user has violated, or is violating, this policy.
4. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
5. Upon receipt of a legally served directive of appropriate law enforcement agencies.

Any such individual monitoring, other than that specified in "(1)", required by law or necessary to respond to bona fide emergency situations, must be authorized in advance by the appropriate Vice President for faculty/staff and Vice President for Student Affairs for students; in all such cases, the appropriate unit head will be informed as time and the situation will allow.

In all cases all individuals' privileges and right of privacy are to be preserved to the greatest extent possible.

Gordon State College may also specifically monitor the activities and accounts of individual users of the college's computing resources including individual login sessions and communication without notice.

10.15.6 Suspension of individual privileges

Gordon State College may suspend computer and network privileges of an individual for reasons relating to his/her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other members of the campus community, or Gordon State College property. Access will be promptly restored when safety and well-being can be reasonably assured, unless access is to remain suspended as a result of formal disciplinary action imposed by the Office of the Provost and Vice President for Student Affairs (for students) or the employee's department in consultation with the Office of Business Affairs (for employees).

10.16 Gordon State College Responsibilities

10.16.1 Security Procedures

Gordon State College has the responsibility to develop, implement, maintain, and enforce appropriate security procedures to ensure the integrity of individual and institutional information, however stored, and to impose appropriate penalties when privacy is purposefully abridged.

10.16.2 Anti-harassment Procedures

Gordon State College has the responsibility to develop, implement, maintain, and enforce appropriate procedures to discourage harassment by use of its computers or networks and to impose appropriate penalties when such harassment takes place.

10.16.3 Upholding of Copyrights and License Provisions

Gordon State College has the responsibility to uphold all copyrights, laws governing access and use of information, and rules of organizations supplying information resources to members of the community (e.g., acceptable use policies for use of Internet).

10.16.4 Individual Responsibilities

Each school, department, or individual at Gordon State College has the responsibility for those computer resources established under its supervision to include:

1. Enforcing this policy
2. Providing for security in their areas
3. Confidentiality of private information, including user files and system access codes
4. Controlling physical access to equipment
5. Providing proper physical environment for equipment
6. Providing safeguards against fire, flood, theft, etc.

10.16.5 Public Information Services

Academic units and individuals may, with the permission of the appropriate **Department Academic Unit** Head and coordination with Computer Services, configure computing systems to provide information retrieval services to the public at large. (Current examples include "anonymous ftp" and "www.") However, in so doing, particular attention must be paid to the following sections of this *Faculty Handbook*: 10.2.1 (authorized use [must be consistent with College mission]), 10.3.3 (ownership of intellectual works), 10.4.2 (responsible use of resources), 10.12 (use of copyrighted information and materials), 10.13 (use of licensed software), and 10.16.4 (individual unit responsibilities).

Usage of public services must not cause computer or network loading that impairs other services.

10.17 Procedures and Sanctions

10.17.1 Investigative contact

If you are contacted by a representative from an external organization (District Attorney's Office, FBI, GBI, Southern Bell Security Services, etc.) who is conducting an investigation of an alleged violation involving Gordon State College computing and networking resources, inform the Director of Information Technology immediately.

10.17.2 Responding to Security and Abuse Incidents

All users and Departments have the responsibility to report any discovered unauthorized access attempts or other improper usage of Gordon State College computers, networks, or other information processing equipment. If a faculty member observes, or has reported to them (other than as in § 10.17.1 above), a security or abuse problem with any College computer or network facilities, including violations of this policy, the problem should be reported immediately.

Faculty should take immediate steps as necessary to ensure the safety and well-being of information resources. For example, if warranted, a system administrator should be contacted to temporarily disable any offending or apparently compromised computer accounts, or to temporarily disconnect or block offending computers from the network (see § 5.6).

Ensure that the following people are notified: (1) Director of Information Technology and (2) the relevant Department Academic Unit Head, Director of Library Services or Dean.

10.17.3 First and Minor Incident

If a person appears to have violated this policy, and (1) the violation is deemed minor by Information Technology, and (2) the person has not been implicated in prior incidents, then the incident may be dealt with at Information Technology or Departmental level. The alleged offender will be furnished a copy of the *College Computer and Network Usage Policy* (§ 10 of this *Faculty Handbook*), and will sign a form agreeing to conform to the policy.

10.17.4 Subsequent and/or Major Violations

Reports of subsequent or major violations will be forwarded to Student Affairs (for students) or the Department Academic Unit Head, Director of Library Services, and/or Dean for the determination of sanctions to be imposed. The Department Academic Unit Head, Director of Library Services, or Dean should consult the Office of Business Affairs regarding appropriate action.

10.17.5 Range of disciplinary sanctions

Persons in violation of this policy are subject to the full range of sanctions, including the loss of computer or network access privileges, disciplinary action, dismissal from the College, and legal action.

Some violations may constitute criminal offenses, as outlined in the *Georgia Computer Systems Protection Act of 1991* (the *Official Code of Georgia Annotated* § 35-3-38) and other local, state, and federal laws; the College will carry out its responsibility to report such violations to the appropriate authorities.

10.17.6 Appeals

Appeals should be directed through the already-existing procedures established for Faculty.

Appendices to the Faculty Handbook

- Appendix A - Faculty Request for Absence
- Appendix B - Faculty Rating by Student
- Appendix C - Faculty Self-Evaluation to be completed by the faculty member
- Appendix D - Classroom Visitation Appraisal form to be completed by the Department Academic Unit Head
- Appendix E - Faculty Evaluation by Department Academic Unit Head or Dean form to be completed by the Department Academic Unit Head or Dean
- Appendix F - Special Incident Appraisal form used by the Department Academic Unit Head or Dean
- Appendix G - Faculty Evaluation by Provost form to be completed by the Provost and Vice President for Academic Affairs
- Appendix H - Evaluation of Administrators with Faculty Rank
- Appendix I - Librarian Self-Evaluation form to be completed by the Librarian
- Appendix J - Librarian Evaluation Form for Promotion

Appendix A

Gordon State College Faculty Leave of Absence Request Form

Instructions: The following document must be completed by the requesting faculty member and submitted to the unit head. Additional supporting documentation such as faculty member's written request and supporting documentation could also be attached with this form and submitted as a packet for review and approval.

FACULTY MEMBER INFORMATION

Name: Rank Title:

School/College/Admin Unit: Department:

Employment Date: Contract Type:

Previously Granted Leave of Absence (include leave of absence type(s) and dates)

CURRENT LEAVE OF ABSENCE REQUEST INFORMATION

Dates From: To:

Leave of Absence is (place check where applicable): ☐ With pay ☐ Without pay

Location of Leave of Absence:

Purpose of Leave of Absence: Institution/Company/Organization, City, State, Country

COMPLETE THIS SECTION IF REQUESTING LEAVE OF ABSENCE WITH PAY

Salary at time of leave of absence (if two salaries during leave period, include both): Salary 1: Salary 2: Total

amount of proposed pay through GSC payroll during leave period: Proposed amount of pay is:

AGREEMENT: I, the undersigned petitioner for leave with pay for less than one year, do hereby agree to return to the institution for at least one year, OR that, for a leave with pay of one year, do hereby agree to return to the institution for at least two years of service after the termination of my leave. I further agree to return the full amount of compensation received from the institution and any other expenses paid by the institution while on leave, including benefits costs, if I should not return to the institution after the termination of my leave.

Signed:

Date:

COMPLETE THIS SECTION IF REQUESTING LEAVE OF ABSENCE WITHOUT PAY

AGREEMENT: I, the undersigned petitioner for leave without pay, do hereby agree to return the full amount of any expenses paid by the institution, including benefits costs, while on leave if I should not return to the institution after the termination of my leave.

Signed:

Date:

APPROVED BY (BOR policy requires Chancellor's final approval for any leave of absence beyond one year)

Approved by Faculty Senate February 22, March 28 and April 18, 2016

Approved by Full Faculty April 27, 2016

Approved by the President July 5, 2016

Signed:		Date:	
	Unit Head		
Signed:		Date:	
	Vice President for Academic Affairs and Provost		
Signed:		Date:	
	President		

Appendix B

1. Explains material and assignments clearly.
2. Teaches a well-organized course.
3. Uses effective teaching methods and techniques.
4. Uses appropriate methods for student evaluation - exams, papers. Projects, etc.
5. Encourages students to think.
6. Grades fairly. Gives informative feedback.
7. Conveys positive and enthusiastic attitude.
8. Is open to comments and questions. Encourages discussion.
9. Is willing to provide individual help in and out of class
10. Is understanding and considerate of students as individuals.
11. I expect to receive a grade of _____ in this class

Name and comment on some things this instructor did which helped you to learn.

List and comment on any areas in which this instructor needs improvement.

How did this class increase your interest in and knowledge of the subject matter?

Appendix C

SELF-EVALUATION FORM

Name _____ Date _____

Division _____

Self Evaluation Form

Name: Date:

Division:

Teaching/Advising SPRING FALL

1. Number of contact hours per week
2. Number of credit hours
3. Total number of students completing courses with grades other than a W
4. Number of course preparations
5. Number of new course preparations
6. Number of night courses on campus
7. Number of off campus courses
8. Number of advisees assigned
9. Number of late/off-campus registrations

TEACHING

Please attach a syllabus, selected handouts and other pertinent teaching materials for each course taught during the year.

1. What is the average turn-around time for returning tests and graded assignments to students?
2. What is the average number of tests and assignments, including the final exam for each course?
3. What types of graded assignment do you require?
4. What do you do to explain the grades that you give?
5. Which media and teaching techniques do you use?
6. Have you recently changed textbooks or significantly revised your course?
7. What specific new techniques or assignments have you tried this year and found useful?

8. What specific techniques have you used to improve the reading and writing skills of students?
9. Comment on your accomplishments in this area.

ADVISING

1. Describe your advising procedure.

SERVICE

Division/Institution

1. List divisional, college, or university system committees that you served on this year and describe your activities.
2. Were you asked to participate in sponsoring any student activities? If so, list the nature of those activities and your involvement.
3. Which fine arts, athletic, or student activities did you attend?
4. What other college activities did you participate in (i.e., grading Regents Test, student recruitment, academic contests, etc.)?
5. Please list any special services you provided (i.e., conducting workshops on campus, assisting new faculty, assisting chairmen or administrators).
6. Do you belong to or participate in any professional organization for the benefit of the division or college?
7. Were you asked to use your professional expertise to consult with and/or provide professional services for government, business, industry, education and/or civic groups?
8. What have you contributed to the achievement of your division's objectives?
9. Comment on your accomplishments in this area.

SCHOLARLY ACTIVITY

1. Did you produce, exhibit, perform, or publish creative works?

Copies of work can be provided.

2. Did you deliver lectures or present papers at professional meetings? **Copies of work can be provided.**
3. Did you participate in professional organizations?
4. Did you participate in any short courses, seminars, or workshops?

5. Did you engage in any specific study/activity, formal or informal, to enhance your professional competency?
6. Have you completed a degree this year?
7. Have you developed materials for divisional/college use and/or publication?
8. Comment on your accomplishments in this area.

APPENDIX D**CLASSROOM VISITATION APPRAISAL**

Rating Scale 1 to 5, N/A

Please circle the number which corresponds to your evaluation of the faculty member.

1. How well was the class presentation planned and organized? 5 4 3 2 1 0

2. Were important ideas clearly explained? 5 4 3 2 1 0

3. How would you judge the professor's mastery of the course content? 5 4 3 2 1 0

4. Was class time well used? 5 4 3 2 1 0

5. Did the professor encourage critical thinking and analysis? 5 4 3 2 1 0

6. Do you believe the professor encouraged relevant student involvement in the class?
5 4 3 2 1 0

7. How did the professor react to student viewpoints differing from his or her own?
5 4 3 2 1 0

8. How would you describe the attitude of students in the class toward the professor?
5 4 3 2 1 0

9. Do you believe that your visitation was at a time when you were able to judge fairly the nature and tenor of the teaching-learning process? (5=yes; 1=no)
5 4 3 2 1 0

10. Considering the previous items, how would you rate this teacher?
5 4 3 2 1 0

11. _____

12. _____

Yes/No

13. Did the syllabus clarify the objectives of the course? Yes No

14. Did you have a preliminary conference with the teacher before the visitation? Date _____ Yes No

15. Did you have a follow-up conference? Date _____ Yes No

Comments: _____

Appraiser's Signature _____ Date _____

Instructor's Signature _____ Date _____

APPENDIX E

**EVALUATION OF FACULTY BY HEAD OF ACADEMIC UNIT
to be completed by the Head of Academic Unit**

Faculty Member _____ Academic Unit _____

Chairman **Academic Unit Head** _____ Date _____

Each category will receive a rating based on a scale of 1 to 5 according to the description of the evaluation scale on Attachment A. The **Chair's Academic Unit Head's** merit recommendation will be based on the cumulative total.

A. TEACHING or JOB EFFECTIVENESS (non-tenure track librarians) (70%)

Comments:

_____ x .70= _____

B. SERVICE TO THE INSTITUTION (10-20%)

Comments:

_____ x . _____ = _____

C. PROFESSIONAL GROWTH & DEVELOPMENT (10-20%)

Comments:

_____ x. _____ = _____

**** NOTE:** The total percentages of parts B and C must equal 30%

Cumulative Total _____

Approved by Faculty Senate February 22, March 28 and April 18, 2016

Approved by Full Faculty April 27, 2016

Approved by the President July 5, 2016

APPENDIX F

SPECIAL INCIDENT APPRAISAL

Appraiser Date

Title

This form is designed to provide a structured record of good, bad, or puzzling incidents.

Description of incident:

Analysis and evaluation:

Specific Source of Information

Faculty Signature

Date

APPENDIX G

FACULTY EVALUATION BY DEAN OF THE FACULTY

(For Exception to the **Chairman's Academic Unit Head's** Rating)

Rating Scale 1 to 5

Name: _____ Date: _____

Division **Department:** _____

I. Summative Evaluation

On the basis of the total institutional perspective, the performance level of the faculty member (based upon the self-reporting form, student evaluations, the **Chairman's Academic Unit Head's** evaluation) is:

OUTSTANDING	EXCELLENT	GOOD N	EEDS IMPROVEMENT	UNSATISFACTORY
_____	_____	_____	_____	

II. Explanation of Evaluation:

Appendix H

Administrator Evaluation

The Administrator Evaluation form will be administered on an annual basis to the Vice

~~President of Academic Affairs, Division Chair of Business & Social Sciences, Division~~

~~Chair of Humanities, Division Chair of Nursing and Health Sciences, Division Chair of~~

~~Math & Natural Sciences and Head Librarian.~~

1. The Provost and Vice President of Academic Affairs
2. Department Head of Biology and Physical Sciences
3. Department Head of Business & Public Service
4. Dean of the School of Education
5. Department Head of History and Political Science
6. Department Head of Humanities
7. Dean of the School of Nursing and Health Sciences
8. Department Head of Math & Computer Sciences
9. Director of the Library

For each of the areas below, please provide a numerical rating and comments.

Comments may be in the form of recommendations, in an effort to improve performance

in that area, or as commendations when the rater feels commendations are warranted.

5 = outstanding

4 = excellent

3 = good

2 = needs improvement

1 = unsatisfactory

0 = no opinion/insufficient information

Leadership

1. Supports the mission and goals of college and division 5 4 3 2 1 0

2. Motivates and influences faculty/staff to achieve identified goals 5 4 3 2 1 0

3. Sets an example for faculty/staff and provides direction

And guidance 5 4 3 2 1 0

4. Works to establish cooperative work efforts 5 4 3 2 1 0

5. Implements college policy effectively 5 4 3 2 1 0

6. Serves as an advocate for college and/or division goals 5 4 3 2 1 0

7. Serves as an advocate for faculty/staff 5 4 3 2 1 0

8. Makes difficult decisions when necessary 5 4 3 2 1 0

Recommendations:

Commendations:

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Communication/Human Relations

1. Shares information with faculty/staff 5 4 3 2 1 0

2. Actively listens to faculty/staff 5 4 3 2 1 0

3. Responds constructively and in a timely manner
to faculty/staff input 5 4 3 2 1 0

4. Promotes open communication with and among
faculty/staff 5 4 3 2 1 0

5. Speaks clearly 5 4 3 2 1 0

6. Writes clearly 5 4 3 2 1 0

7. Is accessible to faculty/staff 5 4 3 2 1 0

8. Exercises discretion and confidentiality 5 4 3 2 1 0

Recommendations:

Commendations:

Operational Efficiency

1. Willingly provides faculty/staff with ongoing feedback
and guidance concerning performance 5 4 3 2 1 0

2. Evaluates faculty/staff based on college-
approved standards 5 4 3 2 1 0

3. Makes salary/raise recommendations based on
college-approved evaluation guidelines 5 4 3 2 1 0

4. Delegates authority responsibly 5 4 3 2 1 0

5. Provides support to faculty/staff 5 4 3 2 1 0

6. Prioritizes tasks efficiently 5 4 3 2 1 0

Recommendations:

Commendations:

Appendix I

LIBRARIAN SELF EVALUATION FORM

Name: _____ Date: _____

1. Job Effectiveness: Comment on your accomplishments in this area. In addition to the competencies listed in the general criteria and job description, add any information about the following but not limited to, types of activities:

- Provide any criteria that develop excellent library services, formal and informal contact with library users, including but not limited to assistance to other faculty through guest lectures, workshops, tours, bibliographic instruction, writing courses, and presentations on library materials.
- Conveying to students and faculty an understanding of library resources and services, with an emphasis on particular subject areas where appropriate.
- Collection development to support the teaching goals and research for particular academic disciplines.
- Individual supervision of student employees.
- Expediting of access to information through creation and maintenance of the library catalog, holdings lists, automated systems, etc.
- Identification and location of information and materials from other library sources outside the college, which are needed for teaching and research activities. This may involve database searches, interlibrary loans, audiovisual materials, etc.
- Teaching of a semester-length course.
- Effectiveness in library administration and supervision of library personnel.
- Leadership, creativity, or innovation in the development of library programs beyond the scope of assigned duties.
- Judgment, problem-solving ability, ability to work with others, and ability to relate job functions to the goals of the library and the college community.
- Continued awareness and study in order to remain proficient in utilizing bibliographic and cataloging databases.
- Maintenance of detailed records and information to support library functions such as serials and acquisitions.
- Preparation of reports and statistics, which aid in formulating library policy.

2. Professional Growth and Development: List any activities which demonstrate the following, but not limited to, these activities.

- Demonstrate continuing growth in a specific area of librarianship. Professional growth should be documented by evidence of activities, which further such development.
- Development of management of information systems.
- Studies and surveys of library functions, procedures, and services.
- Grant proposals and or awards.
- Exhibits.
- Completion of a degree or engagement in any specific study/activity, formal or informal, to enhance your professional competency.

- Preparation of publications, presentations at professional meetings, LibGuides and online tutorials, etc.

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- Participation or service to committees, planning of program sessions and activities.
- Elective office in library organization or association.

3. Institutional/Public Service: List any activities which demonstrate the following, but not limited to, these activities.

- Service to the College by participation in library committees or special projects, publications in internal library or college newsletters, participation in campus-wide committees, councils, task forces, and attendance at fine arts, athletic, or student activities.
- Service to the library profession by service on committees, planning of program sessions and activities, and elective office in library organization or association.
- Service to the community by community service in organizations outside the college, unpaid consultation work for business, industry, professional organizations, and other work to aid in the solution of practical problems.
- Any other activities which demonstrate service to the institution or the community.

This tool will be completed annually and returned to Director of Library Services.

Appendix J

Librarian Evaluation Form for Promotion

1. Job Effectiveness

This category is to be used for professional library faculty members without classroom teaching assignments. The library faculty member's performance of the assigned duties as specified in the attached job description is to be considered. All duties are not equal; it is the overall execution of duties which are rated in the above composite appraisal. 70%

2. Professional Growth and Development

Contributions of knowledge to area of specialization including, but not limited to research, publications, presentations at professional meetings, grants, new degrees, faculty development, attendance at professional meetings, chairing of conference sessions, and similar activities.

10-20%

3. Institutional/Public Service

Contributions to the library or the College including, but not limited to, committees, professional memberships, offices held, advising student groups, programs directed, consulting, teaching Continuing Education classes, membership/participation in community and professional organizations, and similar activities. Faculty members who teach **LIBR 1001** could receive credit for their services here.

10-20%