

Gordon State College Manual for Part-Time Faculty

In the following notes, you will find important information that should be useful in your period of service as a part-time instructor at Gordon State College. We note that the information in this document either supplements or emphasizes information in the *Gordon State College Statutes and the Faculty Handbook*. [To access the Gordon State College Statutes, visit <http://www.gordonstate.edu/academic-affairs/gordon-state-college-statutes-faculty-handbook>]

In addition, there is an extensive web location titled *Resources for Part-time Faculty* that can also be reached from the Academic Affairs web location (<http://www.gordonstate.edu/resources/resources-for-part-time-faculty>). We trust that you will visit *Resources for Part-time Faculty* and browse the useful information found there.

Employment Information

- Prior to initial appointment, the following materials must be provided:
 - ✓ a letter of application,
 - ✓ a faculty application form,
 - ✓ a security questionnaire and loyalty oath,
 - ✓ permission to run a criminal background check,
 - ✓ transcripts, (See the college adjunct handbook for more information concerning these documents.)
 - ✓ verification of retirement status
- After the initial appointment, part-time faculty are reappointed by signing a new letter of offer and teaching agreement each semester in which they teach. Verification of retirement forms are required once per year at the beginning of each fall semester. All forms should be signed and returned **within one week of receipt**.

Communication Information

E-mail

We have found the easiest way to communicate messages concerning college policies and day-to-day business to faculty is by college email.

- We expect you to become familiar with your GSC email account because that is how the college will correspond with you. For example, policies concerning grade and "last date of attendance" reporting deadlines are sent only by GSC email.
- To access your GSC e-mail account:
- Go to the college website, www.gordonstate.edu,
- click on "My Gordon"
- click on "Gordon E-Mail"
- choose the menu item you need and follow the directions

If you need help, call Computer Services at 678-359-5008.

Other contact information

All part-time faculty should also provide us with a home email address and a current phone number for urgent communications.

- Please also keep us updated with a current home address and home phone number.
 - Any change of address and/or phone number should be reported immediately to Human Resources, Academic Affairs, and to the department office.

Syllabi

All faculty are required to submit a copy of their syllabus for each course taught to the Department Head within the first week of each semester.

- o Please send your syllabus as an email attachment (in Word) to the Academic Services Assistant for the Department.

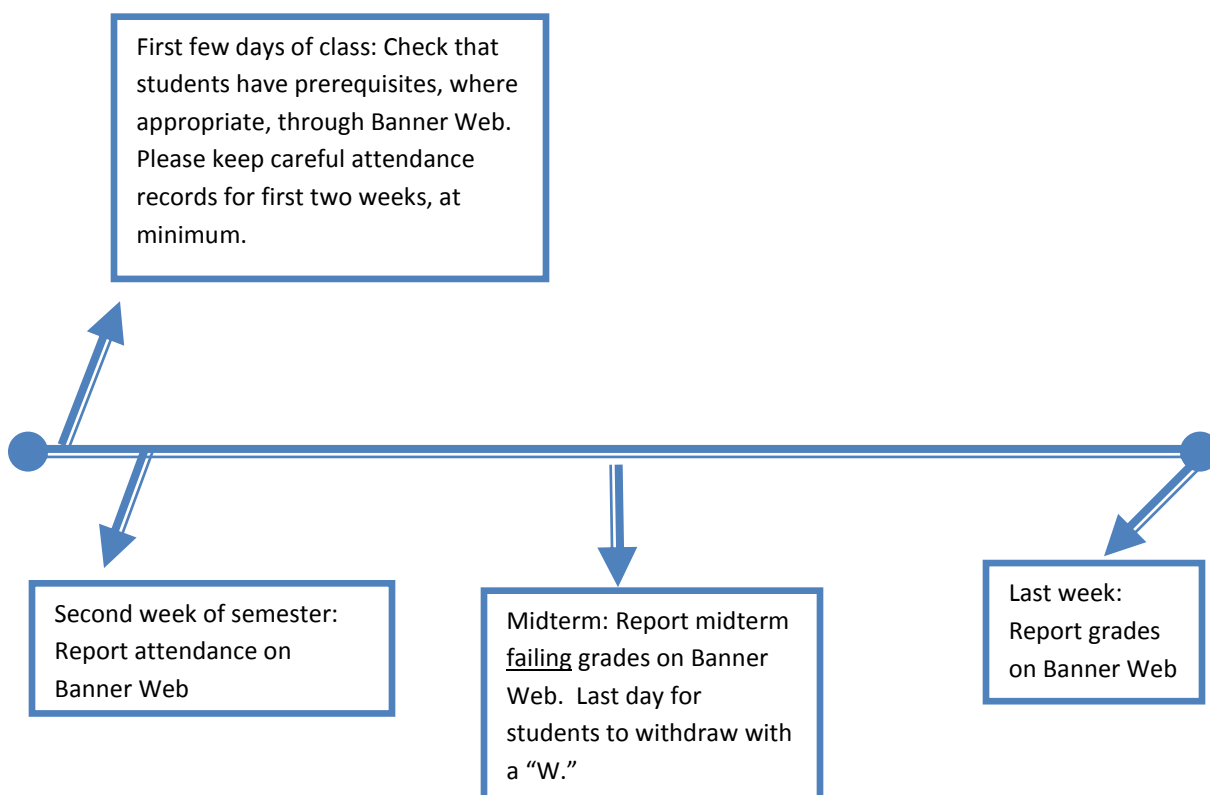
Important Dates

Please keep track of the following deadlines. You are responsible for keeping these deadlines.

<i>Occasion</i>	<i>Explanation</i>
First Day of Class	
Last Day of Drop/Add	Students may drop and add classes through this date. As a result, you may have new students in the second week of class. They are responsible for presenting themselves to you and catching up with missed work.
Enrollment Verification Deadline	You <u>must</u> take roll through the enrollment verification deadline and report all students who have attended class at least once. Any students who have not attended or have been dropped from the rolls, for any reason, must be reinstated by means of a petition provided by the student for your signature.
Holidays	College Closed
Midterm	Last day for students to withdraw without penalty. It's helpful for students to have a reasonable idea of how they're doing by this date.
Midterm Grades	Midterm F's must be posted for students performing unsatisfactorily. No other midterm grades are given.
Spring Break	No classes
Fall Break	No classes
Thanksgiving Break	No classes
Last Day of Classes	
Final Exams	Final exams are required in all classes and <u>must</u> be given on time and day as posted in the Final Exam Schedule. Students who wish to reschedule their final exam must do so through a student petition form (available on the Registrar's Office webpage).
Last Date to Turn In Grades	Instructions will be sent on posting final grades.

Current dates are available on the website at: <http://www.gordonstate.edu/schedule/approved-calendars>.

Semester Time Line



Important dates are available each semester in the Schedule of Classes, which is available on the college website under *My Gordon*. At the beginning of each semester, please note the dates for reporting grades and attendance and the date that the final examination is scheduled for each of your classes. Reminders and instructions for reporting are also sent out through your GSC e-mail.

- **Attendance reporting** is an important task, as it affects student refunds and college compliance with federal law. When we fail to comply with that law, we must return funds to the Federal Government. Be sure to report within the time window, which will be announced through e-mail.
- The Registrar's Office notifies all faculty members each term of students receiving **V.A. benefits**.
 - Reporting attendance for these students is important; check your Gordon e-mail early in the semester for announcements.
 - The class attendance policy in the Academic Catalog (and in your syllabus) applies to all students.
- All deadlines are very important. Please make every effort to meet them.

Grades

- Withdrawals after midterm will be an automatic "**WF**" except in cases of hardship.
 - In that case, students must file a petition. See "Dropping Courses" in the catalog.
 - A "**WF**" is also the grade that must be assigned when a student quits coming to class but does not formally withdraw. **Do not assign an "F" in these cases.** (In particular, if a student fails to attend a final examination, assign a "WF" instead of an F.) If you are unsure, ask at the Department office.
 - Grades of "W", "F" or "WF" must also include the date of last attendance/engagement.
- The Registrar will not accept any 'I' grades unless you have completed the "**Request to Assign an I Grade Form**" and submitted it to your chair for approval before the grades are posted.

- The form can be found in the GSC shared templates in Microsoft Word.
- Please review the Academic Catalog and your faculty handbook (<http://www.gordonstate.edu/academic-affairs/gordon-state-college-statutes-faculty-handbook>) if you are uncertain about the conditions and procedures for assigning a final grade of 'I.'
- Policies regarding change of schedule, dropping of courses, late registration, class attendance, student conduct, and grading system are contained in the Gordon State College Academic Catalog. The catalog is available on the college website at <http://www.gordonstate.edu/catalog/academic-catalog>.

Other important notes

Final Exams

All instructors are expected to give a final exam/exam essay in each of their courses. The semester class schedule indicates permissible holidays and mandatory final exam periods.

- Any deviation from this schedule must be approved by the office of the Vice President for Academic Affairs.

Meeting classes

Faculty members are expected to meet all scheduled class meetings, on time.

- If you must miss a class, notify the site coordinator for off-campus classes and the Department as soon as possible.
- Requests to miss class for reasons other than illness and emergencies must be directed to the Department Head.

Class information:

- Room assignments are printed in the on-campus schedule.
- Room assignments off-campus are made by the off-campus coordinators.
 - Signs will be posted the first night of classes to direct faculty and students.
- Class enrollment can be obtained from Banner Web.
- Generally, all classes are met for the first time even if the enrollment is low.
 - Many times students do not register for off-campus classes until the first day/night of class.

Syllabi

While faculty members should create syllabi that fit their own methods of teaching, the following items must be included in every syllabus in order to satisfy department, institutional, and Southern Association of Colleges and Schools (SACS) requirements:

- Information that permits a student to contact you.
- Course description, available in Academic Catalog (which is online).
- Prerequisites, if any.
- Course objectives.
- Specific grading/evaluation information.
- Specific attendance policy.
 - See "Class Attendance" in the Academic Catalog.
- A statement of policy regarding academic dishonesty.
 - See catalog.
 - See faculty websites for sample syllabi, if you wish.
- Specific Title IX statement

Student Evaluations

Student evaluation of faculty and curriculum occurs each semester.

- Part-time faculty receive student evaluations in each class taught every semester.
- Evaluation occurs electronically, late in the semester.

Library Resources

The Dorothy W. Hightower Collaborative Learning Center & Library's mission is to support the teaching, learning, and research needs of the college community by providing a knowledgeable staff, resources, tools, information, learning spaces, and instruction in evaluative and lifelong learning skills.

Regular Hours	
Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

Check the library's website for the most up-to-date schedule along with any exceptions for closings.

- Online resources and tutorials are available on the library website by visiting <http://www.gordonstate.edu/library/research-guides-and-tutorials>.
- Librarians are available to provide library instruction for your class or schedule personal consultations with students to help with their research assignments. Instruction requests and appointments for consultations may be scheduled using our online calendar - <http://libcal.gordonstate.edu/>.
- Requests for materials to be added to the library collection are welcomed. Please contact your personal librarian for more information. Visit <http://libcal.gordonstate.edu/> then click the Personal Librarian Program tab.
- GALILEO resources are accessible through BrightSpace by D2L without a password. Print and e-books are searchable via the online catalog – <http://gilfind.gordonstate.edu>.

If you have additional questions not addressed online please feel free to

- visit us
- call us at 678-359-5076
- email us at librarysupport@gordonstate.edu
- Ask A Librarian - <http://apps.gordonstate.edu/library/contactus.php>.

We are here to help you. *THIS* is Your Library too!

Gordon State College Classroom Technology

Almost all Gordon Classrooms provide multimedia stations connected to the Gordon network, projectors, and screens. A typical multimedia classroom will have one of two different types of multimedia equipment installed; an **Extron** and **Proxima** system**You may want to visit the multimedia classroom guide through our IT Department available at <http://www.gordonstate.edu/computer-services/instructional-technology-support> ,print out the instructions and visit your classroom before the class begins to familiarize yourself with our equipment. Your department head or Academic Services Assistant will be happy to help you with the equipment.



- The **multimedia station** is the heart of the classroom technology. In most cases, the station includes a computer (with built-in DVD player), router, video cassette player, speakers (shown on the left), and the Elmo overhead project (to the right in the picture. The multimedia station is generally kept locked. You can obtain a key from your Academic Services Assistant.
- The **screen** will generally be down when you come into the classroom. In many classrooms, you can turn out the front row of overhead lights to make the screen more readable. In other rooms, you will often find the fluorescent light in front of the screen disabled. If neither is the case and you'd like the light disabled, let your Academic Services Assistant know.
- The **red button** at the back of the console is the main power switch. It controls the power for all equipment except the projector, which is independent of the power switch. (That's important to know because when you're finished, you'll want to turn the projector off independently of the other equipment.) The red power switch will often already be on, and hence lit, when you come in; if not turn it on.
- If the computer is already on, just touch any key on the keyboard, and the display should come on. If the computer is off, press the on-switch on the computer.
- The remote labeled "**Mouse**" is a wireless Radio Frequency mouse. This means that it does not need to be pointed toward the PC or receiving device. It also has a larger operating area and can be used from the back of the largest room. The large round "button" on the mouse is a thumb controlled mouse pad much like those found on laptop computers. The "trigger" button on the remote acts as the left mouse button. The small rectangular button just above and to the left of the thumb control is the right mouse button. The small rectangular button just above and to the right of the thumb control is another left mouse button. The small rectangular button directly above the thumb control is a typical laser pointer.
- The **sound system** is built-in to the overhead projector unit. These speakers support audio from the PC and DVD player. Adjust the volume by using the Extron Control Panel volume controls. Press the PIC MUTE button to silence the sound coming from the projector.
 - **NOTE: It is important not to turn the knob too fast otherwise the volume will become out of sync. If this occurs slowly turn the knob clockwise (volume up) and then slowly turn the knob counter-clockwise (volume down) to the desired level.**
 - Desktop speakers located on the multimedia podium can also be used for the PC. Adjust the volume using the knob located on the speakers.

- The **Elmo** overhead projector uses a video camera to project any material on its surface; hence you need not worry about transparencies. Use the “Tele” and “Wide” buttons to zoom in and out. (Well-manicured hands are particularly nice here.)
- Please be sure to turn the **projector** off. Please note that all projectors use a warm-up / cool-down period to ensure the life of the lamp. Allow time for the projector system to cool down.
- Most faculty merely **log off** of their computer (rather than shut down) and leave the power on so that the next user can quickly startup.

In Case of Emergency

GSC Police Department

- The offices of Public Safety are located in **Gordon Hall** and are open 24 hours a day, 365 days a year. The sworn officers, communications, and parking enforcement staff are proud to serve the Gordon State College community.
 - The department employs trained officers who are certified by the Peace Officers Standards and Training Council of Georgia. Any city police officer or county deputy sheriff receives this same certification before they can be certified as law enforcement officers in Georgia. At Gordon State College, these officers enforce the state laws as well as local ordinances. They issue citations, make arrests, and work vehicle accidents.
 - They also lock and unlock campus buildings, assist motorists, patrol the campus on foot, bicycle or in marked patrol vehicles.

Reporting a crime:

Crime reports may be made at any time, either in person, online or by telephone at 678-359-5111, which is the emergency phone number to GSC Public Safety.

- Crimes off campus should be reported to the **Barnesville Police Department or Lamar County Sheriff's Department (911)**.
- Please use 678-359-5101 for non-emergency calls to Public Safety.

GCENS

As part of Gordon State College's continuing effort to ensure a safe college environment, the college has implemented a new rapid emergency communication system known as the **Gordon State College Emergency Notification System** or **GCENS**. This system allows GSC to convey time-sensitive information within minutes, through a single communication to our students, faculty and staff.

- With the GCENS service, Gordon State College can schedule, send and track personalized voice, e-mail and text messages. These messages can be sent via four different modes of communication:
 - Voice messages to home, work and/or cell phones
 - Text messages to cell phones, PDAs and other text-based devices
 - Written messages to e-mail accounts
 - Notifying appropriate parties immediately is crucial in emergency situations such as severe environmental conditions, acts of campus violence or circumstances that call for immediate notification or action. Accurate, timely communication helps to minimize the spread of misinformation. These emergency messages can also provide detailed instructions on what steps you need to take.
- GSC students, faculty and staff are automatically added to the GCENS service. Every person is encouraged to review his or her GCENS contact information for accuracy and to add additional contact information such as

cell phone numbers to the notification list. Receiving a voice or text message when you are away from your office or residence hall keeps you informed of possible emergencies on campus. You may also add an additional e-mail address.

- The more ways we have to contact individuals, the better the college's odds are of spreading timely and accurate information and keeping everyone informed

Inclement Weather

If classes are cancelled because of inclement weather, the Gordon State College Public Relations office will contact the following radio and television stations.

- WBAF in Barnesville;
- WTGA in Thomaston;
- WJGA in Jackson;
- WQBZ and WDCO in Macon;
- WCOH in Newnan;
- WMKJ in Peachtree City;
- WKEU and WHIE in Griffin;
- WVFJ in Manchester;
- WSB, STAR and WZLS in Atlanta.
- Channels 2, 5, and 11 in Atlanta;
- Channels 13, 24, and 41 in Macon;
- Cable TV information in Barnesville, Thomaston, and Griffin.

Responding to Disruptive Behavior

The guidelines below under "mildly disruptive" behavior are intended to help prepare for and deal with that type of behavior. On the other hand, if at any point student behavior becomes "threatening, violent, and/or out of control," either Public Safety or Student Affairs will be your first contact, depending on the circumstances, as outlined below. Although safety is the prime concern in responding to disruptive behavior, establishing a classroom environment that is conducive to effective teaching and learning is also a desired goal.

First, general advice from the Director of Public Safety, "A best practice is to write things down as they occur. Word of mouth is never good enough. Having notes is always helpful. The memory fades, and we are missing key details".

Guidelines for mildly disruptive behavior

1. Treat the classroom situation, in general, as an opportunity to teach appropriate behavior in a college classroom to those who need it. Make students aware of expected behavior by publishing your expectations in your syllabus and going over the syllabus at the beginning of the semester.
2. If a problem does occur, remind the student of your expectations as they appear in your course syllabus. If you can address the issue without embarrassing the student, all the better, as disruptive students may need to learn new habits. Responding the first time that a problem occurs, or when you first recognize that there is a problem, tends to help considerably.
3. When you believe that a student has had adequate opportunity to correct his or her behavior but has chosen not to do so, you can tell the student to leave your class and that he or she cannot return until the student has met with you outside of class. (See comment #1 under "Threatening" when this scenario applies to situations that transcend mild classroom disruption.)

4. If the student meets with you, it will be up to you to decide whether the student is serious about changing his or her behavior. You have the option of telling the student that he or she will not be allowed back in your class.
5. Should you not permit the student to return to class, tell the student that you will email your department head or school dean with the details and that the student should make an appointment to talk to the person. Let the student know that the matter may be referred to the Vice President for Academic Affairs and/or Vice President for Student Affairs, contingent on the outcome of this meeting. If the matter proceeds to this point, a written account from you will be necessary--if adequately detailed, the earlier email to your department head, or school dean will suffice.

Threatening, violent, and/or out-of-control behavior

1. If a student's classroom behavior creates a need for a conversation outside of the classroom, but you are uncomfortable for any reason about being alone with the student in your office, ask your department head, school dean, or a faculty colleague to sit in on the meeting. The meeting can also be held in the office of the department head or school dean. If none of these options would seem to work, you might talk to your department head or school dean about other ways to communicate with the student. A prior conversation with the aforementioned administrative faculty member is advisable if you intend to communicate with the student solely through email.
2. If you, or any student in your class, feel threatened by a student who has not yet demonstrated overt behavior to this effect, you should talk to your department head or school dean as soon as possible. Depending on the circumstances, Public Safety and Student Affairs may need to be a part of this conversation.
3. If a student in any way threatens the safety of you or the other students in your class, call Public Safety's emergency line, 678-359-5111. In addition, the incident should be reported immediately to Student Affairs. Call extension 5056 or email Dawn Byous, the administrative aide for Student Affairs, at dawnb@gordonstate.edu. She, in turn, will pass the matter forward to Dr. Dennis Chamberlain, Vice President for Student Affairs.

In addition, remember that in the Student Code of Conduct, found in the Academic Catalog, you will find the policy you need to support you in your actions.

Gordon College Off-Campus Contact Directory

Gordon State @ UGA Griffin	Flynt Building	1109 Experiment Street	Griffin, GA 30223
Gordon State @ UGA Griffin Student Learning Center, Room 120A	John Jett University of Georgia - Griffin Campus Academic Affairs Sr. Security	770-229-3025 Work 678-228-7015 Cell jjett@uga.edu	
Gordon State @ UGA Griffin The University of Georgia Griffin Campus 1109 Experiment Street Griffin, GA 30223-1731	Lee Taylor IT Systems Professional Academic Programs	770-229-3022 Work 770-286-1348 Cell taylor68@uga.edu http://www.uga.edu/griffin/	
Gordon State @ UGA Griffin The University of Georgia Griffin Campus 1109 Experiment Street Griffin, GA 30223-1731	Chrystal McDowell Assistant Director of Student Affairs	770.412.4400 Work ccm16@uga.edu http://www.uga.edu/griffin	
Gordon State @ UGA Griffin The University of Georgia – Griffin Campus 105 Flynt Building Griffin, GA 30223	Misty Smith Administrative Associate II Academic Affairs The University of Georgia – Griffin Campus	770-412-4402 Work 770-412-4403 Fax Email: Mps@uga.edu http://www.uga.edu/griffin	
Gordon State College—McDonough	401 East Tomlinson Street	McDonough, GA 30253	
Gordon State @ McDonough Office 712C	Ms. Cristy McAbee – Program Administrator	(678) 359-5035 Work (404) 293-3961 Cell	
Gordon State @ McDonough Office 712B	Dr. Ric Calhoun - GSC @ McDonough Coordinator	(678) 359-5033 Barnesville Campus Phone (678) 359-5034 McDonough Campus Phone (770) 584- 7748 Cell	
Henry County High School 401 East Tomlinson Street McDonough, GA 30253	Dr. Scott John, Principal	770-957-3943 Work 770-957-0368 Fax	
Gordon State @ McDonough	Dr. John Uessler, CATE Coord HCHS	770-320-7997 Work 770-377-7391 cell 678-610-5853 Fax juessler@henry.k12.ga.us	