January 25, 1994

MEMO TO: Administrative Council

FROM: Recruiting Plan Committee

Attached you will find a copy of the Floyd College Recruiting Plan. We are sorry it is late in coming to you, but hope this won't cause a great inconvenience.

As mentioned by Dr. Cundiff, there will be a presentation on this plan at the Administrative Council Retreat Thursday. At that time we will give a brief overview of the Recruiting Plan and ask for your input.
RECRUITING PLAN

INTRODUCTION

The Floyd College Recruiting Plan is the result of a charge by the President of the College to increase enrollment, to become more organized in the recruiting methods, to create a diverse student population, and to make recruiting a campus-wide effort. It is intended that this plan will serve as a springboard for a comprehensive retention plan.

The Floyd College Recruiting Plan has been developed by a committee consisting of the Vice President for Student Affairs, the Vice President of Academic Affairs, Director and Assistant Director of Admissions and Records, the Director of Guidance Services, Counselor and Testing Coordinator, the Assistant Director of Financial Aid, Chairman of the Division of Business, Secretary to the Vice President for Business and Finance, an Assistant Professor of Development Studies, an Instructor of Nursing, the Cartersville and North Metro campus coordinators, and the Chairperson of the College Retention Committee, with additional input from the Director of Public Information and the Admissions Office Staff.
OVERVIEW

As found in the body of the Floyd College Recruiting Plan, it is the goal of Floyd College to increase its student population both traditional and "nontraditional" (we define "nontraditional" as any student more than 21 years of age). Another group that the college must more actively recruit is minorities. According to all studies, the minority population is growing at a tremendous rate, yet few minority students are taking advantage of post-secondary experiences. Although Floyd College has traditionally maintained the average percentage that would reflect the minority population of our service area, many public statements by President Lynn Cundiff and the recent formation of a Minority Advisory Committee suggests Floyd College needs to be more aggressive in minority recruitment.

While it might be argued that the College is not a "community college" in the classic sense, it is true that it is very much a part of the community. There is no doubt that every person employed by Floyd is a "recruiter", but there has never been a systematic attempt to organize the faculty and staff to that end. This plan will attempt to do so while recognizing the constraints that faculty and staff have on time and the ability of some to deal with prospective students outside the academic setting.
METHODOLOGY FOR PLAN FORMULATION

During a series of meetings, members of the Recruiting Plan Committee, examined several issues that were pertinent to the formulation of the plan. The committee used the "SWAT" approach for background and discussion. The SWAT formula reviews the strengths, weaknesses, advantages (or opportunities), and threats to the College.

Strengths

The committee identified the following strengths:

* Visionary leadership committed to the college of the future
* A faculty which has effective teaching skills as well as interest in the student as an individual
* An advising system which helps students become goal oriented
* A good and improving academic reputation
* A friendly staff that goes out of its way to help students
* Strong transfer and career programs
* Low tuition and generous financial aid that makes the college affordable
* A Developmental Studies program and a Floyd College Studies 101 program that contributes to student success

Weaknesses

The committee identified the following weaknesses:

* Lack of financial resources and support which prevents full use of technology
* No full time recruiting staff
* Combination of both Admissions and Records in one office
* Large enrollment in some classes discourages "at risk" students
* Little or no discussion and communication across the campus about new programs of study, policies and procedures
* Lack of training about the specialized needs of nontraditional learners and minorities
* No continuous review of recruiting and retention plans
* Few "bonding" activities to promote student retention
* Lack of resources at off-campus centers
* Little designated monies to promote the college and its programs
* Slow response to the changing job market
* Little evidence to support assumptions about the Floyd College student market

Advantages/Opportunities

The committee believes that the college has the following advantages:

* More students are interested in attending the Nursing Program because of its reputation and academic preparation for senior colleges.
* The Admissions Office offers classroom programs to middle and high schools about the importance of post-secondary education and the role of Floyd College in fulfilling career goals
* The chaotic economy encourages local college attendance
* HOPE programs and Post Secondary Options will encourage attendance
* Many students who attended the College in the 1970's and early '80s are returning for degree completion and/or retraining
* A commitment by the College administration encourages enrollment growth
* The revitalization of the Floyd College Foundation will provide funding sources for new programs and create community awareness of the College

**Threats**

The committee believes the following threats present the college from reaching its full potential:

* Lack of understanding of the role of two year colleges by the University System Chancellor's Office and Board of Regents
* University System policies and procedures that are more geared to senior colleges than two-year colleges
* Tenuous relationship with the local technical institutes
* Lack of a full-time recruiting staff and lack of Financial Aid staff to visit high schools and community organizations to explain their roles
* Outdated structure of Admissions and Records Office unsuited for the continuous growth of student enrollment
* Failure of computer support
* Lack of understanding by high school counselors and administration of the true mission and scope of the College's
programs

* Little understanding of the College by the general public
* More part-time faculty being employed without proper orientation and evaluation
* Increased recruiting by Shorter College in the service area
* Lack of commitment by business and industry to hire two-year college graduates and encourage post-secondary training of their employees

While the committee understands that not all of these concerns can be addressed in a recruiting plan, it is expected that this might be the beginning of a campus wide discussion and formulation of several plans that would address these issues. The committee further hopes that the President will formulate new committees and/or charge existing committees to examine these issues and present possible solutions.
FLOYD COLLEGE RECRUITING PLAN

PURPOSE

The Admissions and Records Office gives leadership for developing and coordinating a formal, comprehensive program of recruitment that increases enrollment in all areas of the College. This will include traditional, nontraditional and minority students.

To achieve its stated purpose, the Admissions and Records Office is committed to the following:

I. Increasing the scope and accuracy of data needed to support and improve the College’s recruiting effort.

A. Tracking the number of inquiries of interest in the college and following them to application and registration.

Offices Responsible:
Admissions Office, Off-campus centers and Computer Services.

Process:

1. Use intake cards for all phone inquiries and walk-ins.

2. Develop a series of follow-up mailouts which may include the following: post cards to remind student to submit certain information and forms, post cards of important dates, program of study informational brochures, personalized letters from faculty members, letters from student government and congrat-
ulatory letters from the President upon acceptance.

3. Track and remain in contact by mail and phone with the following students for at least two quarters: inquiries who did not apply, applicants who did not take the CPE, students who took the CPE and did not register, students who registered and did not attend class.

**Budget Considerations:**

1. Integration of the TI 1500 with personal computers.

2. Purchase of Personal Computers for all Admissions/Records staff, laser printer, postcards, stationery, departmental and informational brochures and postage.

B. In cooperation with various other offices on campus, develop a strategic marketing plan.

**Offices Responsible:**

Admissions, Public Information, and V.P. for Academic Affairs.

**Process:**

Investigate hiring outside agency or using College Board or ACT to survey the Floyd College market and develop marketing plan.

**Budget Considerations:**

Fees for plan.
Expected Results:
As students receive a variety of correspondence and contacts from the College the number of conversions from inquiry to application should increase. The number of conversions from application to registration should increase. The strategic marketing plan will enable us to identify prospective students and recruit them more efficiently.

II. Improving the relationship of the College with service area high schools.

A. Visits with high school counselors to up-date them on new programs, policies and procedures.

Office Responsible:
Admissions and off-campus centers.

Process:
Members of the Admissions Office will make at least one visit per year to each counseling office.

Budget Considerations:
Mileage.

B. Participation in PROBE and high school sponsored college/career fairs.

Office Responsible:
Admissions.

Process:
1. A list of PROBE and other fairs will be developed.
2. Appropriate informational packets, "give-aways", displays and other materials will be developed.

Budget Considerations:
Entry fees, display boards, "give-aways", mileage.

C. Sponsoring workshops for service area guidance counselors.

Office Responsible:
Admissions, Guidance Services, V.P. for Student Affairs, Floyd College Foundation, Floyd College at North Metro Tech and Food Services.

Process:
1. Host at least two workshops per year (one on Rome campus and one on NMT campus).
2. Develop timely programs about new Floyd College programs, policies and procedures.

Budget Considerations:
Food costs, door prizes and give-aways.

D. Classroom presentations on the value of the college experience.

Office Responsible:
Admissions and Public Information.

Process:
1. Develop list of Floyd College administrators, faculty, staff and students to make presentations about the college and its programs.
2. Develop brochures and announcements to be mailed to counseling offices and high school faculty members.

**Budget Considerations:**

Printing, postage and mileage.

E. Periodically producing and placing promotional posters and other materials featuring the College and its programs.

**Office Responsible:**

Admissions and Public Information.

**Process:**

1. Develop a series of brochures and posters to promote the college and its programs.

2. Distribute posters at least twice per year.

**Budget Considerations:**

Printing and postage.

F. Cooperating with the Public Information office, and develop a quarterly newsletter for high school counselors and other designated high school personnel.

**Office Responsible:**

Admissions, Public Information, V.P. for Student Affairs, V.P. for Academic Affairs, Divisions and Departments.

**Process:**

In cooperation with Public Information Office and other offices develop a newsletter to:

1. Publicize new programs, policies and procedures

2. Publicize college achievements.
3. Spotlight current students, graduates, faculty and staff.

**Budget Considerations:**

Printing and postage.

G. Visits to high schools by the Admissions Office staff and periodically with Financial Aid Office staff.

**Office Responsible:**

Admissions and Financial Aid.

**Process:**

1. Develop programs for parent/teacher organizations about admissions and financial aid.
2. Develop programs for high school students about admissions and financial aid.
3. Train Floyd College students to aid applicants in admission and financial aid procedures.
4. Visit selected high schools periodically to give students and parents help with admissions and financial aid forms.

**Budget Considerations:**

Mileage and postage.

H. Encourage Floyd College Administrators to develop relationships with their counter-parts in school systems.

**Office Responsible:**

Admissions, President, Vice Presidents for Academic Affairs and Student Affairs, Division and Department
Chairs.

**Process:**

1. Encourage mail, phone and personal contacts.
2. Encourage each administrator to invite his/her counter-parts to the Floyd College campus(es) at least once per year.

**Budget Considerations:**

Printing, postage, and food.

1. Identify faculty and staff currently engaged in elementary, middle and secondary school activities and encourage more participation by the campus.

I. Encourage faculty and staff to offer programs to schools in the service area.

**Office Responsible:**

Admissions, Public Information, Volunteer Center, Divisions and Departments.

**Process:**

1. Establish a list of faculty and staff who are currently involved with elementary, middle and secondary school projects.
2. Encourage other faculty/staff to identify a method of involvement.
3. Establish a list which may become a directory.
4. Distribute the directory to area schools.

**Budget Considerations:**

Printing, postage and mileage.
EXPECTED RESULTS: The college will become more visible in area elementary, middle and high schools. This will enhance the reputation of the College and there will be an increase in enrollment.

III. Improving recruiting activities for traditional students.

A. Participation in PROBE and high school sponsored college/career fairs.

Office Responsible:
Admissions.

Process:
1. Develop a list of prospective fairs to attend and attend those deemed appropriate to the recruiting effort.
2. Develop a series of informational packets, displays and "give-aways" for the fairs.

Budget Considerations:
Entry fees, displays, "give-aways", and mileage.

B. Sponsor Campus Visitation Days which will introduce the College and its programs to students and the community.

Office Responsible:
Admissions, Divisions, Departments, Floyd Foundation, Floyd College at North Metro Tech.

Process:
1. Establish a Campus Visitation Day on the Rome and North Metro Campus and other campuses as deemed important by the College.
2. The Campus Visitation Day program will include information about admissions, financial aid, testing, career services, program interest areas and tours.

Budget Consideration:
Printing, postage, door prizes and "give-aways".

C. Respond to inquiries within 24 hours with information about the College.

Office Responsible:
Admissions and Public Information.

Process:
1. Designate a member of the Admissions Office staff whose primary responsibility will be mail-outs.
2. Develop various mail-outs and letters to send to prospective students.
3. Develop mail-out packets.
4. Develop a tracking process to trace student from time of first inquiry to enrollment.

Budget Consideration:
Paper, printing, personal computer and laser printer.

D. Offer campus tours to students and parents.

Office Responsible:
Admissions and Public Information.

Process:
1. Develop promotional posters and brochures to be mailed and/or placed in area high schools.
2. Identify and train student volunteers to aid with tours.

Budget Considerations:
Printing, postage and special clothing for students.

E. Offer Admissions/Financial Aid workshops on all Floyd campuses at least once per quarter.

Office Responsible:
Admissions, Financial Aid, Off-campus centers and Public Information.

Process:
1. Develop promotional literature and brochures about the workshops to be mailed out with inquiries.
2. Advertise programs through all available media outlets.
3. Identify currently enrolled and former students to help with programs.

Budget Considerations:
Printing, postage and mileage.

F. Provide information about the College and its programs and benefits to parents/guardians or significant others.

Office Responsible:
Admissions, Guidance Services and Public Information.

Process:
1. Develop letters and/or brochures directed to parents, spouses and/or significant others.
2. Develop on campus programs for parents, spouses
and/or significant others to orient them to campus life.

**Budget Considerations:**
Printing and postage.

G. Obtain lists of seniors and juniors from area high schools or other agencies and direct correspondence to them about the College and its programs.

**Office Responsible:**
Admissions and Public Information.

**Process:**
Develop informational letters and packets to seniors and juniors about the college and its programs.

**Budget Considerations:**
Printing, postage and cost of lists.

H. Produce a promotional videotape about the college and its programs.

**Office Responsible:**
Admissions and Public Information.

**Process:**
1. Identify a production company that will be able to produce the tape.
2. Locate a source of funding for the tape.

**Budget Considerations:**
Cost of production.
EXPECTED RESULTS: Traditional students will be encouraged to apply and register for classes. Parents/guardians will be given information that will support their student's decision to attend the College. Enrollment should increase.

IV. Improving recruiting activities for nontraditional students (anyone over age 21).

A. Respond to inquiries within 24 hours with information about the College.

Office Responsible:
Admissions and Public Information.

Process:
1. Designate for a member of the Admissions Office staff whose primary responsibility will be mail-outs.
2. Develop various mail-outs and letters to send to prospective students.
3. Develop mail-out packets.
4. Develop a tracking process that will trace the student from inquiry to enrollment.

Budget Consideration:
Paper, printing, personal computer and laser printer.

B. Offer Admissions/Financial Aid workshops in the evening on all campuses at least once per quarter.

Office Responsible:
Admissions, Public Information and Financial Aid.
Process:
1. Develop promotional literature to be placed in businesses and other strategic locations.
2. Advertise programs through all media channels.
3. Offer more programs as time and staff become available.

Budget Considerations:
Printing, postage and mileage.

C. Identify businesses/industries that offer tuition incentives or assistance.

Office Responsible:
Admissions, Division of Business, Continuing Education and Public Information.

Process:
1. Seek permission to recruit within the business.
2. Place posters and other promotional materials about the College within those businesses.
3. Offer Admissions/Financial Aid Workshops to employees.
4. Encourage and participate in on site educational fairs.

D. Develop a list of adult literacy programs in the service area.

Office Responsible:
Admissions, Division of Business and Continuing Education.
Process:
In cooperation with Coosa Valley Technical Institute, North Metro Technical Institute and other Adult Literacy Agencies:
1. Seek permission to recruit at the literacy centers.
2. Place posters and promotional materials in the centers.
3. Offer informational programs to students about the college experience.
4. Obtain lists of GED recipients.
   a. Send letters of congratulations.
   b. Send college promotional materials with application.

E. Participate in shopping mall and area business educational promotional programs.

Office Responsible:
Admissions and Off-campus centers.

Process:
1. Identify special dates and events at area malls and businesses that would serve as good times to promote the college and its programs.
2. Develop displays that would be used in the areas.
3. Develop list of faculty, staff and student volunteers to participate in this program; develop training sessions for these volunteers.
Budget Considerations:
Printing, displays and mileage.

F. Identify banks, utility companies and other businesses that would be willing to include College promotional literature in their monthly statements or other mail-outs.

Office Responsible:
Admissions and Public Information.

Process:
1. In cooperation with area businesses and Chambers of Commerce, develop a list of businesses that would allow promotional information to be inserted in statements.

2. Develop promotional literature.

Budget Considerations:
Printing.

G. Offer College faculty, staff and students to be on area radio and TV "talk shows."

Office Responsible:
Admissions and Public Information.

Process:
1. Develop a list of administrators, faculty, staff and students and former students who would be willing to appear with the media to promote the college and its programs.
2. Contact the area media and coordinate appearances. 

**Budget Considerations:**
Postage and mileage.

H. As academic classes are offered on area TV stations and cable systems, develop informational programs that would feature the College, its programs, students and alumni. 

**Office Responsible:**
Admissions and Public Information.

**Process:**
1. Develop a list of faculty, staff and students who would be willing to appear to promote the college and its programs.
2. Produce short informational programs.

**Budget Considerations:**
Mileage and supplies.

I. Using the on-campus TV network, and develop a series of informational programs for the campus.

**Office Responsible:**
Admissions, Public Information, Audio-Visual Department, and Humanities.

**Process:**
1. Identify administration, faculty, staff, and students who would be willing to produce, direct, and appear on show.
2. Produce the programs.
Budget Considerations:
Supplies.

EXPECTED RESULTS: The adult-learner market is becoming the source of students for higher education. This will make us more visible in the adult-learner market. The adult-learner student population should increase.

V. Improving Recruiting Efforts for Minority Students.

A. Designate members of the Admissions/Records Office staff whose primary responsibility would be recruiting minority students.

Office responsible:
Admissions.

Process:
Hire and/or identify Admissions Office staff who are interested in recruiting minority students.

Budget Considerations:
Salary for staff members and travel.

B. Secure a list of predominately minority churches in the service area to establish contact with minority populations.

Office Responsible:
Admissions, President’s Office (Minority Advisory Committee) and Volunteer Center.
Process:

1. Place posters and other promotional materials about the College.

2. Offer informational programs about careers and the role of college in securing a career.

3. In cooperation with the College Foundation and the Minority Advisory Council, encourage the development of scholarship funds.

4. In cooperation with the College Volunteer Center, offer faculty/staff and student volunteers to after school programs that various churches offer.

Budget Considerations:

Recruiter(s) salaries, mileage, postage and printing.

C. Secure a list of social, civic and other clubs and programs targeting predominately to minorities for the purpose of establishing contact with these populations.

Office Responsible:

Admissions and President’s Office (Minority Advisory Committee).

Process:

1. Offer informational programs about the college experience and its value in the job market.

2. In cooperation with the College Foundation, encourage the development of scholarships.
Budget Consideration:
Postage, printing and mileage.

D. Develop tracking system for minority applicants to encourage matriculation.

Office Responsible:
Admissions.

Process:
Using recruiters, faculty, staff and student volunteers correspond with minority applicants by mail and phone periodically to answer questions and encourage matriculation.

Budget Considerations:
Postage and telecommunication.

E. Identify minority teachers and other professionals within the school systems that would aid in the recruiting effort.

Office Responsible:
Admissions.

Process:
1. Develop a list of teachers and professionals who would aid the college developing meaningful experiences for minority students to prepare them for post-secondary education.

2. Cooperate with these teachers to develop cooperative enrichment programs with minority students.
**Budget Considerations:**

Travel, staff salaries, supplies and facilities usage.

**EXPECTED RESULTS:** As visibility and credibility increase in the minority community, enrollment in these areas should increase.

VI. Recruiting Efforts by Faculty and Staff.

A. Greater involvement by faculty and staff in recruiting.

**Office Responsible:**

Admissions, Public information and Vice President for Academic Affairs and Academic Departments.

**Process:**

1. Develop brochures and/or personalized letters from faculty that would be mailed to students who indicated an interest in a particular program of study.

2. Encourage faculty members to communicate by phone with students who are interested in a particular program of study.

3. In cooperation with the Public Information Office, develop a list of faculty/staff members who would offer programs to community/civic organizations and/or classes.
   a. At each presentation College promotional materials would be offered.

4. Involve each Academic Department in the Campus Visitation Day and other community-orientated programs.
5. Encourage Academic Departments to develop informational newsletters and personal contacts with counterparts in area high schools.

6. Encourage Academic Departments to develop special programs for special interest groups from area schools or civic clubs.

7. Utilize the faculty/staff for special programs in the service area in such programs as Career Days.

8. Encourage academic divisions to develop programs or informational literature for students' families and or significant others.

**Budget Considerations:**
Printing, postage and mileage.

B. Periodic Staff Development sessions on admissions criteria and procedures, new academic programs, and continuous quality improvement.

**Office Responsible:**
Admissions, Human Resources and Vice President for Academic Affairs.

**Budget Considerations:**
Printing and release time.

**EXPECTED RESULTS:** The faculty and staff will become more involved in the recruiting process. They will understand the importance of "continuous recruiting" and their role in this process. As high school counterparts become more familiar with academic programs and
faculty and staff, the credibility of the college will increase. High school teachers will encourage students to attend the college.

VII. Increasing recruiting activities in the Cartersville and North Metro service area.

Office Responsible:
Admissions Office and Off-campus centers.

Process:
1. Train Cartersville and Floyd College/North Metro faculty/staff members that coordinators identify as being part of the recruitment effort.
2. Quarterly meetings with recruiting team from each campus for updates, training and general discussion.
   a. Rome campus will offer assistance that will be necessary to aid in recruiting effort.
   b. Director or Assistant Director will be available to assist when necessary.
3. Coordinate efforts of minority recruiter to visit high schools, churches, civic and social clubs in service area.
4. Provide Cartersville/NMT with the necessary items to make recruiting efforts successful.
   a. Printed materials.
   b. Table cloths for PROBE and college/career day displays.
   c. Other materials deemed necessary for recruiting effort.
5. As monies and positions become available, hire an employee for those centers whose primary responsibility would be admissions/financial aid and recruiting coordination.

Budget Consideration:
Personnel salaries, printing, postage, supplies and mileage.

EXPECTED RESULTS: As the Cartersville/NMT service area becomes more acquainted with the college's programs and services enrollment should increase.
TOWARD THE FUTURE

The Recruiting Plan Committee will be working with the Admissions and Records Office in the future to accomplish the following:

1. Establishment of a Recruiting Advisory Council composed of high school counselors, adult literacy directors, and business leaders that will help direct recruiting efforts and refine the Recruiting Plan

2. Develop a budget to operate the plan

3. Develop individual plans for each of the major components of the Recruiting Plan

4. Review recruiting plans from other colleges as well as literature for ideas that could be used by the College.

5. Review the College Recruiting Plan and revise and update as necessary.

6. Review of the role, scope, and mission of the Admissions Office.

7. Link the college’s Retention Plan closely to the Recruiting Plan.
November 4, 1991

POLICY MANUAL REVISION
MEMORANDUM NO. 25

TO: Presidents,
University System of Georgia

FROM: John T. Sherwood, Jr.
Assistant Executive Secretary

Enclosed are copies of Board of Regents Policy revisions related to the following:

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>REMOVE PAGES</th>
<th>ADD PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>**800</td>
<td>Personnel</td>
<td>N/A</td>
<td>53-55</td>
</tr>
</tbody>
</table>

**New Policy

For future reference, please record the above revisions on Page 2 of your Policy Manual. Attached is a brief explanation of these changes, and we have enclosed the number of copies you indicated that you need. If you need additional copies, please advise.

JTS/rjk

cc: Chancellor H. Dean Propst
    Executive Vice Chancellor David S. Spence
    Executive Secretary Henry G. Neal
SECTION 800-PERSONNEL

805 FINANCIAL EXIGENCY

Anything in the Policies of the Board of Regents to the contrary notwithstanding, if the Board of Regents finds that a condition of Financial Exigency exists either at an institution, within an academic or other unit of an institution, or in the University System generally, then the layoff or termination of tenured faculty, non-tenured faculty or other contract employees before the end of their contract term, will be handled in accordance with the Financial Exigency policy set forth below. As used herein, the term "unit" means any identifiable component of the System at any level of its organization which has an annual budget for the operation of such component.

805.01 DEFINITION OF FINANCIAL EXIGENCY: Financial exigency occurs when circumstances cause a shortfall in projected revenues for general operations as compared with projected expenditures over the same period and such shortfall would have a material adverse effect on the operation of either an institution, an academic or other unit of an institution or the System generally. In the event of reduced appropriations, declining enrollments, or other actions or events that compel a reduction in the System’s or an institution’s current operations budget, the Board of Regents may, in its exercise of fiscal responsibility, decide to reduce the operation of, to modify or to close one or more institutions of the System. Such reductions, modifications, or closings may require the reduction of salaries, layoffs or terminations of tenured faculty, non-tenured faculty or other contract employees before the end of their contract term.

Any response to a financial exigency shall be developed with the understanding that action taken will be consistent with the basic mission of the System to provide the best possible education for its students. The System shall make reasonable efforts to insure that students affected will be allowed to complete their programs, within the limits of budgetary constraints, at the institution or by transfer to another unit of the System.

The determination of the existence and extent of a financial exigency affecting the System or any institution or within an academic or other unit of an institution shall be the sole responsibility of the Board of Regents, but the President of an institution, after consultation with representative faculty members, may request such a determination by the Board. A request for the declaration of a financial exigency at any level below the institution level must originate at the institution. When such determinations are made, this policy, along with approved implementing
SECTION 800-PERSONNEL

805.03 PROGRAM MODIFICATION OR DISCONTINUANCE IN THE EVENT OF FINANCIAL EXIGENCE: Anything in the Policies of the Board of Regents to the contrary notwithstanding, if the Board of Regents finds that a condition of financial exigency exists either at an institution, within an academic or other unit of an institution or in the System as provided in Section 805.01, then program modifications or discontinuances recommended by the Chancellor and approved by the Board may be made at any such institution, within an academic or other unit of any such institution or the System generally. If any such program modifications or discontinuances involve the layoff or termination of any tenured faculty, non-tenured faculty or other contract employees, before the end of their contract term, the provisions of Section 805.02 shall apply to any such layoffs or termination. (BR Minutes, 1991-92, pp. 114-117)
BOARD OF REGENTS
UNIVERSITY SYSTEM OF GEORGIA
REVISED TRAVEL REGULATIONS
PROCEDURAL DIRECTIVE #7

INTRODUCTION

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. These regulations, which are general in nature, are intended to provide a reasonable degree of uniformity for the various institutions of the University System, and may be supplemented with such specific regulations and instructions as may be required.

In requiring certain of its employees to travel in the performance of their duties, the University System expects to reimburse them for reasonable and necessary expenses as may be incurred while traveling away from their official headquarters and places of residence. In cooperation with regulations promulgated by the State Auditor’s Office and the Office of Planning and Budget, the Board of Regents has adopted the following general regulations regarding travel of employees on official business of the University System.

A. TRAVEL AUTHORIZATION

Each employee required to travel in the performance of official duties and entitled to reimbursement for expenses incurred shall have prior authorization from the department head or other designated official for the performance of travel. 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. Specific authorization shall be in such form as to indicate the itinerary, estimate of the cost of travel, mode of transportation, and the general purpose of travel. A copy shall be attached to the travel expense report. Travel to points just beyond the state border necessary for the accomplishment of in-state business shall not be construed as out-of-state travel for the purpose of these regulations. The design and provision of the form to properly document prior approval shall be the responsibility of each unit of the University System. It is believed that these travel practices will protect the best interest of the employee and the University System.

B. SUBSISTENCE

Reimbursement claims for subsistence (meals and lodging) are to be reported on travel expense statements 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. With certain exceptions, reimbursement for subsistence within a 30-mile radius (or the county) of a person’s home office or residence is not allowable. Out-of-state travel expenses for meals and lodging may exceed the following limits for travel within the state, but they should be reasonable and any unusual amounts should be justified.

1. Meals

Reimbursement will be made for actual costs of meals within certain limits. Expenses
for three meals at a rate of not more than $26.00 per day, including tax and tips, is allowed. Charges for three meals in excess of $26.00 per day must be explained on the travel expense statement. Reimbursement of claims for fewer than three meals per day should be evaluated in terms of the daily limit and is left to the discretion of each institution. In normal circumstances it is expected that dinner should cost more than lunch, and lunch more than breakfast. Reimbursement for tips will be allowed according to the Attorney General's Opinion 70-28 dated March 6, 1970; tips should be included in the price of each meal.

Employees are entitled to reimbursement for breakfast expenses if they depart prior to 6:30 a.m., and for dinner expenses if they return later than 7:30 p.m. The noon meal is not reimbursable unless: overnight lodging is incurred, unusual circumstances prevail which are individually approved by the institution, provided by law, or the employee is away from home on the work assignment for more than 13 hours. Meals may be reimbursed for the day of departure and return from overnight trips subject to departure and arrival time restrictions. Receipts for meals are not required.

Reimbursement is limited to the cost of meals for the individual employee. Reimbursement may be allowed for meals within the 30-mile radius and for noon meals not associated with overnight lodging if the meals are an integral part of a scheduled meeting and the individual is an official representative of the institution, or if the meals are a part of a required registration fee.

2. **Lodging**

Reimbursement may be made for actual lodging expenses based on reasonable rates as determined by the institution authorizing the travel. All lodging claims must be documented by receipts. It is expected that reservations will be made in advance whenever practical, that minimum rate accommodations available will be utilized, that "deluxe" hotels and motels will be avoided, and that commercial rates will be obtained whenever possible. Many hotels and motels grant commercial rates upon request to state employees who show identification (see list of hotels and motels provided through D O A S Purchasing and Surplus Property Division). Charges exceeding reasonable rates must be explained and be justified if an employee stays at a higher cost motel where a meeting is held in order to avoid excessive transportation costs between a lower cost motel and the location of the meeting.

It should be noted Act No. 621, passed during the 1987 legislative session, provides that Georgia state or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. This optional excise tax is normally 3% but can be as much as 6% in some locations.

When a room is shared with other state employees on travel status, reimbursement will be calculated, if practical, on a pro rata share of the total cost. A state employee on travel status, if accompanied by someone who is not a state employee on travel status, would be entitled to reimbursement at a single room rate.

C. **TRANSPORTATION**
1. **Vehicles**

Use of common carrier or a private aircraft will be left to the discretion of the institutional personnel responsible for authorizing travel. A traveler will be authorized to choose between a personal vehicle, a common carrier or private aircraft only after a careful analysis of the distance, timeliness, and overall cost factors of a trip have been considered. 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.

The initial point of departure during an employee’s normal workweek shall be the individual’s residence or headquarters, whichever is nearer the destination point. The initial point of departure on weekends or holidays, however, should be the individual’s actual point of departure. Reimbursement will not be allowed for expenses other than those incurred by the employee in travel status; payments to friends or other individuals will not be allowed. When possible, employees should attempt to travel together to the same destination in one vehicle.

Actual odometer readings will be reported; however, personal mileage will be excluded in determining the mileage for which reimbursement may be made. 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.

The authorized mileage rate is to include the normal expenses incurred in the operation of a personal vehicle. In addition, parking and toll expenses will be paid for official travel in personal or state vehicles. (Low-cost long-term parking or automobile storage should be used.) A receipt should be provided when possible; if not, a written explanation should be made on the expense statement.

Use of commercially-leased vehicles will be left to the discretion of institutional personnel responsible for authorizing travel. Commercially-leased vehicles should be obtained from the state contracted rental agency according to the conditions of the state contract. Employees will be reimbursed for costs associated with official use of such vehicles.

Transportation by common carrier will be by scheduled plane or rail. Accommodations for air travel should be made through the state contracted commercial airlines according to the conditions of the state contract. Use of the contract is mandatory where the city-pair listing shown in the contract is for non-stop flights. However, if a lower fare can be obtained from another carrier, the airline offering the lower fare may be used provided the state contracted airline is offered the opportunity to meet the lower fare. Reimbursement will be made upon presentation of a ticket stub, receipts, or other documentary evidence of expenditure. According to law (1978 S.B. 73, Act 1369), officials or employees traveling by commercial air carrier will not be reimbursed for that portion of first class air fare which exceeds the amount of the next lowest fare for the flight on which such official or employee is
traveling unless:

(a) space is not otherwise available;

(b) a licensed medical practitioner certifies that because of a person’s mental or physical condition specific air travel arrangements are required;

(c) The Commissioner of Public Safety certifies that specific air travel arrangements are necessary for security reasons.

Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the institution’s obligation if the employee’s travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the institution. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee’s obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee’s immediate family, or other critical circumstances beyond the control of the employee, the institution will be obligated to pay the penalties and charges.

Super Saver Rates - When traveling by common carrier to conduct official State business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the institution of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the appropriate authority, the amount saved in transportation costs due to the early and/or delayed travel is greater than the amount expended in salary and additional subsistence. Prior written approval of the appropriate authority is required.

Limousine or taxi service will be reimbursed between the individual’s departure point and the common carrier’s departure point, between the common carrier’s arrival point and the individual’s lodging or meeting place; and between the lodging and meeting places if at different locations. It is expected that limousine service will be utilized when available and when arrival or departure is during day-light hours. Although receipts are not necessary for such items of transportation, a point-to-point explanation should be required for each such item reimbursed. Baggage handling services (porterage) may be reimbursed when actually incurred in moving luggage into or out of lodging places and common carrier.

Employees traveling in state vehicles should purchase fuel at state owned facilities when feasible. All such purchases should be made with a state credit card.

Employees sharing a ride with another state employee using either a state or personal vehicle, and not claiming reimbursement for mileage, should indicate in the automobile mileage record section of the expense statement the name of the person whom they rode and the dates of the trips. Those utilizing state owned aircraft should also indicate such as a mode of transportation.

2. Private Aircraft

Reimbursement for the usage of private aircraft will be at the rate per mile as provided
by law for automobiles for the most direct route from the employee's residence or headquarters to the destination point(s), whichever is nearer.

D. 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 or copy of check showing payment. Any part of a registration fee applicable to meals will be reported as meal expense and not as a registration fee if the costs can be separately identified.

Expenses for official telephone and telegraph messages which must be paid for the traveler are allowable. Postage expense incurred relative to travel will be allowed.

Expenses for stationery, supplies, and stenographic or duplicating services may be allowable if reasonable. Any such claims should be accompanied by a written explanation and invoice. Claims for laundry, valet service, theater, entertainment, and alcoholic beverage will not be reimbursed.

E. REIMBURSEMENT PROCEDURES

Responsibility for appropriate audit, approval, and reimbursement of travel expense statements shall be vested in the appropriate officials of the institution. All institutions are encouraged to process travel statements in an expeditious manner. Claims should be paid at least semi-monthly and more frequently if practicable.

Forms for travel reimbursement shall be the standard form approved for use in units of the University System. Any deviations from this form are to be approved by the Vice Chancellor for Fiscal Affairs and Treasurer.

F. ADDITIONAL REQUIREMENTS

Institutions may impose additional requirements, such as absolute limits for meals and lodging, at their discretion.

Directed by:

James E. Cofer
Vice Chancellor for Fiscal Affairs and Treasurer
Regents seek full formula funding
FY94 requests sent to governor

In a move that at once reflects the System's needs and the financial constraints of the times, the Regents approved a pair of budget requests for Georgia's public colleges in FY94.

The requests, both of which include a 1.5 cost-of-living increase and a 6 percent merit raise for faculty and staff, are based on the System's current formula and a revised formula approved three years ago.

The current formula request signifies a $169.5 million increase in resident instruction funding for the institutions — a figure Chancellor H. Dean Proprst said was "not a grab bag request."

In a 30-minute report to the Board, the chancellor explained that the resident instruction request includes full funding of the formula, an increase in repair funding and necessary funding to accommodate enrollment growth.

The increase would not, he said, provide funding for all of the System's students because of a two-year lag in the Board's current funding formula.

Though the salary increases are the lowest proposed by the Regents in several years, the chancellor said they represent a realistic request and would address critical needs in the pay scales of faculty and staff.

"The 6 percent figure seems reasonable," the chancellor said, "considering that this year we received a 3 percent salary increase for faculty and staff and last year we received a 1.5 percent increase for faculty only. While I would grant you that we're not seeing a great exodus of faculty, such an exodus could develop."

Among the other highlights of the Board's budget request:

- Special Funding Initiative. The chancellor's package of quality added funding was trimmed in last year's round of budget cuts, but the Regents are seeking to boost the current $6 million amount by $6.9 million. Of that amount an additional $2 million would go to nursing and other health programs, $1.2 million each would go Georgia Southern and Valdosta State for regional university development and $2.3 million would be used to restore matching funds for equipment.

- Scholarships. For the first time in years, the Board is not seeking an increase in the Regents Scholarships and Regents Opportunity Grants programs. The Regents did request that both programs be restored to the pre-budget cut levels of $200,000 and $600,000, respectively.

- Repairs. Under the current formula, the Regents are seeking an increase of $2.6 million in Major Repair/Rehabilitation money.

- The Board also submitted a separate request utilizing the revised formula after discussing the possibility of seeking a phase-in of several of its components.

- The Board's budget requests now head to the governor, who will make his own recommendations to lawmakers in January.

In other budget news, the System's colleges and universities sustained a 1 percent budget cut late last month. Other System operation received a 2 percent budget cut.

Presidents Downs, Cole to step down

Clayton State College and DeKalb College, two colleges whose identities are closely tied with their presidents, will lose their leaders next year as Chancellor H. Dean Propst announced the retirements of Harry Downs and Marvin Cole.

Dr. Downs, 67, was the founding president of Clayton Junior College in 1969, while Dr. Cole, 60, led DeKalb for 11 years, including its transition from county governance to the University System.

"Both of these individuals have had a tremendous impact on their institutions," Chancellor Propst said.

Dr. Downs will step down in June 1993 and Dr. Cole will retire in December 1993.

Board OKs three construction lists

In addition to the System's $1.2 billion budget request, the Regents submitted three different construction lists for the System:

- **Capital construction priority list, $228.8 million.** Twenty-two projects make up this roster of major building needs in the University System. Topping the list: a $31.1 million agricultural facility at UGA and a $41.1 million children's medical center at the Medical College of Georgia.

- **Payback projects, $16.5 million.** Parking decks at Georgia Tech and Georgia State, a dorm at Gordon College and an indoor recreational facility at Southern Tech round off this list of projects that raise money to pay themselves off.

- **Olympic-related payback projects, $113.3 million.** Seven housing enterprises at Georgia Tech — including the $75 million North Avenue Apartments project — make up this list. Some funding will be provided by ACOG.

Other Sept. news...

- The System's summer quarter enrollment this year grew by 4.8 percent over 1991. Only five institutions reported enrollment decreases, all of them insignificant. Georgia Southern reported nearly 500 more students, an 8.6 percent jump. Savannah State and Albany State enrollment went up 15.2 percent and 14.9 percent, respectively. Big percentage gains among the two-year colleges: Floyd (21.4%) and Middle Georgia (19.6%).
13. DISCUSSION: IMPLEMENTATION OF SENATE BILL 417

DURING ITS 1992 SESSION THE GENERAL ASSEMBLY PASSED AND THE GOVERNOR SIGNED SENATE BILL 417—LEGISLATION DESIGNED TO GIVE PUBLIC HIGH SCHOOL JUNIORS OR SENIORS OR STUDENTS AGE 16 OR OLDER ADDITIONAL EDUCATIONAL OPTIONS. UNDER THIS LAW, IF STUDENTS CHOOSE TO ATTEND PUBLIC POSTSECONDARY EDUCATION FULL OR PART TIME, IN LIEU OF FULL TIME HIGH SCHOOL ATTENDANCE, THE STATE WILL PROVIDE FUNDING FOR THEIR COLLEGE AND TECHNICAL INSTITUTE TUITION AND FEES UP TO THE AMOUNT THE STATE WOULD HAVE PAID TO LOCAL SCHOOL SYSTEMS FOR THAT PORTION OF TIME THEY ARE NOT ATTENDING HIGH SCHOOL.

DURING THE PAST SEVERAL MONTHS THE STAFF OF THE BOARD OF REGENTS HAS BEEN INVOLVED AS THE GEORGIA DEPARTMENT OF EDUCATION HAS DEVELOPED RULES FOR THE IMPLEMENTATION OF THIS LAW IN ACCORD WITH THE ADMINISTRATIVE PROCEDURES ACT. THE STATE BOARD OF EDUCATION WILL BE CONSIDERING THESE RULES AT ITS SEPTEMBER MEETING.

SEVERAL MAJOR CONCERNS HAVE EMERGED. WE SEEK THE COMMITTEES ADVICE ON THE POSSIBILITY OF DEVELOPING A BOARD POSITION ON THE MATTERS TO BE DISCUSSED.
POLICY MANUAL REVISION
MEMORANDUM NO. 24

TO: Presidents,
University System of Georgia

FROM: John T. Sherwood, Jr.
Assistant Executive Secretary

Enclosed are copies of Board of Regents Policy revisions related to the following:

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>REMOVE PAGES</th>
<th>ADD PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>*200</td>
<td>Organization</td>
<td>29-30</td>
<td>29-30</td>
</tr>
<tr>
<td>*200</td>
<td>Organization</td>
<td>33-36</td>
<td>33-36</td>
</tr>
<tr>
<td>*700</td>
<td>Finance and Business</td>
<td>21-22</td>
<td>21-22</td>
</tr>
<tr>
<td>*700</td>
<td>Finance and Business</td>
<td>25-26</td>
<td>25-26</td>
</tr>
<tr>
<td>**700</td>
<td>Finance and Business</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>*800</td>
<td>Personnel</td>
<td>9-10</td>
<td>9-10</td>
</tr>
<tr>
<td>*800</td>
<td>Personnel</td>
<td>29-34</td>
<td>29-34</td>
</tr>
<tr>
<td>*800</td>
<td>Personnel</td>
<td>43-48</td>
<td>43-48</td>
</tr>
<tr>
<td>*900</td>
<td>Facilities</td>
<td>7-8</td>
<td>7-8</td>
</tr>
</tbody>
</table>

* Amended Policy
** New Policy

For future reference, please record the above revisions on Page 2 of your Policy Manual. Attached is a brief explanation of these changes, and we have enclosed the number of copies you indicated that you need. If you need additional copies, please advise.

JTS/pep
Enclosures

cc: Chancellor H. Dean Propst
Executive Vice Chancellor David S. Spence
Executive Secretary Henry G. Neal
<table>
<thead>
<tr>
<th>SECTION</th>
<th>NAME OF POLICY CHANGE</th>
<th>PAGE NUMBER</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>203.0201</td>
<td>Election by the Board</td>
<td>29-30</td>
<td>Stipulates that presidents of institutions may not hold tenure.</td>
</tr>
<tr>
<td>203.0204</td>
<td>Removal and Resignations of Presidents</td>
<td>33-36</td>
<td>Sets out policies concerning reappointment to faculty positions for terminated or retired presidents with regard to rank, tenure, salary, and leaves of absence.</td>
</tr>
<tr>
<td>710</td>
<td>Auditing</td>
<td>21-22</td>
<td>Requires that an audit be made by the State Auditing Department regarding income and disbursements at University System institutions and describes reporting relationship of institutional Internal Audit Directors with institution presidents and Vice Chancellor for Fiscal Affairs.</td>
</tr>
<tr>
<td>711.08</td>
<td>Trademarks</td>
<td>25-26</td>
<td>Adds language to facilitate filing of applications for trademark and service mark registration and for renewals.</td>
</tr>
<tr>
<td>711.09</td>
<td>Home or Off-Campus Use of Equipment for Business Purposes</td>
<td>27</td>
<td>Adds new policy describing conditions under which property may be removed from campus for use at other locations.</td>
</tr>
<tr>
<td>802.0806</td>
<td>Miscellaneous Leave</td>
<td>9-10</td>
<td>Adds leave category to bring Board policy into agreement with provisions of Fair Labor Standards Act.</td>
</tr>
<tr>
<td>SECTION</td>
<td>NAME OF POLICY CHANGE</td>
<td>PAGE NUMBER</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------</td>
<td>-------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>803.09</td>
<td>Tenure</td>
<td>29-34</td>
<td>Grants eligibility for promotion and/or tenure to MCG faculty who also hold appointments on the staff of the Veterans Administration Medical Center--Augusta; provides regulations regarding tenure, salary and benefits.</td>
</tr>
<tr>
<td>803.1305</td>
<td>Employee Contract Forms</td>
<td>43-48</td>
<td>Sets out contract form for certain faculty members at the Medical College of Georgia who hold appointment at the Veterans Administration Medical Center.</td>
</tr>
<tr>
<td>909.02</td>
<td>Presidents' Homes</td>
<td>7-8</td>
<td>Requires submission of any project, or subsequent change in project scope, for substantive improvement of president’s home, for review and approval by Chancellor and Board of Regents.</td>
</tr>
</tbody>
</table>
SECTION 200-ORGANIZATION

203.02 PRESIDENTS OF THE INSTITUTIONS

203.0201 ELECTION BY THE BOARD:

A. The Board shall elect the presidents of institutions at the February monthly meeting. Presidents shall not hold tenure at the institution but may hold, retain, or receive academic rank. They shall be elected each year for a term of one year. The Chancellor shall notify them of their appointment but such presidents shall not be entitled to a written employment contract. All such appointments will be made expressly subject to the Policies of the Board of Regents.

B. Effective September 1, 1991, persons holding tenure in the University System who receive an initial presidential appointment shall be required to relinquish their tenure before assuming the office of the president. No person shall be awarded tenure while serving as president. (BR Minutes, 1991-92, pp.34-34)

203.0202 PROCEDURE FOR SELECTION OF A PRESIDENT FOR UNIVERSITY-LEVEL INSTITUTIONS:

The policy of the Board regarding the selection of a president for university-level institutions shall be as follows:

A. There shall be two committees participating in the search, screen, and selection process for the positions of president of university-level institutions: a Regents Presidential Selection (RPSC) Committee and a Presidential Selection Advisory Committee (PSAC).

B. The Regents' Presidential Selection Committee shall be appointed by the Board Chairman, who will serve as an ex officio member of the Committee, and shall consist of five (5) Regents. The Chancellor shall also serve as an ex officio member of the Committee. The Board Chairman shall appoint the Chair of the RPSC.

C. The Presidential Selection Advisory Committee shall be appointed by the Chancellor, after consultation with the Board Chairman and the Chairman of the RPSC. Its membership shall consist of six (6) faculty representatives from the institution, one (1) representative of the administration and staff, one (1) student, one (1) representative of the Foundation, one (1) representative of the Alumni Association, and three (3) representatives of the state-at-large. The Chancellor, who will serve as an ex officio member of the Committee, shall appoint its Chair.

Revised August 1, 1991

29
SECTION 200-ORGANIZATION

203.0204 REMOVAL AND RESIGNATIONS OF PRESIDENTS:

A. The president of each institution shall give the Board, through the Chancellor, three months' notice of his or her intention to resign; the Board, through the Chancellor, shall notify the president not later than April 1 of its decision not to re-elect him or her for the ensuing fiscal year. The Board may at any time remove the president of any institution for cause without giving notice; but upon request made within ten days thereafter, any president so removed shall be furnished a statement of charges against him or her, and should he or she demand it within ten days after receipt of the charges, he or she shall be given a hearing before the Board, or a committee of the Board, as the Board may determine. The action of the Board shall be final. Presidents terminated for cause shall not be eligible for reappointment as an employee of the University System.

B. Presidents whose resignations are accepted by the Chancellor may, upon request and at the option of the Board, be awarded a tenure or non-tenure track appointment at the rank of full professor in an institution of the University System selected by the Chancellor. Such employment shall not exceed two calendar years from the effective date of the president's resignation. Thereafter, continued employment shall be at the option of the institution.

C. The salary for the first year of presidents who resign and receive a professorial appointment shall be determined by the Chancellor but it shall not exceed 90% of the state-supported portion of his or her previous salary as president.

D. The professorial appointment of such resigned presidents for the second year shall be limited to an academic year appointment (nine months) at a salary not to exceed 60% of the state-supported portion of his or her previous salary as president.

E. Subject to the approval of the Chancellor, presidents whose resignations are accepted may, upon request, be granted an educational leave with pay not to exceed twelve months immediately following the date of resignation. Leave time shall be counted against the two-year (or less) appointment referred to above. (BR Minutes, 1991-92, pp. 33-34)

Revised August 1, 1991
AUTHORITY AND RESPONSIBILITIES (cont’d)

A. Research or Service Agreements between institutions of the University System of Georgia and other agencies of state government or any political subdivision of the State of Georgia, whereby the institution concerned, for monetary compensation or other good and valuable consideration, agrees to perform certain institution-oriented research or other personal services for another state agency or political subdivision of the State of Georgia, within a time period of one year or less.

B. Agreements between institutions of the University System of Georgia and hospitals or other organized medical facilities, both public and private, located within the State of Georgia, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at the institution concerned. Said agreements shall be effective for one year with the option of annual renewal as specified therein and shall be subject to cancellation by either party.

A signed or confirmed copy of each of said agreements shall be filed in the office of Executive Secretary of the Board within ten days after execution by all parties and shall be reported by him to the Board as information items at the next succeeding meeting of the Board.

Agreements shall be prepared and executed on forms previously approved by the Attorney General, and if not, shall be subject to review and approval by him.

Each president shall be authorized by the Board of Regents to take or cause to be taken any and all such other and further action as in the judgment of such presidents may be necessary, proper or convenient in order to carry out the intent of this policy. (BR Minutes, 1972-74, pp.69-71; 1977-78, pp. 167-168)
SECTION 700-FINANCE AND BUSINESS

710 AUDITING

710.01 STATE AUDITS: The State Auditing Department shall be requested to make an audit of all income and all disbursements at each institution of the University System and the Office of the Board. The president of each institution of the University System and the Treasurer of the Board shall make available all information to the State Auditing Department so that such an audit may be made.

The foregoing shall not apply to separate corporate entities which are organized to provide support services to the institution.

710.02 INTERNAL AUDITS: All Directors of Internal Audit at institutions having an Internal Auditor or Internal Audit Department shall have a direct reporting relationship to the President of that institution and the Vice Chancellor of Fiscal Affairs and Treasurer of the Board. The President of each institution having an Internal Auditor shall determine the organizational and operating reporting relationships of the Internal Auditor at their institution. The Vice Chancellor for Fiscal Affairs and Treasurer shall have the authority to direct the Internal Auditors to audit specific functions at their institutions.

The Director of Internal Audit of each System institution with an Internal Auditor shall meet at least annually with the Vice Chancellor for Fiscal Affairs and Treasurer to discuss audits, audit findings, and a proposed schedule.

The Assistant Vice Chancellor for Fiscal Affairs responsible for Internal Auditing and the Directors of Internal Audit for the System institutions with an Internal Auditor shall provide an annual report to an audit subcommittee of the Finance and Business Committee of the Board. (BR Minutes, 1935, p. 73; 1991, p. 378)

Revised August 1, 1991
FARMING OPERATIONS: Institutions of the University System shall not operate any farms that are not essential to the teaching or research programs of the respective institutions. (BR Minutes, 1953-54, p. 262)

FACULTY HOUSING: Rental rates for faculty housing units shall be fixed to:

A. Provide for all operating costs of the faculty housing program.

B. Provide the reserve for future renovations and replacements required to conform with the policy of the Board in the operation of auxiliary enterprises.

C. Provide for liquidation of any outstanding indebtedness which relates to the specific faculty housing project. No such project is covered by Georgia Education Authority (University) leases, and no lease rental funds will be required from any faculty housing project.

D. Keep the rates at a level which will be competitive with the rates charged for privately owned comparable quarters in the immediate area.

Each unit of the University System shall develop a policy which will describe the priority by which renters will be selected. These policies shall note the fact that faculty housing is primarily a tool for recruiting able faculty members, that faculty housing is offered as an option available to faculty members as a temporary, additional employee benefit, and that tenured faculty members will not be permitted to continue occupancy in faculty housing indefinitely. Existing rental contracts need not be altered to reflect this change in policy as to length of occupancy. (BR Minutes, 1968-69, pp. 363-65; 1984-85, pp. 113-14)
HOME OR OFF CAMPUS USE OF EQUIPMENT FOR BUSINESS PURPOSES:

Personal property such as portable personal computers or similar items may be removed from a campus to the home of an employee or an off campus site when the purpose is for business use only. Such use shall be tightly controlled and documentation as to the location and use shall be available at all times. (BR Minutes, 1990-91, pp. 378-79)

Revised August 1, 1991
802.0805  MATERNITY LEAVE: Disability due to pregnancy shall be considered as any other disability and appropriate sick leave provisions of these policies shall apply.

802.0806  MISCELLANEOUS LEAVE:

A. FLSA. When exempt employees are absent from work for less than one scheduled work day and their accumulated leave is insufficient to cover the partial day of absence, they shall be placed on FLSA leave with pay for the period of absence. (BR Minutes, 1991-92, p. 23)

B. Court Duty. Court duty leave with pay shall be granted regular employees 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.

C. Voting. Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee’s normal working hours coincide with voting hours, the employee shall be granted leave as stipulated by his or her immediate supervisor, for the purpose of voting.

D. Selective Service and Military Physical Examination. Any regular employee required by Federal law to take a Selective Service or Military physical examination shall be paid for any time lost to take such an examination.

E. Personal Leave. At the discretion of the president of an institution personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

F. Other Leave. In the event of inclement weather or any emergency which requires leaves of absence of employees, the president of a unit in the System may declare leave with or without pay.

Revised August 1, 1991
SECTION 800-PERSONNEL

803.08 CRITERIA FOR PROMOTION

A. Minimum for all three types of institutions in all professorial ranks:
   1. Superior teaching.
   2. Outstanding service to the institution.
   3. Academic achievement.
   4. Professional growth and development. Note-worthy 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 head of the department concerned setting forth the reasons for promotion.
   5. 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.

B. Type I. (see Section 203.01 for types of institutions)

   In addition to "A" above, promotions to an associate or full professorship should require the doctor's degree or its equivalent in training, ability, or experience. Neither the possession of a doctorate, nor longevity of service is a guarantee PER SE of promotion.

C. Type II.

   The requirements for promotion to a full professorship are the same as "B" above.

D. Type III.

   In addition to "A" above, promotion to an associate or full professorship should require at least two year's study beyond the bachelor's degree.
SECTI0N 800-PERSONNEL

TENURE FOR TYPES I, II, AND III (cont'd)

D. Tenure may be awarded, upon recommendation by the president and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three 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 defined in writing by the president and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher. (BR Minutes, 1983-84, p. 94)

E. Anything in these Policies to the contrary notwithstanding, faculty members employed by the Medical College of Georgia (MCG) who hold a professorial rank in a tenure track position of Assistant Professor or above who also hold a part-time or full-time appointment at the Veterans Administration Medical Center-Augusta (VA), shall as stated above (Section 803.09-C) be eligible for the award of tenure at MCG upon completion of at least five years of full-time or part-time service at the rank of assistant professor or higher. Such faculty members shall otherwise meet the same probationary periods, criteria for promotion, procedures and other requirements set forth in the Policies and Bylaws of the Board of Regents and Statutes of MCG for the award of tenure to full-time faculty; provided, however, that such faculty members who have been employed previously by MCG for five consecutive years or more shall be eligible to apply for tenure. The tenure of a faculty member who also holds a VA appointment shall apply only to that portion of a faculty member's salary and benefits which are provided directly by MCG. In no event shall the award of tenure to faculty members holding such joint appointments obligate MCG to assume any portion of the salary or other benefits provided by the VA. In the event a faculty member who has been awarded tenure at MCG under the provisions of this section shall for any reason cease to be employed

Revised August 1, 1991
SECTION 800-PERSONNEL

TENURE FOR TYPES I, II, AND III (cont'd)

J. Notice of the intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

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.

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

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

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment--or prior thereto if the conviction or admission of guilt was wilfully concealed;

2. Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;

3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his responsibilities to the institution or to his profession; (BR Minutes, 1989-90, pp. 384-385)

4. Conviction or admission of guilt in a court proceeding of any criminal drug offense; (BR Minutes, 1989-90, pp. 384-385)

Revised August 1, 1991
SECTION 800-PERSONNEL

803. 1394  ACADEMIC YEAR TENURED

BOARD OF REGENTS OF THE
UNIVERSITY SYSTEM OF GEORGIA
EMPLOYMENT CONTRACT FOR ACADEMIC YEAR EMPLOYEES

TENURED PERSONNEL

TO: __________________________

The Board of Regents of the University System of Georgia has approved your
appointment as ______ (Title) ______ at the ______ (Institution) ______.

The period of your appointment is for the ________ academic year of three
quarters beginning on ____________ and ending on ____________.

Your total compensation will be ______, payable as set forth on the
attached Schedule, marked Exhibit "A", and by reference incorporated herein.

This appointment is for the academic year of three quarters only and if your
services should be needed during the fourth quarter, a separate contract will
be made with you covering your services for the fourth quarter.

This agreement is made expressly subject to the applicable State and Federal
laws and to the Statutes and regulations of this institution and to the Bylaws
and Policies of the Board of Regents which are available for your inspection
upon request.

You may signify your acceptance of this appointment by signing each of the
additional copies of this contract and returning them to my office at this
institution so as to reach me within fifteen days from this date.

Board of Regents, University System of Georgia

By: __________________________

President

__________ __________________________

Date Institution

I accept the appointment described above under the terms set forth herein.

______________________________
Signed

43
SECTION 800-PERSONNEL

803.14 COMPENSATION

803.1401 SALARIES: The Board receives an annual appropriation from the General Assembly for all phases of its operations. This appropriation may be increased or decreased by the Legislature or the Governor during the period of any fiscal year. Expenditures for operation of the University System are therefore necessarily contingent upon legislative appropriations. In the event that the General Assembly or the Governor at any time reduces the amount of funds appropriated to the Board, the compensation of all employees and other operating expenses may as a consequence be correspondingly reduced. It shall, however, be the intent of the Board to maintain current salary commitments in so far as possible to every employee and the Board will exert its composite influence and best efforts to that end. (BR Minutes, 1976-66, p. 184)

803.1402 CRITERIA FOR DETERMINING SALARIES: Consistent with Regents’ policy on non-discrimination and with the approved purpose of the institution, each unit of the University System shall utilize specific criteria for the determination of entry-level salaries for full-time teaching faculty members employed at the ranks of instructor, assistant professor, associate professor, and professor and for the determination of the extent of salary increases awarded to currently employed full-time faculty members.

A. Each entry-level salary shall be determined on the basis of the specific requirements of the position and the qualifications of the individual employed to fill the position. Position criteria shall include: the academic rank, the academic discipline and the nature of the responsibilities to be formed. Criteria related to the qualifications of the individual shall include: academic degrees earned, teaching and other relevant experience, research and publication record, academic achievements and honors, and relevant professional achievements or recognitions.
SECTION 800-PERSONNEL

803.1404 RESEARCH, SATURDAY CLASSES AND OFF-CAMPUS CONTINUING EDUCATION: Research and Saturday classes will ordinarily be carried by System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.

Extra compensation may be paid, however, when all four of the following conditions exist:

A. The work is carried in addition to a normal full load.
B. No qualified person is available to carry the work as part of his normal load.
C. The work produces sufficient income to be self-supporting.
D. The additional duties must not be so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation paid for performance of the teacher’s normal duties.

When off-campus services conducted through the Continuing Education Center can be included in the normal work load of an individual, no additional compensation shall be paid. Extra compensation shall be paid when the off-campus service meets the four conditions stated above. (BR Minutes, 1951-52, pp. 96-97)

803.1405 SALARY SUPPLEMENTS FROM FOUNDATIONS: No consideration shall be given to salary supplements that may be paid from Foundations or other sources in order that salary supplements will be over and above the regular salary paid with State funds.

A supplemental budget shall be prepared to include supplements to be paid from Foundations or other sources.

The salary to be paid from State funds for summer school employment or for a leave of absence with pay shall be based on the approved salary exclusive of any supplement.
SECTION 900-FACILITIES

909 HOUSING FACILITIES

909.01 PRIVATE HOUSING: The following policies shall govern off-campus private housing:

A. No private housing and/or attendant facilities shall be constructed on properties of the University System without the expressed written consent of the Board of Regents. (BR Minutes, 1984-85, pp. 119-20)

B. Board of Regents reserves the right to construct housing and other student service facilities in any or all of the units of the University System at any time.

C. For sound educational reasons, a president may require students to live on campus. (BR Minutes, 1984-85, pp. 119-20)

D. Agreements may be entered into, with the approval of the Regents, between institutions and private housing operators to establish and make clear the terms and conditions upon which students are housed in the off-campus facilities, provided no financial or other restricting obligations, expressed or implied, are made on the part of the institutions of the Regents.

E. All institutions will cooperate in supplying information on their current overall housing situation and outlook to possible private housing financiers.

F. All institutions will cooperate with owners of private housing by providing complete information concerning facilities available to all students.

G. Subject to the above, the Board of Regents, in view of the wide interest in private housing and the possibility of saving public funds, favors the construction of privately owned, privately financed and privately operated off-campus housing facilities. (BR Minutes, 1968-69, pp. 182-183)

Revised January 21, 1985
MEMORANDUM

TO: Presidents
University System of Georgia

FROM: H. Dean Propst
Chancellor

RE: Proposed Change in Non-Tenure Track Policy

October 28, 1985

The three non-tenure track options were presented to the Board of Regents on March 8 and 9, 1983. Option 2 was approved and has been implemented throughout the System. Based upon a suggestion from the Education Committee of the Board and the subsequent endorsement of the Advisory Council, consideration will be given to expanding that policy. Option 1 appears to offer the most logical alternative for expansion. As you know, the Advisory Council agreed to encourage discussion on campuses prior to formal consideration of any change in policy. With this letter, I am requesting that you encourage that discussion and provide my office with a brief summary of the results. Dr. Cleere will be responsible for sharing these reports with the Board members prior to their formal consideration of any changes in the policy.

cc: Executive Vice Chancellor
Central Office Staff
Chief Academic Officers

Enclosure
2. Non-Tenure Track Personnel, University System of Georgia (Option 1)

Recommended: That the Board of Regents add the following regulations to Section I-I, VI of the Policies of the Board for the establishment of a "Non-Tenure Track" for University System personnel, effective July 1, 1983:

VI. B. NON-TENURE TRACK PERSONNEL

1. Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for submission to and approval by the Chancellor. Subsequent requests for such designations submitted during the budget year must also be approved by the Chancellor. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the Chancellor.

2. Non-tenure track positions may be established for two categories of personnel:

(a) full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs which are anticipated to have a limited life-span or which are funded, fully or partially, through non-System sources. There shall be no maximum time limitation for service in positions in this category.

(b) full-time teaching/research personnel not covered under the provisions of paragraph B2 (a) above. The maximum time limitation for service in positions in this category shall be five years.

3. The following provisions shall apply to all non-tenure track professional personnel:

(a) Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.

(b) Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.

(c) Notice of intention to renew or not to renew contracts of non-tenure track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.

(d) Individuals employed in non-tenure track positions may apply, on an equal basis with other candidates, for tenure track positions which may become available.
2. Non-Tenure Track Personnel, University System of Georgia (Continued)

VI. B. NON-TENURE TRACK PERSONNEL (Continued)

4. The following provisions shall apply to professional personnel who transfer from tenure-track positions to non-tenure track positions.

   (a) Such transfers shall be effected on a voluntary basis only.

   (b) Transfers to category B2(b) positions shall be allowed only if the combined total time to be served in the tenure track and non-tenure track positions is limited to five years.
3. **Non-Tenure Track Personnel, University System of Georgia** (Option 2)

Recommended: That the Board of Regents add the following regulations to Section I-II, VI of the Policies of the Board for the establishment of a "Non-Tenure Track" for University System personnel, effective July 1, 1983:

VI. B. **NON-TENURE TRACK PERSONNEL**

1. Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for submission to and approval by the Chancellor. Subsequent requests for such designations submitted during the budget year must also be approved by the Chancellor. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the Chancellor.

2. Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs which are anticipated to have a limited life-span or which are funded, fully or partially, through non-System sources. There shall be no maximum time limitation for service in positions in this category.

3. The following provisions shall apply to all non-tenure track professional personnel:

   (a) Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.

   (b) Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.

   (c) Notice of intention to renew or not to renew contracts of non-tenure track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.

   (d) Individuals employed in non-tenure track positions may apply, on an equal basis with other candidates, for tenure track positions which may become available.

4. The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only.
4. Non-Tenure Track Personnel, University System of Georgia (Option 3)

Recommended: That the Board of Regents add the following regulations to Section I-II, VI of the Policies of the Board for the establishment of a "Non-Tenure Track" for University System personnel, effective July 1, 1983:

VI. B. NON-TENURE TRACK PERSONNEL

1. Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for submission to and approval by the Chancellor. Subsequent requests for such designations submitted during the budget year must also be approved by the Chancellor. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the Chancellor.

2. Non-tenure track positions may be established for full-time teaching/research personnel. The maximum time limitation for service in positions in this category shall be five years.

3. The following provisions shall apply to all non-tenure track professional personnel:

   (a) Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.

   (b) Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.

   (c) Notice of intention to renew or not to renew contracts of non-tenure track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.

   (d) Individuals employed in non-tenure track positions may apply, on an equal basis with other candidates, for tenure track positions which may become available.

4. The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only. Transfer of individuals from tenure track positions to this non-tenure classification shall be allowed only if the combined total time to be served in the tenure track and non-tenure track positions is limited to five years.
"On Full-Time Non-Tenure-Track Appointments

AAUP Policy Documents and Reports 1984
pp. 41-42

"We understand—we take very seriously indeed—the financial difficulties and
the uncertainties which incline colleges and universities to wish to move in this
direction [the expansion of non-tenure track positions]. We nevertheless think
the move seriously misguided, for the following reasons.

1. We think it unjust and inequitable.

As the Association's 1973 statement On the Imposition of Tenure Quotas says,
the teachers who would occupy the positions identified as non-tenure-track would
be mere 'contract workers' who are 'incapable of full and equal faculty membership
irrespective of the nature of the service they have given and irrespective of the
professional excellence of that service.'

2. We think it a threat to academic freedom.

Nontenured teachers are more vulnerable to a threat to academic freedom than
tenured teachers. Are nontenured teachers who are not on probation more vulnerable
to such a threat than nontenured teachers who are on probation?

Obviously yes, in the case of teachers who hold unlimited renewable appoint-
ments. The teachers who must go, hat in hand, every year (or every two years, or
every three years), indefinitely into the future, to ask if they may stay, are not
teachers who can feel free to speak and write the truth as they see it.

3. We think it unnecessary.

As the statement On the Imposition of Tenure Quotas says, 'the protection of
academic freedom must take precedence over the claimed advantages of increased
flexibility.'

CONCLUSIONS

We think that the very limited exceptions allowed by Regulation 1(b) *[see
below] are the most that should be allowed. The teacher with tenure is a teacher
whose service can be terminated only for adequate cause; and we think that every
full-time teacher should either have that status or be a candidate for it—save
only for those who fall under the exceptions allowed by Regulation 1(b), in
particular, those who are visitors, or temporary replacements, or for those whose
subjects the institution in good faith expects to have only a short-term need.

We think that administrators and faculty members who support institutional
arrangements of the kind we have been surveying should recognize clearly that
they are supporting practices which are inequitable, harmful to morale, and a
threat to academic freedom."

*Regulation 1(b) of the Recommended Institutional Regulations on Academic Freedom
and Tenure: "With the exception of special appointments clearly limited to a
brief association with the institution, and reappointments of retired faculty
members on special conditions, all full-time appointments to the rank of instructor
or higher are of two kinds: (1) probationary appointments; (2) appointments with
continuous tenure."
POLICY MANUAL REVISION
MEMORANDUM NO. 5

TO: Presidents,
University System of Georgia

FROM: Joe B. Lawley
Assistant Executive Secretary

Enclosed are copies of Board of Regents Policy revisions and additions related to the following:

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>REMOVE PAGE(S)</th>
<th>ADD PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*403</td>
<td>WAIVER OF OUT-OF-STATE TUITION</td>
<td>11-12</td>
<td>11-12</td>
</tr>
<tr>
<td>**406.03</td>
<td>ALCOHOL ON CAMPUS</td>
<td>21-22</td>
<td>21-22</td>
</tr>
<tr>
<td>*702.03</td>
<td>STUDENT ACTIVITY &amp; ATHLETIC BUDGETS</td>
<td>3-4</td>
<td>3-4</td>
</tr>
<tr>
<td>*704.03</td>
<td>WAIVER OF OUT-OF-STATE TUITION</td>
<td>9-10</td>
<td>9-10</td>
</tr>
<tr>
<td>*802.04</td>
<td>CONDITIONS OF EMPLOYMENT</td>
<td>3-4</td>
<td>3-4</td>
</tr>
<tr>
<td>*802.0904</td>
<td>EMPLOYMENT BEYOND RETIREMENT</td>
<td>9-10</td>
<td>9-10</td>
</tr>
<tr>
<td>**803.0401</td>
<td>THE GEORGIA EMINENT SCHOLARS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENDOWMENT TRUST FUND</td>
<td>21-24</td>
<td>21-24</td>
</tr>
<tr>
<td>*909.02</td>
<td>PRESIDENTS' HOUSES</td>
<td>7-8</td>
<td>7-8</td>
</tr>
</tbody>
</table>

*Amended Policy
**New Policy

For future reference, please record the above revisions and additions on Page 2 of your Policy Manual. Attached is a brief explanation of these changes.

The following replacement pages reflect changes and additions in the Table of Contents and Index:

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>REMOVE PAGE(S)</th>
<th>ADD PAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3-4</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>7-8</td>
<td>7-8</td>
</tr>
<tr>
<td>INDEX</td>
<td>1-2</td>
<td>1-2</td>
</tr>
<tr>
<td></td>
<td>7-12</td>
<td>7-12</td>
</tr>
</tbody>
</table>

It is our understanding that requests for new Policy Manuals should come through the office of the president so that the appropriate number of Policy revisions can be mailed to each institution. We have enclosed the number of revisions for which you have indicated a need. If you need additional copies, please advise.

JBL/jac
Enclosures

cc: Chancellor H. Dean Propst
Executive Secretary Henry G. Neal
<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>203</td>
<td>Institutions of the University System</td>
<td>26</td>
</tr>
<tr>
<td>203.01</td>
<td>Authorized Institutions</td>
<td>26</td>
</tr>
<tr>
<td>203.02</td>
<td>Presidents of the Institutions</td>
<td>28</td>
</tr>
<tr>
<td>203.0201</td>
<td>Election by the Board</td>
<td>28</td>
</tr>
<tr>
<td>203.0202</td>
<td>Procedure for Selection of a President</td>
<td>28</td>
</tr>
<tr>
<td>203.0203</td>
<td>Resignation and Removal</td>
<td>30</td>
</tr>
<tr>
<td>203.0204</td>
<td>Authority and Responsibilities</td>
<td>30</td>
</tr>
<tr>
<td>203.03</td>
<td>Faculty Membership</td>
<td>33</td>
</tr>
<tr>
<td>203.0301</td>
<td>Corps of Instruction</td>
<td>33</td>
</tr>
<tr>
<td>203.0302</td>
<td>Administrative Officers</td>
<td>33</td>
</tr>
<tr>
<td>203.0303</td>
<td>Election</td>
<td>34</td>
</tr>
<tr>
<td>203.0304</td>
<td>Faculty Meetings</td>
<td>34</td>
</tr>
<tr>
<td>203.0305</td>
<td>Faculty Rules and Regulations</td>
<td>35</td>
</tr>
<tr>
<td>204</td>
<td>Advisory Council</td>
<td>36</td>
</tr>
<tr>
<td>205</td>
<td>Student Advisory Council</td>
<td>37</td>
</tr>
<tr>
<td>206</td>
<td>Changing Status of an Institution</td>
<td>38</td>
</tr>
<tr>
<td>207</td>
<td>Organizational Changes</td>
<td>44</td>
</tr>
<tr>
<td>208</td>
<td>Institutional Review</td>
<td>45</td>
</tr>
<tr>
<td>300</td>
<td>ACADEMIC AFFAIRS</td>
<td></td>
</tr>
<tr>
<td>301</td>
<td>General Policy</td>
<td>1</td>
</tr>
<tr>
<td>302</td>
<td>Calendar of Academic Activities</td>
<td>3</td>
</tr>
<tr>
<td>302.01</td>
<td>Quarter System</td>
<td>3</td>
</tr>
<tr>
<td>302.02</td>
<td>Uniform Academic Calendar</td>
<td>3</td>
</tr>
<tr>
<td>302.03</td>
<td>Religious Holiday Schedule</td>
<td>3</td>
</tr>
<tr>
<td>303</td>
<td>Curriculum</td>
<td>4</td>
</tr>
<tr>
<td>303.01</td>
<td>Core Curriculum</td>
<td>4</td>
</tr>
<tr>
<td>303.02</td>
<td>Developmental Studies</td>
<td>5</td>
</tr>
<tr>
<td>303.03</td>
<td>Off-Campus Instruction</td>
<td>8</td>
</tr>
<tr>
<td>303.0301</td>
<td>External Degree Programs</td>
<td>9</td>
</tr>
<tr>
<td>303.04</td>
<td>U.S. and Georgia History and Constitutions</td>
<td>10</td>
</tr>
<tr>
<td>303.05</td>
<td>Georgia Intern Program</td>
<td>11</td>
</tr>
<tr>
<td>303.06</td>
<td>Cooperative Programs with Technical Schools</td>
<td>12</td>
</tr>
<tr>
<td>303.07</td>
<td>Continuing Education</td>
<td>12</td>
</tr>
<tr>
<td>304</td>
<td>Grading System</td>
<td>13</td>
</tr>
<tr>
<td>305</td>
<td>New Programs</td>
<td>15</td>
</tr>
<tr>
<td>305.01</td>
<td>Termination of Academic Programs</td>
<td>15</td>
</tr>
<tr>
<td>306</td>
<td>Regents' Testing Program</td>
<td>16</td>
</tr>
<tr>
<td>307</td>
<td>Degrees</td>
<td>21</td>
</tr>
<tr>
<td>307.01</td>
<td>Graduate Degrees</td>
<td>21</td>
</tr>
<tr>
<td>307.02</td>
<td>Residence Requirement for Degree</td>
<td>21</td>
</tr>
<tr>
<td>307.03</td>
<td>Honorary Degrees</td>
<td>21</td>
</tr>
<tr>
<td>307.04</td>
<td>Diplomas Earned Under Previous Name</td>
<td>22</td>
</tr>
<tr>
<td>308</td>
<td>Academic Advisement</td>
<td>23</td>
</tr>
<tr>
<td>SECTION</td>
<td>TITLE</td>
<td>PAGE</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>800</td>
<td>PERSONNEL</td>
<td></td>
</tr>
<tr>
<td>801</td>
<td>Personnel Categories</td>
<td>1</td>
</tr>
<tr>
<td>801.01</td>
<td>Faculty Members</td>
<td>1</td>
</tr>
<tr>
<td>801.02</td>
<td>Classified Personnel</td>
<td>1</td>
</tr>
<tr>
<td>802</td>
<td>General Policies for All Personnel</td>
<td>2</td>
</tr>
<tr>
<td>802.01</td>
<td>Equal Employment Opportunity</td>
<td>2</td>
</tr>
<tr>
<td>802.02</td>
<td>Age Criteria</td>
<td>2</td>
</tr>
<tr>
<td>802.03</td>
<td>Employment of Relatives</td>
<td>3</td>
</tr>
<tr>
<td>802.04</td>
<td>Conditions of Employment</td>
<td>4</td>
</tr>
<tr>
<td>802.05</td>
<td>Employment of Aliens</td>
<td>5</td>
</tr>
<tr>
<td>802.06</td>
<td>Employee Orientation</td>
<td>6</td>
</tr>
<tr>
<td>802.07</td>
<td>Holidays</td>
<td>6</td>
</tr>
<tr>
<td>802.08</td>
<td>Leave</td>
<td></td>
</tr>
<tr>
<td>802.0801</td>
<td>Sick Leave With Pay</td>
<td>7</td>
</tr>
<tr>
<td>802.0802</td>
<td>Sick Leave Without Pay</td>
<td>7</td>
</tr>
<tr>
<td>802.0803</td>
<td>Educational Leave Without Pay</td>
<td>8</td>
</tr>
<tr>
<td>802.0804</td>
<td>Military Leave With Pay</td>
<td>8</td>
</tr>
<tr>
<td>802.0805</td>
<td>Maternity Leave</td>
<td>8</td>
</tr>
<tr>
<td>802.0806</td>
<td>Miscellaneous Leave</td>
<td>9</td>
</tr>
<tr>
<td>802.09</td>
<td>Retirement</td>
<td>10</td>
</tr>
<tr>
<td>802.0901</td>
<td>Teachers Retirement System</td>
<td>10</td>
</tr>
<tr>
<td>802.0902</td>
<td>Compulsory Retirement Age</td>
<td>10</td>
</tr>
<tr>
<td>802.0903</td>
<td>Permissive Retirement Age</td>
<td>10</td>
</tr>
<tr>
<td>802.0904</td>
<td>Employment Beyond Retirement</td>
<td>10</td>
</tr>
<tr>
<td>802.10</td>
<td>Insurance</td>
<td>11</td>
</tr>
<tr>
<td>802.1001</td>
<td>Health Care Insurance</td>
<td>11</td>
</tr>
<tr>
<td>802.1002</td>
<td>Group Life Insurance</td>
<td>11</td>
</tr>
<tr>
<td>802.1003</td>
<td>Other Insurance</td>
<td>11</td>
</tr>
<tr>
<td>802.1004</td>
<td>Retired Employees Insurance</td>
<td>12</td>
</tr>
<tr>
<td>802.1005</td>
<td>Dependents of Deceased Employees</td>
<td>12</td>
</tr>
<tr>
<td>802.11</td>
<td>Worker's Compensation Benefits</td>
<td>13</td>
</tr>
<tr>
<td>802.12</td>
<td>Social Security</td>
<td>13</td>
</tr>
<tr>
<td>802.13</td>
<td>Annuity Programs</td>
<td>14</td>
</tr>
<tr>
<td>802.14</td>
<td>Gratuities</td>
<td>14</td>
</tr>
<tr>
<td>802.15</td>
<td>Garnishment of Pay</td>
<td>14</td>
</tr>
<tr>
<td>802.1501</td>
<td>Withholding of Pay</td>
<td>14</td>
</tr>
<tr>
<td>802.16</td>
<td>Outside Activities</td>
<td>15</td>
</tr>
<tr>
<td>802.1601</td>
<td>Occupational</td>
<td>15</td>
</tr>
<tr>
<td>802.1602</td>
<td>Consulting</td>
<td>16</td>
</tr>
<tr>
<td>802.1603</td>
<td>Political</td>
<td>17</td>
</tr>
<tr>
<td>802.17</td>
<td>Civil Rights</td>
<td>18</td>
</tr>
<tr>
<td>802.18</td>
<td>Sexual Harassment</td>
<td>18</td>
</tr>
</tbody>
</table>
5. Aliens shall be classified as nonresident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

6. Waivers: An institution may waive out-of-state tuition for:

(a) nonresident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration;

(b) international students, selected by the institutional president or his authorized representative, provided, however, that the number of such waivers in effect at any time does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall quarter immediately preceding the quarter for which the out-of-state tuition is to be waived. (BR Minutes, 1984-85, p. 374)

(c) full-time employees of the University System, their spouses, and their dependent children;

(d) nonresident graduate students who hold teaching or research assistantships requiring at least one-third time service at such institution;

(e) full-time teachers in the public schools of Georgia and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;

Revised 11/15/85
An institution may waive out-of-state tuition for:

(a) nonresident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration;

(b) international students, selected by the institutional president or his authorized representative, provided, however, that the number of such waivers in effect at any time does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall quarter immediately preceding the quarter for which the out-of-state tuition is to be waived. (BR Minutes, 1984-85, p. 374)

(c) full-time employees of the University System, their spouses, and their dependent children;

(d) nonresident graduate students who hold teaching or research assistantships requiring at least one-third time service at such institution;

(e) full-time teachers in the public schools of Georgia and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;

(f) career consular officers and their dependents who are citizens of the foreign nation which their consular office represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States;
SECTION 400-STUDENT AFFAIRS

406 DISCIPLINE OF STUDENTS

406.01 VIOLATIONS OF STATE OR FEDERAL LAWS: A student in any unit of the University System of Georgia who is charged with or indicted for a felony or crime involving moral turpitude, may be suspended pending the disposition of the criminal charges against him. Upon request, the student shall be accorded a hearing as provided in Section 407.01 of this Manual. At such hearing, the student shall have the burden of establishing that his or her continued presence as a member of the student body will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution. Upon final conviction, the student shall be subject to appropriate disciplinary action. (BR Minutes, 1959-60, p. 306; 1983-84, p. 168)

406.02 DISRUPTIVE BEHAVIOR

The policy of the Board of Regents regarding disruptive behavior in any institution of the University System is printed in Section 1903.

406.03 ALCOHOL ON CAMPUS The Board of Regents recognizes and supports the laws of Georgia with respect to the sale, use, distribution and possession of alcoholic beverages on college campuses as well as within the state-at-large. To this end, the Board has endorsed a program designed to enhance awareness and curb abuse of alcohol by students and others in the University System. The program contemplates that each institution shall stress individual responsibility related to the use of alcohol on and off the campus.

To assist in the implementation of alcohol awareness programs and to enhance the enforcement of state laws on the campuses of the University System, each institution shall adopt and disseminate comprehensive policies and procedures, consistent with state and local laws, concerning the use, distribution and possession of alcoholic beverages on campus and at institutionally approved events off campus. Disciplinary sanctions for violation of the polices or other unauthorized use of alcoholic beverages shall be included in each institution's disciplinary code of conduct.

Revised 11/15/85
SECTION 700-FINANCE AND BUSINESS

702.03 STUDENT ACTIVITY AND ATHLETIC BUDGETS:

Institutions of the University System shall submit to the Chancellor, for approval by the Board of Regents, prior to July 1 of each year, an annual budget of income and expenditures of the student activity and student athletic programs to be financed from the fees charged to students for these purposes. Operating budgets of separately incorporated athletic organizations are specifically excluded from this process, although the transfer of student fees to those separately incorporated organizations must be reflected as a single item in the budget submitted to the Chancellor. Institutions shall submit amendments to this approved budget routinely to the Board of Regents for approval, under procedures developed by the Fiscal Affairs Staff of the Board of Regents. (BR Minutes, 1963-64, p.391; 1984-85, p. 375)

702.04 OPERATING BUDGETS: Each institution of the System shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises operations of the institution for the fiscal year within the limit of funds allocated plus estimated internal income of the institution. (BR Minutes, 1946-47, pp. 214-15)

702.05 LEASE RENTAL PAYMENTS: In preparing, or approving, any budget controlling or providing for the expenditure of its revenue for any yearly period the Board will approve and allocate from monies received, or entitled to be received, amounts required to pay rental payments due under lease agreements with the University System Building Authority during such yearly period before making provisions for any other use of monies to be received during such yearly period. (BR Minutes, 1951-52, pp. 305-06)

702.06 INCREASES IN BUDGETS: Any expansion in operations that would necessitate an increase in the approved budget shall be submitted to the Board for approval before any obligation is incurred therefor. (BR Minutes, 1951-52, pp.365-66)

Revised 11/15/85

3
SECTION 800-PERSONNEL

802.03 EMPLOYMENT OF RELATIVES

A. The basic criteria for the appointment and promotion of faculty in the several institutions of the University System shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by a family or marriage shall constitute neither an advantage nor a disadvantage.

B. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.

C. 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. (Minutes, February 14, 1973, p. 312)
SECTION 800-PERSONNEL

802.0806 MISCELLANEOUS LEAVE:

A. Court Duty. Court duty leave with pay shall be granted regular employees 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.

B. Voting. Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee's normal working hours coincide with voting hours, the employee shall be granted leave as stipulated by his or her immediate supervisor, for the purpose of voting.

C. Selective Service and Military Physical Examination. Any regular employee required by Federal law to take a Selective Service or Military physical examination shall be paid for any time lost to take such an examination.

D. Personal Leave. At the discretion of the president of an institution personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

E. Other Leave. In the event of inclement weather or any emergency which requires leaves of absence of employees, the president of a unit in the System may declare leave with or without pay.
SECTION 800-PERSONNEL

EMPLOYMENT OF PERSONNEL FOR MAJOR FACULTY AND ADMINISTRATIVE POSITIONS:

For the purposes of this section, major faculty and administrative positions shall be defined as follows:

(presidents are not included because the policy governing their appointments is treated in Section 203.0202):
Chair Professors; Provosts; Vice Presidents; Deans; Division or Department Heads; Chief Business Officers; Chief Student Affairs Officers; Registrars; Chief Admission Officers; Head Librarians; Directors of Institutes, Centers, Experiment Stations; Directors of Continuing Education; and Directors of Cooperative Divisions.

To insure the employment of high-caliber personnel in these positions without hampering the effectiveness of the presidents and their advisors, the Board has established the following policy:

A. When a position is to be filled, the president shall write the Chancellor a letter stating (1) the nature of the position; (2) the improvements and changes to be made by the new appointee in this position; (3) the place of the activity in the development of the institution; (4) the method to be followed in identifying possible appointees; (5) the professional qualifications and special competencies to be sought; (6) the salary range anticipated.

B. When a list of possible nominees has been developed, this list should be forwarded to the Chancellor.

C. When the president has identified the best candidate, a request for permission to offer the position shall be forwarded to the Chancellor.

D. Only after receiving approval from the Chancellor to offer the position shall the president make a commitment to the candidate subject to ratification by the Board of Regents.

E. The president shall then forward the recommendation for appointment to the chancellor for Board approval. (BR Minutes, 1966-67, p. 223; 1979-80, p. 278)
SECTION 800-PERSONNEL

803.0401 THE GEORGIA EMINENT SCHOLARS ENDOWMENT TRUST FUND

1. The Board of Regents shall serve as trustees of such Fund, which shall, as provided by law, be a budget unit for the purpose of appropriation of State funds.

2. The funds appropriated to the Board of Regents under this program shall be used exclusively to endow academic Chairs in an effort to attract eminent scholars to join the faculties of the several institutions of the University System. The criteria for persons selected to hold such Chairs shall be established by the president of the institution concerned.

3. A total sum of not less than $1,000,000 shall be required to endow a Chair under this program. The respective Foundations of the institutions concerned shall be required to contribute not more than 75% of such amount ($750,000) and the fund shall contribute not less than 25% of such amount ($250,000). No funds shall be granted to a Foundation except upon the express written condition that the funds and the earnings therefrom shall be used to endow an academic Chair as provided herein.

4. Approved grants may be made to Foundations previously established to enhance the educational purposes of the System institution concerned. Initially, such grants shall be limited to the existing Foundations of the University of Georgia and the Georgia Institute of Technology. The income from the grant funds and the foundation funds contributed shall be used to endow academic Chairs which shall be known as the Eminent Scholars Chair. As funds become available, other institutions may be authorized to apply for such grants.
SECTION 900 - FACILITIES

909 HOUSING FACILITIES

909.01 PRIVATE HOUSING: The following policies shall govern off-campus private housing:

A. No private housing and/or attendant facilities shall be constructed on properties of the University System without the expressed written consent of the Board of Regents. (BR Minutes, 1984-85, pp. 119-20)

B. Board of Regents reserves the right to construct housing and other student service facilities in any or all of the units of the University System at any time.

C. For sound educational reasons, a president may require students to live on campus. (BR Minutes, 1984-85, pp. 119-20)

D. Agreements may be entered into, with the approval of the Regents, between institutions and private housing operators to establish and make clear the terms and conditions upon which students are housed in the off-campus facilities, provided no financial or other restricting obligations, expressed or implied, are made on the part of the institutions of the Regents.

E. All institutions will cooperate in supplying information on their current overall housing situation and outlook to possible private housing financiers.

F. All institutions will cooperate with owners of private housing by providing complete information concerning facilities available to all students.

G. Subject to the above, the Board of Regents, in view of the wide interest in private housing and the possibility of saving public funds, favors the construction of privately owned, privately financed and privately operated off-campus housing facilities. (BR Minutes, September 12-13, 1967)
# INDEX

<table>
<thead>
<tr>
<th>TITLE</th>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisement</td>
<td>308</td>
<td>23</td>
</tr>
<tr>
<td>Calendar</td>
<td>302</td>
<td>3</td>
</tr>
<tr>
<td>Curriculum</td>
<td>303</td>
<td>4</td>
</tr>
<tr>
<td>Degrees</td>
<td>307</td>
<td>21</td>
</tr>
<tr>
<td>Faculty (see Faculty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td>304</td>
<td>13</td>
</tr>
<tr>
<td>Programs, New</td>
<td>305</td>
<td>15</td>
</tr>
<tr>
<td>Programs, Termination of</td>
<td>305.01</td>
<td>15</td>
</tr>
<tr>
<td>Standards</td>
<td>301</td>
<td>1</td>
</tr>
<tr>
<td>Test, Regents</td>
<td>306</td>
<td>16</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>703</td>
<td>5</td>
</tr>
<tr>
<td>ACCREDITATION</td>
<td>301</td>
<td>1</td>
</tr>
<tr>
<td>ACQUISITIONS</td>
<td>707</td>
<td>17</td>
</tr>
<tr>
<td>ACTIVITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty (see Faculty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students (see Students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACTIVITY FEES</td>
<td>705.05</td>
<td>14</td>
</tr>
<tr>
<td>ADMINISTRATION (see Organization)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chancellor's Staff</td>
<td>202</td>
<td>25</td>
</tr>
<tr>
<td>Institutional</td>
<td>203.0302</td>
<td>33</td>
</tr>
<tr>
<td>ADMISSIONS</td>
<td>402</td>
<td>3</td>
</tr>
<tr>
<td>ADVISORY COUNCIL</td>
<td>204</td>
<td>36</td>
</tr>
<tr>
<td>AGE CRITERIA</td>
<td>802.02</td>
<td>2</td>
</tr>
<tr>
<td>AGE OF RETIREMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compulsory</td>
<td>802.0902</td>
<td>10</td>
</tr>
<tr>
<td>Permissive</td>
<td>802.0903</td>
<td>10</td>
</tr>
<tr>
<td>AGENDA OF BOARD MEETINGS</td>
<td>201.0506</td>
<td>15</td>
</tr>
<tr>
<td>AGREEMENTS</td>
<td>201.0303</td>
<td>4</td>
</tr>
<tr>
<td>AGRICULTURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Service</td>
<td>502.01</td>
<td>1</td>
</tr>
<tr>
<td>Research</td>
<td>600</td>
<td>1</td>
</tr>
<tr>
<td>ALCOHOL ON CAMPUS</td>
<td>406.03</td>
<td>21</td>
</tr>
<tr>
<td>ALCOHOL, TAX FREE</td>
<td>711.04</td>
<td>23</td>
</tr>
<tr>
<td>ALIENS EMPLOYMENT</td>
<td>802.05</td>
<td>5</td>
</tr>
<tr>
<td>ALLOCATIONS</td>
<td>701</td>
<td>1</td>
</tr>
<tr>
<td>AMENDMENTS</td>
<td>2001</td>
<td>1</td>
</tr>
<tr>
<td>ANNUAL REPORTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Regents'</td>
<td>201.0301</td>
<td>3</td>
</tr>
<tr>
<td>Chancellor's</td>
<td>201.0303</td>
<td>4</td>
</tr>
<tr>
<td>President's</td>
<td>203.0204</td>
<td>30</td>
</tr>
<tr>
<td>Treasurer's</td>
<td>201.0306</td>
<td>11</td>
</tr>
<tr>
<td>TITLE</td>
<td>SECTION</td>
<td>PAGE</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------</td>
<td>------</td>
</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annuity Programs</td>
<td>802.13</td>
<td>14</td>
</tr>
<tr>
<td>Classified Personnel</td>
<td>804</td>
<td>47</td>
</tr>
<tr>
<td>Compensation for Faculty</td>
<td>803.14</td>
<td>39</td>
</tr>
<tr>
<td>Holidays</td>
<td>802.07</td>
<td>7</td>
</tr>
<tr>
<td>Insurance</td>
<td>802.10</td>
<td>11</td>
</tr>
<tr>
<td>Leave</td>
<td>802.08</td>
<td>7</td>
</tr>
<tr>
<td>Leave for Professionals</td>
<td>803.15</td>
<td>44</td>
</tr>
<tr>
<td>Retirement</td>
<td>802.09</td>
<td>10</td>
</tr>
<tr>
<td>Social Security</td>
<td>802.12</td>
<td>13</td>
</tr>
<tr>
<td>Vacation for Faculty</td>
<td>803.16</td>
<td>46</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>802.11</td>
<td>13</td>
</tr>
<tr>
<td>EMPLOYEE CONTRACT FORMS</td>
<td>803.13</td>
<td>34</td>
</tr>
<tr>
<td>EMPLOYEE PURCHASING</td>
<td>707.02</td>
<td>17</td>
</tr>
<tr>
<td>EMPLOYMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aliens</td>
<td>802.05</td>
<td>5</td>
</tr>
<tr>
<td>Conditions of</td>
<td>802.04</td>
<td>4</td>
</tr>
<tr>
<td>Faculty Qualifications</td>
<td>803.01</td>
<td>19</td>
</tr>
<tr>
<td>Interinstitutional</td>
<td>803.05</td>
<td>25</td>
</tr>
<tr>
<td>Lecturers, Full-Time</td>
<td>803.03</td>
<td>22</td>
</tr>
<tr>
<td>Loyalty Oath</td>
<td>802.04</td>
<td>4</td>
</tr>
<tr>
<td>Major Faculty and Administrators</td>
<td>803.02</td>
<td>21</td>
</tr>
<tr>
<td>Notice of Employment and Resignation</td>
<td>803.06</td>
<td>25</td>
</tr>
<tr>
<td>Orientation</td>
<td>802.06</td>
<td>6</td>
</tr>
<tr>
<td>Relatives</td>
<td>802.03</td>
<td>3</td>
</tr>
<tr>
<td>Retired Persons</td>
<td>802.0904</td>
<td>10</td>
</tr>
<tr>
<td>Security Questionnaire</td>
<td>802.04</td>
<td>4</td>
</tr>
<tr>
<td>Statement of Health</td>
<td>802.04</td>
<td>4</td>
</tr>
<tr>
<td>With Agencies Funds</td>
<td>803.1406</td>
<td>43</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>502.02</td>
<td>2</td>
</tr>
<tr>
<td>ENROLLMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chancellor May Limit</td>
<td>402.08</td>
<td>9</td>
</tr>
<tr>
<td>(see Admissions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUAL EMPLOYMENT OPPORTUNITY</td>
<td>802.01</td>
<td>2</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>905</td>
<td>3</td>
</tr>
<tr>
<td>ESTABLISHMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Regents</td>
<td>101</td>
<td>1</td>
</tr>
<tr>
<td>Institutions</td>
<td>102</td>
<td>3</td>
</tr>
<tr>
<td>EVALUATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>803.07</td>
<td>26</td>
</tr>
<tr>
<td>Grading System</td>
<td>304</td>
<td>13</td>
</tr>
<tr>
<td>TITLE</td>
<td>SECTION</td>
<td>PAGE</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>-----------</td>
<td>------</td>
</tr>
<tr>
<td>FACULTY</td>
<td>308</td>
<td>23</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>802.02</td>
<td>2</td>
</tr>
<tr>
<td>Age Criteria</td>
<td>802.05</td>
<td>5</td>
</tr>
<tr>
<td>Aliens</td>
<td>802.13</td>
<td>14</td>
</tr>
<tr>
<td>Annuity Programs</td>
<td>802.17</td>
<td>18</td>
</tr>
<tr>
<td>Civil Rights</td>
<td>803.14</td>
<td>39</td>
</tr>
<tr>
<td>Compensation</td>
<td>802.04</td>
<td>4</td>
</tr>
<tr>
<td>Conditions of Employment</td>
<td>802.1602</td>
<td>16</td>
</tr>
<tr>
<td>Consulting</td>
<td>503.04</td>
<td>6</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>803.13</td>
<td>34</td>
</tr>
<tr>
<td>Contracts</td>
<td>803.17</td>
<td>46</td>
</tr>
<tr>
<td>Emeritus Title</td>
<td>803.01</td>
<td>19</td>
</tr>
<tr>
<td>Employment</td>
<td>802.01</td>
<td>2</td>
</tr>
<tr>
<td>Equal Employment Opportunity</td>
<td>803.07</td>
<td>26</td>
</tr>
<tr>
<td>Evaluation</td>
<td>803.1407</td>
<td>43</td>
</tr>
<tr>
<td>Free Course Enrollment</td>
<td>802.15</td>
<td>14</td>
</tr>
<tr>
<td>Garnishment of Pay</td>
<td>803.0401</td>
<td>23</td>
</tr>
<tr>
<td>Georgia Eminent Scholars Endowment</td>
<td>802.14</td>
<td>14</td>
</tr>
<tr>
<td>Trust Fund</td>
<td>802.07</td>
<td>6</td>
</tr>
<tr>
<td>Holidays</td>
<td>711.07</td>
<td>25</td>
</tr>
<tr>
<td>Housing</td>
<td>802.10</td>
<td>11</td>
</tr>
<tr>
<td>Insurance</td>
<td>802.08</td>
<td>7</td>
</tr>
<tr>
<td>Leave</td>
<td>803.15</td>
<td>44</td>
</tr>
<tr>
<td>Leaves for Professionals</td>
<td>803.03</td>
<td>22</td>
</tr>
<tr>
<td>Lecturers, Full-Time</td>
<td>803.02</td>
<td>21</td>
</tr>
<tr>
<td>Major Faculty and Administrators</td>
<td>203.0304</td>
<td>34</td>
</tr>
<tr>
<td>Meetings</td>
<td>203.03</td>
<td>33</td>
</tr>
<tr>
<td>Membership</td>
<td>802.03</td>
<td>3</td>
</tr>
<tr>
<td>Nepotism</td>
<td>803.06</td>
<td>25</td>
</tr>
<tr>
<td>Notice: Employment and Resignation</td>
<td>802.06</td>
<td>6</td>
</tr>
<tr>
<td>Orientation</td>
<td>802.16</td>
<td>15</td>
</tr>
<tr>
<td>Outside Activities</td>
<td>802.1603</td>
<td>17</td>
</tr>
<tr>
<td>Political Activities</td>
<td>803.08</td>
<td>27</td>
</tr>
<tr>
<td>President, Chairman of Faculty</td>
<td>803.11</td>
<td>34</td>
</tr>
<tr>
<td>Promotion</td>
<td>301</td>
<td>1</td>
</tr>
<tr>
<td>Removal</td>
<td>802.09</td>
<td>10</td>
</tr>
<tr>
<td>Responsibility</td>
<td>203.0305</td>
<td>35</td>
</tr>
<tr>
<td>Retirement</td>
<td>802.18</td>
<td>18</td>
</tr>
<tr>
<td>Rules and Regulations</td>
<td>802.12</td>
<td>13</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>803.12</td>
<td>34</td>
</tr>
<tr>
<td>Social Security</td>
<td>301</td>
<td>1</td>
</tr>
<tr>
<td>Suspension for Violation of Law</td>
<td>803.09</td>
<td>28</td>
</tr>
<tr>
<td>Teaching Load</td>
<td>803.16</td>
<td>46</td>
</tr>
<tr>
<td>Tenure</td>
<td>802.1501</td>
<td>14</td>
</tr>
<tr>
<td>Vacation</td>
<td>802.11</td>
<td>13</td>
</tr>
<tr>
<td>TITLE</td>
<td>SECTION</td>
<td>PAGE</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------</td>
<td>------</td>
</tr>
<tr>
<td>GENERAL ASSEMBLY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Act Granting Original Charter</td>
<td>101.01</td>
<td>1</td>
</tr>
<tr>
<td>Meeting of Regents During Session</td>
<td>201.0503</td>
<td>14</td>
</tr>
<tr>
<td>GENERAL DUTIES OF REGENTS' COMMITTEES</td>
<td>201.0620</td>
<td>22</td>
</tr>
<tr>
<td>GEOGRAPHICAL TERRITORY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education (non-credit)</td>
<td>503.03</td>
<td>5</td>
</tr>
<tr>
<td>External Degree Programs</td>
<td>303.0301</td>
<td>9</td>
</tr>
<tr>
<td>Off-Campus Credit Courses</td>
<td>303.03</td>
<td>7</td>
</tr>
<tr>
<td>GEORGIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditing Department</td>
<td>710</td>
<td>21</td>
</tr>
<tr>
<td>History and Constitution Exam</td>
<td>303.04</td>
<td>10</td>
</tr>
<tr>
<td>Intern Program</td>
<td>303.05</td>
<td>11</td>
</tr>
<tr>
<td>GEORGIA EMINIENT SCHOLARS ENDOWMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRUST FUND</td>
<td>803.0401</td>
<td>23</td>
</tr>
<tr>
<td>GIFTS</td>
<td>802.14</td>
<td>14</td>
</tr>
<tr>
<td>GOVERNOR OF GEORGIA</td>
<td>102</td>
<td>3</td>
</tr>
<tr>
<td>GRADING SYSTEM</td>
<td>304</td>
<td>13</td>
</tr>
<tr>
<td>GRADUATE PROGRAMS</td>
<td>307.01</td>
<td>21</td>
</tr>
<tr>
<td>GRATUITIES</td>
<td>802.14</td>
<td>14</td>
</tr>
<tr>
<td>GROUP INSURANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care</td>
<td>802.1001</td>
<td>11</td>
</tr>
<tr>
<td>Life</td>
<td>802.1002</td>
<td>11</td>
</tr>
<tr>
<td>HARASSMENT, SEXUAL</td>
<td>802.18</td>
<td>18</td>
</tr>
<tr>
<td>HEADS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department or Division Employment</td>
<td>803.02</td>
<td>21</td>
</tr>
<tr>
<td>Institution (see Presidents)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee of Board of Regents</td>
<td>201.0606</td>
<td>20</td>
</tr>
<tr>
<td>Insurance</td>
<td>802.1001</td>
<td>11</td>
</tr>
<tr>
<td>HIRING (see Employment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HISTORY, U.S. AND GEORGIA REQUIREMENT</td>
<td>303.04</td>
<td>10</td>
</tr>
<tr>
<td>HOLIDAYS</td>
<td>802.07</td>
<td>6</td>
</tr>
<tr>
<td>HOMES, PRESIDENTS'</td>
<td>909.02</td>
<td>8</td>
</tr>
<tr>
<td>HONORARY DEGREES</td>
<td>307.03</td>
<td>21</td>
</tr>
<tr>
<td>HOSPITALIZATION INSURANCE</td>
<td>802.1001</td>
<td>11</td>
</tr>
<tr>
<td>HOUSING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td>909</td>
<td>8</td>
</tr>
<tr>
<td>Faculty</td>
<td>711.07</td>
<td>25</td>
</tr>
</tbody>
</table>
VIII. Miscellaneous

In-Service Package

Minutes of Committee Meetings

Copies of Self-Study Questionnaires

Normative Data for the 1982-83 Freshman Class
(University System of Georgia)

Normative Data for the 1983-84 Freshman Class
(University System of Georgia)

The Policy Manual

Board of Regents
University System of Georgia
MEMORANDUM

TO: Presidents
University System of Georgia

FROM: H. Dean Propst
Executive Vice Chancellor

SUBJECT: Regents' Policies

November 9, 1983

Your attention is directed to the following policies about which we have had some questions:

802.16: Outside Activities (Manual, Section 800, pp. 15-16)

This policy is sub-divided into two categories - Occupational (802.1601) and Consulting (802.1602). Please review the policy carefully to insure that institutional policies and procedures are in compliance:

803.07: Evaluation of Faculty (Manual, Section 800, p. 26).

The Board, in August, amended this policy, adding the following statement: "Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations."

If you have any questions, please contact me.

cc: Chancellor Vernon Crawford
Central Office Staff
Chief Academic Affairs Officers