a. GRIEVANCE COMMITTEE OF THE COLLEGE

1. The Grievance Committee shall consist of eight faculty members elected by the Faculty and seven classified employees (professional and administrative personnel and staff who do not have faculty status) elected by the classified employees from their ranks in September of each year. The Statutes and Faculty Affairs Committee shall nominate the slate of faculty members; other nominations may be added from the floor. The terms of each member shall be one year and they shall be eligible to succeed themselves. The chair, who shall be a member of the Faculty, shall be elected by all members of the committee.

2. The Committee shall consider and act upon all grievances filed by faculty (including part-time faculty) or classified employees. The Committee shall not consider any grievance on which the President has made a final decision.

3. The chair shall designate an appropriate panel to hear each grievance, consisting of not less than three or more than five members in addition to the chair.

4. The operating procedures of the Committee, including the procedure for the filing of grievances, the conduct of hearings, and the transmission of recommendations to the President for final decision within thirty days after the grievance is filed, shall be published in the Policies and Procedures of Floyd College. The chair, or another member of the Committee designated by the chair, shall preside at all meetings of the Committee.

5. In considering grievances concerning promotion, tenure, and dismissal, the Committee shall act in accord with policies stated in The Policy Manual of the Board of Regents, the Statutes of Floyd College, and the Policies and Procedures of Floyd College.

6. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
b. INSTITUTIONAL EFFECTIVENESS COMMITTEE OF THE COLLEGE

1. The Institutional Effectiveness Committee members, as well as the chair, shall be appointed by the President and serve two-year terms. All institutional units (Office of the President, Offices of the Vice Presidents, and each academic Division) shall be represented on the committee.

2. The Committee shall provide advice and counsel to the Director of Institutional Effectiveness and Planning, the Instructional Council, the Executive Council, and the President on institutional effectiveness issues.

3. The Committee shall oversee the institutional research and planning processes for the College and update the strategic plan annually.

4. The Committee shall recommend institutional effectiveness measures to the President and appropriate administrators.

5. The Committee shall assist the President in complying with policies and mandates from the Southern Association of Colleges and Schools, the University System of Georgia, and other accrediting or regulatory bodies in the area of institutional effectiveness.

6. The Committee shall assist the President in the preparation of reports and documents for the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

7. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
c. COMPUTER COMMITTEE OF THE COLLEGE

1. The Computer Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee. The Director of Computer Services shall be an ex officio member of the committee and shall not serve as chair.

2. The Committee shall provide advice and counsel to the Director of Computer Services, the Instructional Council, the Executive Council, and the President on the purchase, use, and maintenance of computers, and other matters relating to computers.

3. The Committee shall develop a comprehensive three-year and five-year plan for increasing the use of computers in both the instructional and administrative areas. The Committee shall review these plans annually and recommend changes in them to the President.

4. The Committee shall recommend to the Director of Computer Services policies and procedures for the computer labs.

5. The Committee shall recommend to the Director of Computer Services and the Instructional Council training programs for faculty and staff.

6. The Committee shall consult with offices, departments, divisions, and individuals to keep abreast of the College’s needs and problems relating to computers and to generate new ideas for computer use.

7. The Committee shall report to the Executive Council.

8. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
d. CAPITAL IMPROVEMENTS COMMITTEE OF THE COLLEGE

1. The Capital Improvements Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee.

2. The Committee shall assist the President in preparing a comprehensive capital improvements plan for the campus.

3. The Committee shall study proposed capital projects, conduct hearings to determine the feasibility of such proposals, and make recommendations to the President.

4. The Committee shall review the comprehensive capital improvements plan biannually and shall recommend changes in the order of priorities to the President.

5. The Committee shall consult with offices, departments, and divisions throughout the campus to determine capital improvement needs.

6. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
d. CAPITAL IMPROVEMENTS COMMITTEE OF THE COLLEGE

1. The Capital Improvements Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee.

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4. The Committee shall review the comprehensive capital improvements plan biannually and shall recommend changes in the order of priorities to the President.

5. The Committee shall consult with offices, departments, and divisions throughout the campus to determine capital improvement needs.

6. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
e. AFFIRMATIVE ACTION COMMITTEE OF THE COLLEGE

1. The Affirmative Action Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Affirmative Action Officer shall be an ex officio member of the committee and shall not serve as chair.

2. The Committee shall provide advice and counsel to the Affirmative Action Officer, the Instructional Council, the Executive Council, and the President to ensure that the College maintains a positive program of equal employment opportunity for all employees and applicants for employment.

3. The Committee shall assist the Affirmative Action Officer in developing policies and procedures on affirmative action.

4. The Committee shall critique the College's Affirmative Action Compliance Plan annually.

5. The Committee shall assist the Affirmative Action Officer in analyzing the employment and personnel practices of the College to determine if equal opportunities are being maintained for all employees and qualified applicants.

6. The Committee shall review annually all of the College's advertisements to make sure that the statement "An Equal Opportunity Employer" is included.

7. The Committee shall assist the Affirmative Action Officer in identifying violations of or weaknesses in the College's affirmative action program and recommend solutions.

8. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
f. ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE OF THE COLLEGE

1. The Environmental Health and Safety Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Director of Human Resources shall serve as an ex officio member of the committee and shall not serve as chair.

2. The Committee shall provide advice and counsel to the President on a wide range of health, safety, and environmental issues, including the College’s compliance with pertinent state, federal, and University System of Georgia regulations.

3. The Committee shall recommend to appropriate administrators plans for coping with potential disasters on campus caused by fires, tornadoes, ruptured gas lines, chemical spills, disposal of hazardous wastes, etc.

4. The Committee shall recommend to appropriate administrators policies for providing emergency medical treatment on campus.

5. The Committee shall study the College’s security, parking, and vehicular traffic needs, as well as its enforcement of traffic regulations, and shall recommend appropriate policies.

6. The Committee shall serve as a forum for students, faculty, and staff to express concerns about health and safety on campus.

7. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
1. The Financial Assistance Committee members shall serve a two-year term, and the chair shall be elected by the committee. The Director of Financial Aid shall be an ex officio member of the committee and shall not serve as chair.

2. The Committee shall provide advice and counsel to the Director of Financial Aid, the Executive Council, and the President on financial assistance matters.

3. The Committee shall review annually the College’s financial assistance policies and procedures and recommend changes to the Director of Financial Aid.

4. The Committee shall review annually the College’s policies and procedures for awarding scholarships to ensure equitable distribution of such funds and recommend changes to the President.

5. The Committee shall assist the Vice President for Student Affairs and the Floyd College Foundation in awarding scholarships, grants for student travel, and other types of financial assistance.

6. The Committee shall prepare and administer an annual budget for allocating grants to students.

7. The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
Section L. Instructional Divisions

The educational programs shall be systematically organized into appropriate divisions. These divisions shall consist of Social and Cultural Studies; Science, Mathematics, and Physical Education; Business and Career Education; Health Sciences; Extended Learning and Continuing Education; and Learning Resources.

Article IV. GENERAL ADMINISTRATIVE OFFICERS

The administrative officers shall be as follows: the President, the Vice President for Academic Affairs, the Vice President for Business and Finance, the Vice President for Student Affairs, the Librarian, the Division Chairs, the Director of Public Service, the Director of Admissions and Records, the Public Information Officer, and such other officers as may be designated by the President with the approval of the Board of Regents. A faculty member who has academic rank and rights of tenure in the corps of instruction and who accepts an appointment to an administrative office shall retain academic rank and rights of tenure as an ex officio member of the corps of instruction, but shall have no rights of tenure in the administrative office appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty members when they cease to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

Article V. MISCELLANEOUS PROVISIONS

All questions of interpretations of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty and of the various administrative officers under these Statutes shall be determined by the President. The President shall settle all questions of conflict of jurisdiction that may arise between any of the committees of the College or between them and the administrative officers. After the decision of the President on such questions, an appeal may be made to the Board of Regents pursuant to The By-Laws and Policies of the Board of Regents.

Article VI. AMENDMENTS

All proposed amendments to the Statutes shall be made initially to the Statutes and Faculty Affairs Committee. This Committee shall consider such amendments and make recommendations to the Faculty. An amendment must be read in its final form at a duly constituted Faculty meeting at which a quorum is present at least five class days prior to the one on which a vote is taken. At the time of this final reading, the meeting date shall be announced for voting thereon. If an amendment is approved by a majority vote of the total faculty having voting status, it shall be submitted to the President for approval and then to the Board of Regents for final approval.

Article VII. RATIFICATION
The Statutes shall be ratified and become effective upon approval by a two-thirds vote of the Faculty having voting status and approval by the President and the Board of Regents.
October 26, 1994

MEMORANDUM

TO: The Statutes and Faculty Affairs Committee
FROM: Jim Cook
RE: Meeting November 2, at 1:30

The Statutes and Faculty Affairs Committee will meet on Wednesday, November 2, at 1:30 in B-110. We have many suggestions to discuss. Please be present.

c: Ken Anderson
    Betty Bowman
    James Cook
    Nanette Jaynes
    Jim McKeel
    Betty Nolen
    Ken Weatherman
11-15-94

MEMO: Dr. Brady Vardemann

Regarding the statutes: page five, section seven. the addition of sexual preference to the list of descriptors is a change I would recommend. I am unable to attend the meeting. Thank you.

Edith Hilton
Instructor in Nursing
MEMORANDUM

TO: Statutes and Faculty Affairs Committee
FROM: Exir B. Brennan
DATE: October 17, 1994
SUBJECT: Changes to the Floyd College Statutes

Thank you for the opportunity to respond to revised statutes. The following list contains suggestions intended to be constructive. I understand that the Committee has promised review, only.

I - Committee composition.

a. The Academic Progress Committee should include representation from Student Affairs and from Admissions, so as to include the broadest perspectives. Item (3) states that the Committee can dismiss students from college. Is this not exclusively the President's prerogative.

b. The Computer Committee should definitely include the person responsible for Academic Computing (who is at this time Amelia Billingsley). This standing committee is exceedingly important, especially from the planning standpoint, and planning/assessment is the key responsibility of the Academic Computing person.

c. The Statutes state that the Library Committee will "survey... the faculty and staff..." The wording here is too broad. The Librarian is normally charged with compiling the annual report. Perhaps language can be interpolated to the effect that the Committee reviews the annual report, rather than compiles it.

d. The Instructional Council should definitely be reconstituted as in the proposed amendment, except that the Off-campus Coordinators should be stipulated as members.

II - Faculty concerns

a. Article III omits that there are two other faculty members (or persons holding faculty rank) in the Library. They should be included in the Faculty body.

b. Section D, 2a, omits any reference to regional accreditation requirements regarding faculty. It might be prudent to include some recognition.

c. Section F, item 3 states that, after discussing the evaluation, the faculty member "shall sign the evaluation." I do not believe that faculty must be absolutely required to sign, unless a disclaimer is included that allows the faculty member to concur or not to concur.
d. Section G, regarding tenure, at 3a: "General criteria shall apply, "where appropriate." Specific language should be included to clarify what is "appropriate."

III. Administrative officers and Amendments

a. Article IV should include the Off-campus coordinators and the Director of Institutional Effectiveness, as well as the grants proposal writer.

b. Article VI provides a review process for any amendments. Our Faculty should be engaged in this as structured.
STATUTES OF COLLEGE

These Statutes are expressly subject to The By-Laws and Policies of the Board of Regents and the amendments thereto. In the case of any conflict with official policy of the Board of Regents, the official policy of the Board of Regents shall prevail.

Article I. THE COLLEGE

Section A. A Unit of the University System

Floyd College is a unit of the University System of Georgia and is under the jurisdiction of the Board of Regents and the Chancellor of the University System of Georgia. As a two-year institution, Floyd College confers the Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Science in Nursing degrees.

Section B. Purpose

The philosophy of Floyd College, a two-year unit of the University System of Georgia under the jurisdiction of the Board of Regents, is expressed in the following beliefs:

Education is essential to the intellectual, physical, economic, social, emotional, cultural, and environmental well-being of individuals and society.

Education should be geographically and physically accessible and affordable.

Floyd College is well-qualified to provide excellent educational opportunities and services.

Therefore, the purpose of Floyd College is to promote high quality educational opportunities and services that are responsive to the needs of the College's service area. To accomplish this purpose, Floyd College provides the following:

Access to individuals with a desire to benefit from educational offerings.

A learning environment which promotes inclusiveness, global awareness, and diversity.

Programs and services which promote total student development.

Developmental education which assists individuals in improving academic skills.
and overcoming educational deficiencies.

Transfer programs which lead toward a baccalaureate degree through the concept of the Core Curriculum of the University System of Georgia.

Career, certificate, and cooperative programs which prepare students for gainful employment or career advancement.

Training for business and industry which meets area needs and promotes local and regional economic growth and development.

Continuing education and personal enrichment opportunities which support lifelong learning and enrich the overall quality of life.

Article II. THE PRESIDENT

Section A. Election

The President shall be elected by the Board of Regents upon the recommendation of the Chancellor.

Section B. Responsibility

The President shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communications system which links together the components of the academic community. The President represents the institution to its many publics. The President's leadership role is supported by delegated authority from the Board of Regents, with the support of the Faculty and the students.

The powers and duties of the President shall be those ordinarily implied for this office, including but not limited to the following:

1. supervise and direct the operation of the institution to insure that no action of the Faculty, any committee, or any administrative officers violates the goals of Floyd College or policies of the Board of Regents.

2. be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor.

3. serve as the ex officio chair of the Faculty and preside at its meetings.

4. insure that the views of the Faculty, including dissenting views, are presented to the Chancellor in those areas where responsibilities are shared. Similarly, the Faculty, through the President, should be informed of the actions of the Board of
Regents and of the administration on like issues.

5. recommend annually to the Board of Regents, through the Chancellor, the election or re-election of the Faculty and other employees, the salary of each, and all promotions and removals.

6. have the right and authority, with the approval of the Chancellor, to fill faculty vacancies between meetings of the Board of Regents with the understanding that these appointments shall be subject to approval of that Board.

7. have the right and authority, with the approval of the Chancellor and the Board of Regents, to grant leaves of absence to members of the Faculty for study at other institutions or for such reasons as the Board of Regents may deem proper.

8. make an annual report to the Board of Regents, through the Chancellor, of the work and condition of Floyd College.

9. concomitant to the responsibilities for definition and attainment of goals of Floyd College and for carrying out policies of the Board of Regents, shall have veto power over any action of the Faculty and over any action of a standing committee of the Faculty. When the President exercises the veto power, the group concerned shall be given a written statement of the reasons for the veto.

10. Additional powers and duties may be found in The By-Laws and Policies of the Board of Regents.

Article III. THE FACULTY

Section A. Status

The Faculty shall consist of the corps of instruction (all full-time personnel who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor) and the following officers: the President, the Vice President for Academic Affairs, the Librarian, and other personnel designated by the President.

1. Persons holding adjunct appointments or other honorary titles, special lecturers, and part-time personnel shall not be considered to be members of the Faculty.

Section B. Authority

The Faculty shall make statutes, rules and regulations for itself and for the students and provide such committees as may be required. It shall prescribe regulations regarding admission, dismissal, discipline, scholarship, classes, course of study, and requirements for graduation, and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty
shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs. All actions shall be subject to the approval of the President, the Chancellor, and the Board of Regents.

Section C. Organization

1. The Faculty shall meet at least once each quarter at a time and place established by the Faculty in its first meeting of the fall quarter each year. The first meeting of the fall quarter shall be called by the President. The time and place of the regular faculty meetings may be changed at any regular or called faculty meeting by a majority vote of the Faculty.

2. Special meetings of the Faculty may be called at any time by the President, the Vice President for Academic Affairs, the Instructional Council, or the Statutes and Faculty Affairs Committee. Written notice of the time, place, and purpose of the meeting shall be given each member of the Faculty at least seventy-two hours in advance of the proposed meeting.

3. A quorum of the Faculty shall consist of a majority of its members currently employed by the College. The presence of a quorum shall be necessary for the conduct of any business of the Faculty.

4. This Faculty shall appoint a secretary who shall keep a record of the proceedings. A copy of the minutes of each meeting of the Faculty or other such legislative body shall be sent within three days after the meeting to the Chancellor.

Section D. Appointment, Renewal of Contract, and Resignation

1. All appointments, reappointments, and promotions of the Faculty shall be recommended by the President and approved by the Board of Regents. Recommendations for positions within the corps of instruction ordinarily shall originate with the Division and shall be presented to the Vice President for Academic Affairs for consideration. The Vice President for Academic Affairs will then transmit a recommendation to the President.

2. Qualifications for Appointment

   a. Minimum qualifications for all academic ranks at Floyd College shall be the following:

      (1) Master's degree. Exceptions may be made for:
          (a) persons of special learning and ability;

           (b) promising individuals who have recently acquired the bachelor's
degree and are proceeding with their graduate training; and
(c) temporary emergency appointments.

(2) Evidence of ability as a teacher.

(3) Evidence of scholarly competence and activity.

(4) Successful experience (this must necessarily be waived in the case of beginners who meet all other requirements).

(5) Desirable personal qualities judged on the basis of a personal interview, complete biographical data, and recommendations.

3. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.

4. Faculty members and other personnel employed under written contract on a temporary appointment shall be employed only for the term specified in the contract and the contract shall not be automatically renewed.

5. Notice of 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:

   a. at least three months before the date of termination of an initial one-year contract.

   b. at least six months before the date of termination of a second one-year contract.

   c. at least nine months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.

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

7. No person shall, on the ground of race, color, gender, religion, creed, national
origin, age, or handicap, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Floyd College.

Section E. Employment of Relatives

1. The basic criteria for the appointment and promotion of faculty shall be appropriate qualifications and performance as set forth in The By-Laws and Policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

2. 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.

3. 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.

Section F. Annual Evaluations

All full-time faculty members who hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor shall be evaluated annually by their supervisor in accordance with the guidelines listed below. Annual evaluations shall be utilized in preparing recommendations concerning salary, tenure, and promotions.

1. Criteria for evaluation shall be those mentioned for promotion in The By-Laws and Policies of the Board of Regents: superior teaching, outstanding service to the institution, academic achievement, professional growth and development, and length of service.

2. The Faculty and chair of each division shall produce a written document specifying the role of various instruments such as student evaluations, peer evaluations, and self-evaluations that will be used in the annual evaluation. It shall be the responsibility of the division chair to see that such a document is prepared and that it is reviewed by the division at the beginning of each fall quarter. Any statistics derived from student evaluations which are used for comparative purposes shall be based on at least the equivalent of two quarters of full-time instructional effort.

3. The annual evaluation of first and second-year faculty members shall be completed by April 15, all others by January 15. The supervisor shall discuss the evaluation with the faculty member, who may choose to read and/or respond to the evaluation. Following the discussion the faculty member shall sign the evaluation.

Should the faculty member elect to prepare a written response, the supervisor will acknowledge in writing receipt of this response, noting changes, if any, in the annual
evaluation made either as a result of the conference or the faculty member's response. This response shall become a part of the record.

Within two weeks of the above dates the evaluation, together with the faculty member's response, if any, shall be forwarded to the Vice President for Academic Affairs' Office by the supervisor. The supervisor shall retain a copy of the evaluation and permit access by a faculty member to the evaluation.

Section G. Tenure and Promotion

1. The tenure policies of the Board of Regents may be found in The By-Laws and Policies of the Board of Regents.

2. Tenure and Promotion Criteria

a. Applicability

The criteria and procedures described in this section shall apply to all instructional faculty who are not under the supervision of a division chair. Recommendations concerning tenure and promotion for faculty who are not under a division chair may be made by that individual's immediate supervisor or by the chair of the division in which academic rank is held. All recommendations for the awarding of tenure and promotion of division chairs shall be made by the Vice President for Academic Affairs. General criteria described under Section G 2 b shall apply to all faculty, where appropriate. Appeal procedures described under Section G 3 b shall apply to all faculty.

b. General Criteria

For the awarding of tenure or promotion, the criteria are specified in The By-Laws and Policies of the Board of Regents. They include superior teaching, outstanding service to the institution, professional growth and development, academic achievement, and length of service. Evaluation of a candidate's performance in these areas should, in large measure, be based upon past annual evaluations of the candidate.

(1) Superior Teaching. Teaching includes any faculty activity within the formal academic program of the College which involves the communication of knowledge, the fostering of intellectual skills, and the promotion of human development. Success in teaching shall be the most important consideration in evaluating those candidates whose duties are primarily of an instructional nature. Without successful teaching, no other consideration will be sufficient to warrant the awarding of tenure or granting of a promotion.

The assessment of success in teaching must entail more than the accumulation
of statistics; it must also depend upon the judgment of the evaluators using such evidence as is appropriate and reliable. Such evidence shall include past annual evaluations and may include additional supporting materials such as recommendations from former students, teaching materials, and indication of enrichment of the academic program.

(2) **Outstanding Service to the Institution.** The Faculty share a responsibility for sustaining the College as an educational community. Every faculty member is expected to contribute time and energy to this task at the divisional, College, and/or University System level by working on committees, working in campus organizations, and serving in whatever other ways seem useful to the promotion of the College's well-being.

(3) **Academic Achievement.** In order to be promoted to the rank of Assistant Professor or awarded tenure a faculty member must have the master's degree or its equivalent in training and experience. In order to be promoted to the rank of Associate Professor or Professor a faculty member must have a terminal degree or its equivalent in training, ability, or experience.

(4) **Professional Growth and Development.** A faculty member should continue to grow intellectually and professionally. Evidence of professional growth may include publications, research grants, positions in professional and scholarly organizations, lectures, exhibitions, performances, consultantships, and development of new courses. Work toward a terminal degree shall also be considered, though consideration of such courses should not prejudice faculty who possess a terminal degree.

(5) **Length of Service.** A person appointed as Instructor normally shall serve in that rank for a minimum of two years before being eligible for promotion. A person appointed or promoted to the rank of Assistant or Associate Professor normally shall serve in that rank for a minimum of five years before being eligible for promotion. Longevity of service is not a guarantee per se of promotion.

3. **Tenure and Promotion Recommendations and Appeals**

a. **Recommendation Process**

(1) Each division chair shall submit to the Vice President for Academic Affairs recommendations concerning the awarding of tenure and/or promotions to faculty members of the division. The chair shall provide each faculty member with a copy of the recommendation two months prior to the date that such recommendations must be submitted to the Board of Regents.

(2) All division chairs, together with other supervisors submitting
recommendations, shall meet with the Vice President for Academic Affairs as a group and discuss the recommendations received. The Vice President for Academic Affairs shall require each person to present evidence to support recommendations and shall consider advice of the group in determining actions on the recommendations.

(3) Within two weeks of receiving the recommendations for tenure and promotion, the Vice President for Academic Affairs shall submit all recommendations, with an indication of approval or disapproval, to the President of the College.

(4) The President shall submit to the Board of Regents recommendations for the awarding of tenure and/or promotion and notify those recommended, their supervisors, and the Vice President for Academic Affairs.

(5) Upon the award by the Board of Regents, the individual shall be notified in writing by the President with a copy of the notification forwarded to the Chancellor.

b. Appeals Procedure

(1) Faculty members dissatisfied with their division chair's recommendation, or lack thereof, for granting of tenure and/or promotion may attempt to resolve their concerns in direct discussion with their division chair, who may confer with the Vice President for Academic Affairs.

(2) A faculty member dissatisfied with the Vice President for Academic Affairs' initial action on a recommendation concerning tenure and/or promotion for that faculty member is entitled to a hearing by the Grievance Committee, which shall submit its recommendations to the Vice President for Academic Affairs.

(3) Upon receipt of the Vice President for Academic Affairs' final decision, the faculty member has two weeks to submit a written notification of appeal to the President. (Detailed grievance procedures are contained in the Policies and Procedures of Floyd College.)

Section H. Removal and Suspension

The President may at any time remove any faculty member or other employee of the institution for cause. Cause shall include willful or intentional violation of The By-Laws and Policies of the Board of Regents. Further causes or grounds for dismissal are set forth in the tenure regulations of The Policy Manual of the Board of Regents.

Section I. Duties, Responsibilities, and Privileges
1. The academic year is defined in the faculty contract. The teaching load may be assigned in (1) the day program, (2) the evening program, or (3) the day and evening programs combined.

2. Full-time faculty members are employed for the academic year of three quarters only, and if their services should be needed during the summer quarter, a separate contract will be made covering their services for the summer quarter.

3. The leave policy shall be that set forth by The By-Laws and Policies of the Board of Regents.

4. Administrative officers and members of the Faculty whose work is of a type requiring continuous service may be appointed to serve during the four quarters of the academic year. In determining salaries of members of the Faculty and staff serving on this basis, consideration shall be given to the fact that they may be required to be on duty for a period longer by one-third than are those whose appointments are on a three-quarter basis.

5. When employees of the College have been incapacitated by illness or injury, their salaries may be continued in accordance with the provisions of The By-Laws and Policies of the Board of Regents.

6. Faculty members are expected to participate in activities concerning the internal administration of the College and shall be encouraged to participate, in a manner befitting their academic position, in non-teaching activities which are a proper extension of their professional field of interest. Annual divisional reports shall make reference to such activities on the part of members of the Faculty.

7. The following policies relate to academic freedom:

   a. Members of the Faculty are free to express, inside or outside the classroom, their opinion on any matter that falls within the fields of knowledge which they are employed to teach and to study, subject only to those restrictions that are imposed by high professional ethics, fair mindedness, common sense, accurate expressions, and generous respect for the rights, feelings, and opinions of others. Faculty members should be careful in their teaching to deal adequately with the course matter as described in the College catalog and to maintain respect for varying opinions on controversial matters. They should emphasize the fact that any opinions expressed are personal and not institutional.

   b. Faculty members should maintain a reputation for scholarship through publication, research, and study and are entitled to full freedom in research and in publication. Research, publication, and study should result in improved teaching.
c. Faculty members, acting individually or in concert with others, who clearly obstruct or disrupt, or attempt to obstruct or disrupt any teaching, research, administrative, disciplinary activity, any public service activity, or any other activity authorized to be discharged or held on campus will have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

d. Disputations concerning academic freedom may be appealed to the Grievance Committee.

8. Members of the Faculty are expected to attend all College-wide academic exercises. If a faculty member must be absent from ordinary service to the College, the absence must be reported to the division chair. The outside activities of faculty members are governed by The By-Laws and Policies of the Board of Regents.

9. No service to the College, however exceptional, shall be deemed sufficient to overcome failure to teach competently. In faculty evaluations or reports, the division chair should give proper attention to evaluating teaching performance.

10. Members of the Faculty are expected to be available for student consultation on a regular basis and to publicize all conference hours.

11. All members of the Faculty and administrative staff are expected to become acquainted with and to conform to all rules and regulations of the College and The By-Laws and Policies of the Board of Regents relating to their work. A copy of the Statutes of Floyd College and a copy of the Policies and Procedures of Floyd College shall be furnished to each faculty member.

Section J. Standing Committees of the Faculty and College

(1) The standing committees of the Faculty are instruments of the Faculty whose actions are subject to approval or disapproval of the Faculty, except the Instructional Council. A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

(2) The minutes of a standing committee shall be filed in the Library with the Secretary of the Faculty. In addition, the secretary of each committee shall distribute written recommendations to each faculty member at least two days prior to the faculty meeting at which the recommendation will be presented.

(3) All committees shall meet quarterly and additionally as necessary upon the call of the committee chair or a majority of the committee.
(4) The faculty committee members not designated specifically by the official position which they hold shall be elected by the Faculty for a two-year term.

(5) The Instructional Council of the Faculty shall serve as a Committee on Committees and shall recommend procedures for the election of faculty and student committee members not designated by the official positions they hold.

(6) All standing committees of the Faculty shall have a minimum of five and a maximum of seven members, except the Instructional Council, the Curriculum Committee, and the Academic Progress Committee.

(7) Any faculty member may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the faculty member access in one of these ways.

(8) The standing committees of the Faculty shall consist of the following committees: a. Instructional Council, b. Library, c. Statutes and Faculty Affairs, d. Curriculum, e. Academic Progress, and f. Student Affairs.
INSTRUCTIONAL COUNCIL

(1) The Instructional Council shall consist of the Vice President for Academic Affairs, the chair of each instructional division, and one at-large faculty member elected by the Faculty to a one-year term. The chair shall be appointed by the President.

(2) The Instructional Council shall meet at least once per month on a planned basis.

(3) The Instructional Council shall report to the President.

(4) The Instructional Council shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the established rules and regulations of the College.

(5) The Instructional Council shall serve as an Executive Committee of the Faculty to deal with matters of an emergency nature when time constraints preclude a meeting of the Faculty. Actions taken by the Instructional Council under such circumstances shall have the same force as actions of the Faculty as a whole.

(6) The Instructional Council shall recommend to the President an agenda for each faculty meeting and shall have the power to call meetings of the Faculty as needed.

(7) The Instructional Council shall serve as a Committee on Committees and shall formulate policies governing the election of members of the standing committees of the Faculty.

(8) The Instructional Council shall provide advice and counsel to the Executive Council.

(9) The Instructional Council shall provide the President with an annual report of the College's academic activities at the end of each academic year.
(1) The Library Committee shall consist of the Librarian and other members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair, who shall not be the Librarian, shall be elected annually by the members of the committee.

(2) The Committee shall advise the Librarian concerning general library policies, the development of library resources, the purchase of books and equipment, and the hiring of staff.

(3) The Committee shall assist the Librarian in establishing goals and objectives, surveying the faculty and staff, evaluating the performance of the Library, and compiling the annual report of the Library.

(4) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
(1) The Statutes and Faculty Affairs Committee shall consist of those members of the Faculty recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall consider any proposed changes or amendments to the Statutes of Floyd College, and shall transmit such proposals to the Faculty with appropriate recommendations.

(3) The Committee shall review periodically the Statutes of Floyd College, the Policies and Procedures of Floyd College, The By-Laws and Policies of The Board of Regents, and other documents affecting the Faculty.

(4) The Committee shall provide advice and counsel to the Director of Human Resources, the Instructional Council, the Vice President for Academic Affairs, and the President on programs, policies, and activities which affect faculty.

(5) The Committee annually shall nominate a faculty member to serve on the Instructional Council.

(6) The Committee annually shall nominate a slate of eight faculty members to serve on the Grievance Committee of the College.

(7) The Committee shall have the power to initiate special meetings of the Faculty.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.

(1) The Statutes and Faculty Affairs Committee shall consist of one faculty member from each academic division and one at-large faculty member. Members shall be appointed to staggered two-year terms.
(1) The Curriculum Committee shall consist of one faculty member from each academic division, unless waived by the division chair. The members shall be recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall recommend to the Faculty the requirements for all degrees, and shall approve all courses offered by each division of instruction.

(3) The Committee shall review all proposed changes in degree requirements and programs of instruction and shall transmit such proposals to the Faculty with appropriate recommendations.

(4) The Committee shall receive, consider, and take appropriate action upon requests and petitions by students for exceptions to the published and established curricular requirements for graduation.

(5) The Committee shall communicate regularly with and provide minutes to the Vice President for Academic Affairs.

(6) The Committee shall perform a general review of all programs of study on a regular basis and shall assist in the publication of the annual college catalog.

(7) The Committee shall provide the President a brief annual report of its activities at the end of each academic year.
(1) The Academic Progress Committee shall consist of seven to nine faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee is responsible for evaluating all rules and regulations dealing with students' academic performance and recommending changes to the Faculty.

(3) The Committee shall enforce and administer academic rules and regulations established by the Faculty, with powers to place students on or remove them from probation, dismiss students from the College for academic deficiencies, and reinstate students who have been dismissed for academic reasons.

(4) The Committee shall recognize and encourage academic achievement by assisting in the graduation ceremony, honors assemblies, and other such activities as may be approved by the Faculty.

(5) An Honors Subcommittee shall develop and administer an Honors program and shall encourage academic excellence by developing special programs and activities for meritorious students.

(6) A Student Retention Subcommittee shall review academic placement policies and student retention annually and recommend changes.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
(1) The Student Affairs Committee shall consist of two students appointed annually by the president of the Student Government Association and five faculty members recommended by the Instructional Council and approved by the Faculty. The chair shall be elected annually by the members of the committee.

(2) The Committee shall advise the Vice President for Student Affairs and recommend policies pertaining to student development, including counseling, student orientation, financial aid, student activities, and other services.

(3) The Committee shall approve student organizations recommended by the Student Senate, according to guidelines in the Student Handbook.

(4) The Committee shall oversee student publications through the establishment of a Publications Committee.

(5) The Committee shall review periodically all Student Affairs policies and programs and recommend changes.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
Section K.

STANDING COMMITTEES OF THE COLLEGE

(1) The standing committees of the College provide advice and counsel to the President and other administrative officers on a variety of topics that affect the College.

(2) The minutes of the standing committees of the College shall be distributed to appropriate personnel and kept on file in the Library.

(3) All standing committees shall meet quarterly and additionally as necessary upon the call of the committee chair or a majority of the committee.

(4) Unless otherwise specified, the Executive Council and the Instructional Council shall appoint members of the standing committees to a two-year term.

(5) Unless otherwise specified, all standing committees of the College shall have a minimum of five and a maximum of seven members.

(6) A member of a standing committee who is compelled to be absent from a meeting may send a voting representative.

(7) Any employee of the College may ask permission to attend any committee meeting or to submit in writing items for consideration. The chair must allow the employee access in one of these ways.

(1) The Grievance Committee shall consist of eight faculty members elected by the Faculty and seven classified employees (professional and administrative personnel and staff who do not have faculty status) elected by the classified employees from their ranks in September of each year. The Statutes and Faculty Affairs Committee shall nominate the slate of faculty members; other nominations may be added from the floor. The terms of each member shall be one year and they shall be eligible to succeed themselves. The chair, who shall be a member of the Faculty, shall be elected by all members of the committee.

(2) The Committee shall consider and act upon all grievances filed by faculty (including part-time faculty) or classified employees. The Committee shall not consider any grievance on which the President has made a final decision.

(3) The chair shall designate an appropriate panel to hear each grievance, consisting of not less than three or more than five members in addition to the chair.

(4) The operating procedures of the Committee, including the procedure for the filing of grievances, the conduct of hearings, and the transmission of recommendations to the President for final decision within thirty days after the grievance is filed, shall be published in the Policies and Procedures of Floyd College. The chair, or another member of the Committee designated by the chair, shall preside at all meetings of the Committee.

(5) In considering grievances concerning promotion, tenure, and dismissal, the Committee shall act in accord with policies stated in The Policy Manual of the Board of Regents, the Statutes of Floyd College, and the Policies and Procedures of Floyd College.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
INSTITUTIONAL EFFECTIVENESS COMMITTEE OF THE COLLEGE

(1) The Institutional Effectiveness Committee members, as well as the chair, shall be appointed by the President and serve two-year terms. All institutional units shall be represented on the committee.

(2) The Committee shall provide advice and counsel to the Director of Institutional Research and Planning, the Instructional Council, the Executive Council, and the President on institutional effectiveness issues.

(3) The Committee shall oversee the institutional research and planning processes for the College and update the strategic plan annually.

(4) The Committee shall recommend institutional effectiveness measures to the President and appropriate administrators.

(5) The Committee shall assist the President in complying with policies and mandates from the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

(6) The Committee shall assist the President in the preparation of reports and documents for the Southern Association of Colleges and Schools and the University System of Georgia in the area of institutional effectiveness.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
COMPUTER COMMITTEE OF THE COLLEGE

(1) The Computer Committee members shall serve a two-year term, and the chair shall be elected annually by the members of the committee. The Director of Computer Services shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Director of Computer Services, the Instructional Council, the Executive Council, and the President on the purchase, use, and maintenance of computers, and other matters relating to computers.

(3) The Committee shall develop a comprehensive three-year and five-year plan for increasing the use of computers in both the instructional and administrative areas. The Committee shall review these plans annually and recommend changes in them to the President.

(4) The Committee shall recommend to the Director of Computer Services policies and procedures for the computer labs.

(5) The Committee shall recommend to the Director of Computer Services and the Instructional Council training programs for faculty and staff.

(6) The Committee shall consult with offices, departments, divisions, and individuals to keep abreast of the College’s needs and problems relating to computers and to generate new ideas for computer use.

(7) The Committee reports to the Executive Council.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.

(1) The Computer Committee shall be appointed by the President for staggered two-year terms and should represent all units of the college. The chair shall be elected annually. The Director of Computer Services shall be an ex officio member of the committee and shall not serve as chair.
(1) The Capital Improvements Committee members shall serve two-year terms and the chair shall be elected annually by the members of the committee.

(2) The Committee shall assist the President in preparing a comprehensive capital improvements plan for the campus.

(3) The Committee shall study proposed capital projects, conduct hearings to determine the feasibility of such proposals, and make recommendations to the President.

(4) The Committee shall review the comprehensive capital improvements plan biannually and shall recommend changes in the order of priorities to the President.

(5) The Committee shall consult with offices, departments, and divisions throughout the campus to determine capital improvement needs.

(6) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
AFFIRMATIVE ACTION COMMITTEE OF THE COLLEGE

(1) The Affirmative Action Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Affirmative Action Officer shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Affirmative Action Officer, the Instructional Council, the Executive Council, and the President to ensure that the College maintains a positive program of equal employment opportunity for all employees and applicants for employment.

(3) The Committee shall assist the Affirmative Action Officer in developing policies and procedures on affirmative action.

(4) The Committee shall critique the College's Affirmative Action Compliance Plan annually.

(5) The Committee shall assist the Affirmative Action Officer in analyzing the employment and personnel practices of the College to determine if equal opportunities are being maintained for all employees and qualified applicants.

(6) The Committee shall review annually all of the College's advertisements to make sure that the statement "An Equal Opportunity Employer" is included.

(7) The Committee shall assist the Affirmative Action Officer in identifying violations of or weaknesses in the College's affirmative action program and recommend solutions.

(8) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE OF THE COLLEGE

(1) The Environmental Health and Safety Committee members shall serve a two-year term, and the chair shall be elected annually by the committee. The Director of Human Resources shall serve as an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the President on a wide range of health, safety, and environmental issues, including the College’s compliance with pertinent state, federal, and University System of Georgia regulations.

(3) The Committee shall recommend to appropriate administrators plans for coping with potential disasters on campus caused by fires, tornadoes, ruptured gas lines, chemical spills, disposal of hazardous wastes, etc.

(4) The Committee shall recommend to appropriate administrators policies for providing emergency medical treatment on campus.

(5) The Committee shall study the College’s security, parking, and vehicular traffic needs, as well as its enforcement of traffic regulations, and shall recommend appropriate policies.

(6) The Committee shall serve as a forum for students, faculty, and staff to express concerns about health and safety on campus.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
FINANCIAL ASSISTANCE COMMITTEE OF THE COLLEGE

(1) The Financial Assistance Committee members shall serve a two-year term, and the chair shall be elected by the committee. The Director of Financial Aid shall be an ex officio member of the committee and shall not serve as chair.

(2) The Committee shall provide advice and counsel to the Director of Financial Aid, the Executive Council, and the President on financial assistance matters.

(3) The Committee shall review annually the College's financial assistance policies and procedures and recommend changes to the Director of Financial Aid.

(4) The Committee shall assist the Vice President for Student Affairs and the Floyd College Foundation in awarding scholarships, grants for student travel, and other types of financial assistance.

(5) The Committee shall review annually the College's policies and procedures for awarding scholarships to ensure equitable distribution of such funds and recommend changes to the President.

(6) The Committee shall prepare and administer an annual budget for allocating grants to students.

(7) The Committee shall provide the President a brief annual report of its activities at the end of the academic year.
Section L. Instructional Divisions

The educational programs shall be systematically organized into appropriate divisions. These divisions shall consist of Social and Cultural Studies; Science and Mathematics; Business and Career Education; Health Sciences; Extended Learning and Continuing Education; and Learning Resources.

Article IV. GENERAL ADMINISTRATIVE OFFICERS

The administrative officers shall be as follows: the President, the Vice President for Academic Affairs, the Vice President for Business and Finance, the Vice President for Student Affairs, the Librarian, the Division Chairs, the Director of Public Service, the Director of Admissions and Records, the Public Information Officer, and such other officers as may be designated by the President with the approval of the Board of Regents. A faculty member who has academic rank and rights of tenure in the corps of instruction and who accepts an appointment to an administrative office shall retain academic rank and rights of tenure as an ex officio member of the corps of instruction, but shall have no rights of tenure in the administrative office appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty members when they cease to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

Article V. MISCELLANEOUS PROVISIONS

All questions of interpretations of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty and of the various administrative officers under these Statutes shall be determined by the President. The President shall settle all questions of conflict of jurisdiction that may arise between any of the committees of the College or between them and the administrative officers. After the decision of the President on such questions, an appeal may be made to the Board of Regents pursuant to The By-Laws and Policies of the Board of Regents.

Article VI. AMENDMENTS

All proposed amendments to the Statutes shall be made initially to the Statutes and Faculty Affairs Committee. This Committee shall consider such amendments and make recommendations to the Faculty. An amendment must be read in its final form at a duly constituted Faculty meeting at which a quorum is present at least five class days prior to the one on which a vote is taken. At the time of this final reading, the meeting date shall be announced for voting thereon. If an amendment is approved by a majority vote of the total faculty having voting status, it shall be submitted to
the President for approval and then to the Board of Regents for final approval.

Article VII. RATIFICATION

The Statutes shall be ratified and become effective upon approval by a two-thirds vote of the Faculty having voting status and approval by the President and the Board of Regents.
The University of Georgia strives to maintain a campus environment where all decisions affecting an individual's education, employment, or access to programs, facilities, or services are based on merit and performance. Irrelevant factors or personal characteristics that have no connection with merit or performance have no place in the University's decision-making process. Accordingly, it is the policy of The University of Georgia that an individual's sexual orientation is an irrelevant factor and shall not be a basis for making decisions relating to education, employment, or access to programs, facilities, or services.

Any employee of The University of Georgia who believes that he/she has been harassed or discriminated against because of sexual orientation should contact his/her immediate supervisor, the Employee and Employment Relations Department of the Human Resources Decision, or the Equal Opportunity Office for appropriate action. Any member of the University community may also call upon the Equal Opportunity Office for counseling and advice.

Although the University recognizes that it cannot control the behavior of outside organizations, it urges all external users of University facilities--including the military, ROTC, and private employers--to observe the principle of equal opportunity and non-discrimination on the basis of sexual orientation.

Passed at the University Council Meeting on April 25, 1991
 restrictions that are imposed by professional ethics and respect for the rights of others. University faculty members have the right to criticize and seek alteration of both academic and nonacademic University policies, whether or not those policies affect them directly. University faculty are free from institutional censorship, discipline, or reprisal affecting their professional careers for exercising freedom of expression.

The confidentiality and security of University faculty files in offices throughout the campus shall be preserved and protected at all times, insofar as is consistent with state and federal law. A University faculty member shall have the right to examine his or her official records as provided under state and federal law.

**Equal Employment and Affirmation Action Policies**

The University of Georgia is committed to the principles of equal opportunity in education and employment, as embodied in federal law and in University of Georgia policy.

The full rewards of employment or study are possible only when each individual can work to the extent of his or her capability, unhindered by artificial or preferential restrictions or requirements. To this end, merit and productivity will continue to be the basis for educational considerations, as well as for recruitment, hiring, training, promotion, and compensation in all job classifications. In none of these areas will a person be the subject of discrimination because of race, color, religion, national origin, sex, age, handicap, sexual preference, or status as a veteran of the armed forces.

This policy applies to all prospective employees, active employees, and students of the University. Each employee of the University will likewise apply this policy to all University functions, including selection of contractors and suppliers of goods and services. Further, as a part of any appraisal of performance, each employee will be evaluated in accordance with the extent to which he or she upholds his or her responsibilities as they relate to his or her position.

The University's Affirmative Action Plan sets out responsibilities for implementing affirmation action and establishes criteria to be used in deciding upon matters of retention and promotion. The Affirmative Action Plan is available at the Main Library and the EEO/Affirmative Action Office (3 Peabody Hall).
Equal Opportunity Employment

It continues to be the policy of Georgia Southern University to implement affirmative equal opportunity to all employees, students, and applicants for employment or admission without regard to race, color, sex, sexual orientation, national origin, religion, age, veteran status, political affiliation, or disability. This policy extends to participation in any of the University's programs. We are committed to the fulfillment of this policy including, but not limited to, the following actions:

- Recruiting, enrollment and educational practice
- Hiring, placement, upgrading, transfer or promotion
- Terms and conditions of employment
- Recruitment or advertising for employment
- Rates of pay or other forms of compensation
- Selection for training
- Layoff or termination
- Fringe benefits

Georgia Southern does not discriminate in university admission or employment. Responsibility for ensuring continued implementation of this policy has been assigned to the Affirmative Action Officer. If you have questions regarding our policy of nondiscrimination, or wish to have accommodations made for you in accordance with the Americans with Disabilities Act, please contact the Office of Affirmative Action at (912) 681-5136.

SOURCE:
Georgia Southern University Office of the President — October 1993

Sexual Harassment Policy

Like other forms of discrimination, sexual harassment will not be permitted at Georgia Southern University. Federal law and Board of Regents Policy (802.18) provide that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.

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

- Submission or such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decision affecting an individual; or
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. (BR minutes, 1980-81, pp. 237-38)

Georgia Southern firmly believes that such actions demean individuals and interfere with the principles that our institution uphold, therefore, all complaints be resolved by a thorough and confidential investigation.

It is encouraged that all incidents of sexual harassment be reported in order that corrective action be taken. If you have any questions regarding our policies, contact the Affirmative Action Officer at (912) 681-5136. Further information on Sexual Harassment Policies and Procedures may be obtained by consulting the Faculty Handbook and the Student Conduct Code.

SOURCE:
Georgia Southern University Office of the President — October 1993
POLICY ON SEXUAL ORIENTATION

The University of Georgia strives to maintain a campus environment where all decisions affecting an individual's education, employment, or access to programs, facilities, or services are based on merit and performance. Irrelevant factors or personal characteristics that have no connection with merit or performance have no place in the University's decision-making process. Accordingly, it is the policy of The University of Georgia that an individual's sexual orientation is an irrelevant factor and shall not be a basis for making decisions relating to education, employment, or access to programs, facilities, or services.

Any employee of The University of Georgia who believes that he/she has been harassed or discriminated against because of sexual orientation should contact his/her immediate supervisor, the Employee and Employment Relations Department of the Human Resources Decision, or the Equal Opportunity Office for appropriate action. Any member of the University community may also call upon the Equal Opportunity Office for counseling and advice.

Although the University recognizes that it cannot control the behavior of outside organizations, it urges all external users of University facilities—including the military, ROTC, and private employers—to observe the principle of equal opportunity and non-discrimination on the basis of sexual orientation.

Passed at the University Council Meeting on April 25, 1991
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of these areas will a person be the subject of discrimination because of race, color, religion, national origin, sex, age, handicap, sexual preference, or status as a veteran of the armed forces.

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- Recruiting, enrollment and educational practice
- Hiring, placement, upgrading, transfer or promotion
- Terms and conditions of employment
- Recruitment or advertising for employment
- Rates of pay or other forms of compensation
- Selection for training
- Layoff or termination
- Fringe benefits

Georgia Southern does not discriminate in university admission or employment. Responsibility for ensuring continued implementation of this policy has been assigned to the Affirmative Action Officer. If you have questions regarding our policy of nondiscrimination, or wish to have accommodations made for you in accordance with the Americans with Disabilities Act, please contact the Office of Affirmative Action at (912) 681-5136.

SOURCE: Georgia Southern University Office of the President — October 1993

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Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.

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

- Submission or such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decision affecting an individual; or
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Georgia Southern firmly believes that such actions demean individuals and interfere with the principles that our institution uphold, therefore, all complaints be resolved by a thorough and confidential investigation.

It is encouraged that all incidents of sexual harassment be reported in order that corrective action be taken. If you have any questions regarding our policies, contact the Affirmative Action Officer at (912) 681-5136. Further information on Sexual Harassment Policies and Procedures may be obtained by consulting the Faculty Handbook and the Student Conduct Code.

SOURCE: Georgia Southern University Office of the President — October 1993
INSTITUTIONAL UNITS
FOR
INSTITUTIONAL EFFECTIVENESS AND PLANNING PURPOSES
FLOYD COLLEGE
ROME, GEORGIA 30162

OFFICE OF THE PRESIDENT
OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS
OFFICE OF THE VICE-PRESIDENT FOR STUDENT AFFAIRS
OFFICE OF THE VICE-PRESIDENT FOR BUSINESS AND FINANCE
DIVISION OF BUSINESS AND CAREER EDUCATION
DIVISION OF EXTENDED LEARNING AND CONTINUING EDUCATION
DIVISION OF HEALTH SCIENCES
DIVISION OF LEARNING RESOURCES
DIVISION OF SCIENCES, MATHEMATICS AND PHYSICAL EDUCATION
DIVISION OF SOCIAL AND CULTURAL STUDIES

NOTE: SUB-UNITS, AS DEEMED APPROPRIATE, MAY BE IDENTIFIED UNDER EACH INSTITUTIONAL UNIT.
PROPOSED STATUTES

Faculty Committees

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<th>Committee</th>
<th>Members</th>
<th>Chair</th>
<th>Term</th>
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<tr>
<td>Instructional Council</td>
<td>VP for Academic Affairs</td>
<td>VP for AA Appointed by President</td>
<td>One Year</td>
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<td>Division Chairs</td>
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<td>At Large Faculty Member</td>
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<td>Additional members per Instructional Council</td>
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<td>Library</td>
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<td>Two Years</td>
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## PROPOSED STATUTES

### Institutional Committees

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<th>Committee</th>
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<td>Affirmative Action</td>
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Per Executive Council

Institutional Council
### PROPOSED STATUTES

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<td>Human Services</td>
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Dr. Melvin Perry, PolSci (9-month)

Nursing Position (Ruel?) (9-month)
English Position (9-mo)
Developed English (9-mo)
Biology Position (9-mo)
Nursing Position (9-mo)
Nursing Position (9-mo)
Nursing Position (9-mo)
Nursing Position (9-mo)

Psychology Position (Human Growth) (9-mo)
Psychology Position (General) (9-mo)
Nursing Position (9-mo)
Nursing Position (9-mo)

(7 Nursing slots total)
MEMORANDUM

TO: Dr. Wesley C. Walraven, Dean

FROM: David B. McCorkle, President

The following administrators have faculty status with all its privileges and responsibilities:

   Michael Saunders
   Bruce Pound
   Carl Abner

The following administrators have faculty status without voting privileges:

   Harold Pressley
   Jim Hobgood
MEMORANDUM

TO: W. Thomas Melton, Comptroller
    Wesley C. Walraven, Dean
    J. Harold Boyd, Director of Student Affairs

FROM: David B. McCorkle, President

October 12, 1970

The following persons are not listed in our proposed statutes as voting members of the faculty:

Mrs. Karen Supon
Mr. Bill Morris
Mr. Harold Pressley

They are and will be considered as faculty status and accorded all the privileges of regular administrative faculty except voting.
VI.B.3 Administrative Officers:
Faculty status of full-time administrative officers will necessarily vary with the size and complexity of the institution. A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office shall retain his academic rank and rights of tenure as an ex officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which he has been appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty member when he or she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President.

VI.B.2 Corps of Instruction:
Full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

VI.B.1 Faculty Membership:
The faculty of each institution of the University System shall consist of the Corps of Instruction and the Administrative Officers.
MEMORANDUM

TO: THE STATUTES COMMITTEE

FROM: Russ Cheadle

RE: Academic Computer Resources Advisory Committee

The following recommendation is for the formation of a standing committee of the faculty in the area of computer technology. Historically, academic computing was primarily limited to Computer Science, Mathematics and related majors such as Engineering and Physics. The computing facilities consisted of mini or main frame computers. Computer services were typically supervised by a single individual who reported to both sides of the house (administration and academic). This arrangement was logical and consistent since all needs were often met by one machine and maintenance of the machine and software was centralized. Today computing services are much more diverse and individualized. The microcomputer has allowed faculty members to find new ways to perform many tasks faster and more precisely. As hardware and software improved, it became possible to share information through networks (local and wide area) and move into multi-media areas. Distance learning applications are challenging technology to reach new heights. These developments have forced another look at how education is delivered. Because this technology provides so many possibilities, it is critical that the faculty be able to stay abreast of new developments and have the freedom to use them in teaching.

In order to accomplish this goal there must be active and effective input into the planning arrangement at the College. Regent’s Policy requires that the faculty be involved in the Institution’s planning process (see attached). Using the College's existing organizational structure it would be appropriate to create a permanent standing committee that reports to the Vice President or Academic Dean of the College. It would also be appropriate for this committee to have a faculty representative from each Academic Division. This committee should meet at least quarterly with the goal being to present formal recommendations to the faculty for approval before they move up the ladder to the President through the Vice President. Prior to each meeting each Division should meet as needed to formulate goals and then make recommendations to the committee.
Issues for consideration should not only be limited to individual equipment needs but should also involve the broader needs of education such as how multi-media techniques or networking can be used to enhance various educational programs and faculty development, how distant learning goals can be implemented, and how computing can be used to improve student services such as advising and registration. Library services should be equally represented in this arrangement. This committee must have active input into the University System’s EDP planning process as well.

Members of the Academic Computing Resources Committee could be appointed by each Division Chairman. If a similar but separate committee exists within the administrative organizational structure, it would also be appropriate for one member of each committee to be a member of the other committee. Since this member would really be serving on two committees, it would be proper for this position to rotate among the members of each committee annually. I believe this arrangement will adequately serve the needs of the College and will provide the necessary communication and balance needed to do effective planning in this increasingly complex area of education.
FROM THE REGENTS POLICY MANUAL

209

PLANNING AND ASSESSMENT

209.01

Each institution shall have a plan, submitted to the Chancellor's office, which will contain the institution's current goals and priorities, a summary of significant assessment results and associated improvement objectives, and action plans by which institutional priorities, including improvements in effectiveness, will be achieved. (BR Minutes, 1989-90, p. 179)

209.02

Each institutional plan will describe the planning structure and process by which institutional priorities are set, systematic assessment of institutional effectiveness is conducted, and the results of assessment are used to achieve institutional improvement. The faculty of each institution shall be involved in developing the plan and shall be included in the structure by which the plan is implemented (BR Minutes, 1989-90, p. 179)

209.03

Each institution shall link its major budget allocations and other major academic and administrative decisions to its planning and assessment process. (BR Minutes 1989-90, p. 179)

209.04

Assessment procedures may differ from institution to institution, but each program shall include the assessment of: basic academic skills at entry, general education, specific academic program areas, and all academic and administrative support programs. (BR Minutes 1989-90, p. 179)
SECTION 200-ORGANIZATION

TYPE I INSTITUTIONS (cont'd)

Each institution is requested to file with the office of the Board of Regents a list of administrative offices which have faculty status (by office, not by name of individual).

TYPES II and III INSTITUTIONS. The faculty will consist of the president, the full-time administrative officers, and the corps of instruction designated in the statutes of the institution as having ex officio faculty status. Each institution is required to file with the Office of the Board of Regents a list of administrative offices which have faculty status (by office, not by name of individual). (BR Minutes, 1951-52, pp. 314-319; 1952-53, pp. 159-160; 1953-54, p. 225)

203.0303 ELECTION BY THE BOARD: The Board shall elect all faculty members prior to their initial appointments upon the recommendations of the Chancellor and the president of the appropriate institution. The Chancellor is authorized to approve the appointment of part-time faculty members, other than those faculty members over seventy years of age and/or those who have previously retired from the University System. (BR Minutes 1984-85, P. 76)

203.0304 FACULTY MEETINGS: Each faculty shall meet at least once each quarter and at such other times as may be necessary or desirable, except at those institutions which have a council, senate, assembly, or other such body, in which case the faculty shall meet at least twice a year. Each faculty shall appoint a secretary who shall keep a record of the proceedings. A copy of the minutes of each meeting of the faculty and of each meeting of the council, senate, assembly, or other such legislative body shall be sent within three days after the meeting to the Chancellor, who shall keep the minutes on file in his office. (Bylaws, Article VI, Section B-4)

Revised 11-1-84
SECTION 200-ORGANIZATION

203.0305 FACULTY RULES AND REGULATIONS: The faculty, or the council, senate, assembly, or such other comparable body, shall make, subject to the approval of the President of the institution, the Chancellor and the Board, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules, and regulations made by the faculty shall be filed with the Chancellor. The faculty shall prescribe rules for the regulation of student publications, athletics, intercollegiate games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the President of the institution, the Chancellor and the Board. (Bylaws, Article VI, Section B-5) (BR Minutes, 1986-87, p. 333)

Revised July 15, 1987
SECTION 200-ORGANIZATION

204 UNIVERSITY SYSTEM ADVISORY COUNCIL

There shall be a University System Advisory Council with membership composed of the Chancellor, the Executive Vice Chancellor, and the presidents of the institutions of the University System of Georgia. This Council shall have power to make recommendations to the Chancellor and through him to the Board of Regents regarding all educational and administrative matters of concern to the University System as a whole. (BR Minutes, 1949-50, pp 387-388)
UNIVERSITY SYSTEM STUDENT ADVISORY COUNCIL

There shall be a University System of Georgia Student Advisory Council which shall provide a forum for communication and recommendation between the students of the University System and the Chancellor, the Board of Regents, the state government, and the public, concerning problems and issues which are important in providing information and assistance in programs and activities of the member institutions.

This Council shall meet at least once annually with the Chancellor and his staff for the purpose of discussing plans and growth of the University System of Georgia and various problems connected therewith. The Council shall also meet at least once annually with the Board of Regents of the University System of Georgia.

Membership of the University System Student Advisory Council shall be composed of the duly elected student body presidents, or equivalent elected officers, of institutions in the University System of Georgia. If there is not a duly elected president or vice president, the Student Advisory Council may determine the criteria for the election of the representative of that institution. The organization and governance shall be according to a constitution and by-laws approved by the Board of Regents. (BR Minutes, 1968-69, p. 470; 1971-72, p. 485; 1972-73, p. 17-18; December 8-9, 1981, p. 8)

Revised 11/8/83
SECTION 200-ORGANIZATION

CHANGING THE MISSION AND/OR STATUS OF AN INSTITUTION

A. INSTITUTIONAL REVIEW

The president of an institution of the University System of Georgia seeking to modify its mission and purpose with the intent of changing classification level shall write a letter to the chancellor requesting consideration. When, in the judgement of the chancellor, there exist any factors that warrant consideration of a change in an institution’s mission and purpose, the Chancellor may, in consultation with that institution’s president and the Board of Regents, initiate the preparation and submission of a plan for institutional review. The institutional review shall provide substantive evidence and rationale specifically related to the following considerations:

1. Needs Assessment

An analysis of demographic characteristics of the region served shall be included which provides supportive rationale for projection of student enrollment and employment opportunities for graduates of proposed programs. The cost effectiveness of programs should be compared with similar institutions in the System. Dependent upon the academic level of proposed programs, careful attention should be directed to employment opportunities in the regions served by the institution. Such a review should include reference to the following criteria:

a. Qualitative Criteria

In completing an institutional review, primary attention shall be given to qualitative criteria along with recommended EFT (Equivalent Full-Time) minimums and cost effectiveness. Quality of programs and effectiveness of the institution in meeting unique community needs may well outweigh the objective criteria of numbers alone. Institutional contributions to the resolution of social, economic, cultural problems, and the enhancement of the quality of life of citizens in isolated areas of the State must be considered.
a. Qualitative Criteria (cont'd)

Quality and institutional effectiveness can be determined by such program aspects as performance of graduates, program standards, course offerings, characteristics of the faculty, efficiency in the operation of equipment and facilities, etc.

b. Expenditure per EFT Student

The provision of educational services provided by an institution shall be evaluated in terms of costs relative to other System institutions.

(1) The best available indicator of an institution's cost effectiveness is its relation to the mean per EFT student cost which is provided for each type of institution.

(2) In order for an institution's classification to be advanced, projections of the EFT student enrollment and budgetary costs must indicate that the institutional initial costs will not be in excess of 130% of the mean for the type to which it is being advanced. In addition, each cost center will be reviewed in terms of its relationship to the mean of other institutions in that category with similar programs.

c. Recommended Student Populations (Equivalent Full-Time Students, Fall Quarter)

Enrollment will be only one of the many factors to be considered in determining the feasibility of the alteration of mission and status of an institution. The following enrollment figures will not apply to those special purpose institutions which, because of the nature of their purpose, cannot be expected to attain the enrollments indicated.
c. Recommended Student Populations (cont'd)

The levels of EFT enrollment for the minimally effective operation of the three types of institutions are:

- Type I - 7,500
- Type II - 2,000
- Type III - 500

The levels of EFT enrollment for the optimally effective operation of the three types of institutions are:

- Type I - 12,000
- Type II - 6,000
- Type III - 2,000

To be considered for advancement in type, an institution should have an EFT enrollment which exceeds by 25% the optimally effective enrollment for its current type.

d. Community Interest

Documentation must be included which clearly indicates involvement of local constituencies and educational, civic, and political groups in the formulation of the plan for change.

2. Impact On Other Institutions (System and Private)

The anticipated effects of the change upon enrollment projections, student composition, and future development of other educational institutions in the service area shall receive careful deliberation. Documentation should include presentations from these other institutions indicating their active participation in the development of the plan for change.
3. Curricula Structure

Planning shall include a careful review of all educational programs of the institution and statements of program changes and proposed programs to be initiated. Detailed information should be provided relative to: (a) enrollment projections in each proposed program; (b) faculty and staff requirements; (c) need for library resources to support the program; and (d) explicit interfacing between programs and proposed mission of the institution.

4. Physical Plant Requirements

In any proposed major change in the mission and status of a System institution, facility requirements and support personnel must be integrated into all planning activities. An analysis of facility needs (either modification of existing plant or new construction) shall be submitted which projects: (a) immediate modification of plant; (b) new facility needs as soon as practical; and (c) new facility needs as a planned long-term (minimum ten years) development phase.

5. Budgetary Planning

Alteration in budgetary resources required immediately upon initiation of the proposed change, and projections of needs directly associated with the change in mission, shall be provided for a five year period. These projections shall be directly related to, and justified within the context of, current funding procedures in the System. Specific justifications and rationale shall be provided for changes in academic support, student services, and institutional support categories of General Operations.

6. Additional Information

Other information unique to the situation being addressed by the institution(s) may be requested by the Chancellor.
B. ADMINISTRATIVE REVIEW COMMITTEE

Upon receipt of the proposal, the Chancellor shall instruct the Executive Vice Chancellor to chair an Administrative Review Committee composed of the Vice Chancellor for Academic Affairs, the Vice Chancellor for Fiscal Affairs, the Vice Chancellor for Research and Planning, the Assistant Vice Chancellor for Affirmative Action, and other appropriate staff. This committee shall thoroughly review the feasibility of the proposal (requesting additional documentation as needed) to assure the technical adequacy and reasonableness of plans, projections, and needs. For plans involving doctoral and post-doctoral level education, this committee shall commission such review and evaluation by consultants as deemed appropriate by the committee.

C. ADVISORY REVIEW COMMITTEE

Upon receipt of the recommendation from the Executive Vice Chancellor, the Chancellor may:

1. Determine that it is not feasible to proceed with the proposal which will result in official notification to the president of the institution (or institutions) involved concerning his action.

2. Establish a formal Advisory Committee whose composition shall be the Executive Vice Chancellor, two University System presidents, two University System chief academic officers, one University System chief fiscal officer, the Chairman of the Board of Regents and two other Regents appointed by the Chairman, and such other members as the Chancellor deems appropriate for the specific situation.
C. ADVISORY REVIEW COMMITTEE (Cont'd)

3. The Advisory Committee shall review all materials assembled by the Administrative Review Committee and may solicit other information deemed appropriate and relevant to their deliberations. Prior to a formal recommendation to the Chancellor, the Advisory Committee shall meet with institutional representatives and make whatever site visits are necessary in order to fully substantiate the information submitted for its consideration. The final Advisory Committee recommendation shall be submitted to the Chancellor and become part of his final report to the Board of Regents.

D. TIMETABLE FOR INSTITUTIONAL REVIEW PROCESS

To assure all parties a timely and orderly review process, the Chancellor shall establish a timetable for the review process at the point in the process at which the request is made for development of the institutional review documentation. Except in unusual circumstances, it is expected that the Chancellor would report to the Board of Regents within twelve months of receipt of the institution's formal submission of the review documentation.
SECTION 200-ORGANIZATION

ORGANIZATION CHANGES

Changes in the organizational structure of a unit of the University System, including but not limited to the addition or elimination of a department, division or school and the addition or elimination of one or more major administrative positions shall be submitted by the president to the Chancellor for his review and recommendation for action by the Board of Regents.

INSTITUTIONAL REVIEW: The office of the Chancellor shall conduct a periodic review of the institutions of the University System on at least a five-year cycle. The review shall systematically assess the status of the institution and shall encompass an examination of all the instruction, research, and service activities conducted by the institution. Particular attention shall be given to the status of facilities, budgets, administrative procedures, faculty, students, and academic programs. (BR Minutes, 1984-85, p. 20)

Revised July 11, 1984
Each institution shall have a plan, submitted to the Chancellor's office, which will contain the institution's current goals and priorities, a summary of significant assessment results and associated improvement objectives, and action plans by which institutional priorities, including improvements in effectiveness, will be achieved. (BR Minutes, 1989-90, p. 179)

Each institutional plan will describe the planning structure and process by which institutional priorities are set, systematic assessment of institutional effectiveness is conducted, and the results of assessment are used to achieve institutional improvement. The faculty of each institution shall be involved in developing the plan and shall be included in the structure by which the plan is implemented. (BR Minutes, 1989-90, p. 179)

Each institution shall link its major budget allocations and other major academic and administrative decisions to its planning and assessment process. (BR Minutes, 1989-90, p. 179)

Assessment procedures may differ from institution to institution, but each program shall include the assessment of: basic academic skills at entry, general education, specific academic program areas, and all academic and administrative support programs. (BR Minutes, 1989-90, p. 179)
SECTION 800-PERSONNEL

803 FACULTY POLICIES, ADDITIONAL

803.01 MINIMUM QUALIFICATIONS FOR EMPLOYMENT

A. Minimum employment qualifications for all three types of institutions and all academic ranks within these institutions shall be:

1. Master's degree. Exceptions may be made for
   a. persons of special learning and ability;
   b. promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training;
   c. temporary emergency appointments.

2. Evidence of ability as a teacher.

3. Evidence of scholarly competence and activity.

4. Successful experience (this must necessarily be waived in the case of beginners who meet all other requirements).

5. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendation.
SECTION 800-PERSONNEL

MINIMUM QUALIFICATIONS (cont'd)

B. Type I. (See Section 203.01 for Types of Institutions)

In addition to "A" above, initial appointees to the associate or full professorial rank should have the doctor's degree or equivalent in training, ability, or experience.

C. Type II.

In addition to "A" above, initial appointees to full professorships should have a doctor's degree or the equivalent in training, ability or experience.

D. Type III

In addition to "A" above, initial appointees to full professorships should have completed at least two years of work beyond the bachelor's degree. With reference to persons appointed to serve as department heads, each appointee should have two years of work beyond the bachelor's degree or, in certain specialized professions, the highest training available in accordance with recognized standards in the particular field of specialization.
SECTION 800-PERSONNEL

803.02 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 gov­
erning their appointments is treated in Section 203.0202):
Chaired 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 estab­
lished 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 profes­
sional 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 candi­
date, 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)
EMPLOYMENT OF PERSONNEL FOR MAJOR FACULTY AND ADMINISTRATIVE POSITIONS (Cont'd)

F. Supplementary Procedures

1. If a major faculty or administrative position is to be filled by an individual in an acting or interim capacity, the president shall provide the Chancellor with the name of that individual and a description of his/her qualifications for service in the position. No individual shall fill a position in an interim or acting capacity for more than one calendar year unless an extension of the interim or acting appointment has the written approval of the Chancellor and approval of the Board.

2. On the first day of each calendar quarter, the president shall provide the Chancellor a status report on all unfilled major faculty and administrative positions. For the purpose of this quarterly status report, any positions currently filled by acting or interim personnel should be listed as vacant. More frequent submission of this report as needed can be required by the Chancellor. (BR Minutes, 1951-52, p. 240; 1979-80, pp. 278-79; 1986-87, pp. 135-136)

803.03 EMPLOYMENT OF FULL-TIME LECTURERS

The appointment of full-time Lecturers shall be limited to university-level institutions and to individuals with exceptional talents. No person shall hold the rank of Lecturer for more than three years. (BR Minutes, 1983-84, p. 93)

803.04 REGENTS' PROFESSORSHIPS:

Regents' Professorships may be granted by the Board of Regents to outstanding faculty members of the Georgia Institute of Technology, the University of Georgia, the Medical College of Georgia, Georgia State University, and in special circumstances approved by the Board other University System institutions. A Regents' Professorship shall be awarded by the Board only upon the unanimous recommendation of the president, the dean of the graduate school, the administrative dean, the academic dean, and three other members of the faculty to be named by the president, and upon the approval of the Chancellor and the Committee on Education.

Revised 12/15/86

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REGENTS' PROFESSORSHIPS (Cont'd)

A Regent's Professorship shall be granted by the Board for a period of three years. Consideration of the renewal of the professorship for a second three-year period shall be given by the Board upon recommendation of the president of the institution, the Chancellor, and the Committee on Education. After a period of six years the Regents' Professorship shall automatically become coincidental in term with the regular professorship. (BR Minutes, 1946-47, pp. 166-67; 1947-48, pp. 252-53)

803.0401 REGENTS' RESEARCHERS: Regents' Researcher titles may be granted by the Board of Regents to outstanding full-time principal researchers of the Georgia Institute of Technology, the University of Georgia, the Medical College of Georgia, Georgia State University, and in special circumstances approved by the Board, other University System institutions. The Regents' Researcher title shall be awarded by the Board only upon the unanimous recommendation of the President, the appropriate Vice President, and three members of the faculty to be named by the President, and upon the approval of the Chancellor and the Committee on Education.

A Regents' Researcher title shall be granted by the Board for a period of three years. Consideration of the renewal of the title for a second three-year period shall be given by the Board upon recommendation of the president of the institution, the Chancellor, and the Committee on Education. After a period of six years, the Regents' Researcher title shall automatically become coincidental with the term of his or her employment. (BR Minutes, 1988-89, pp. 246-247)

803.0402 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.

Revised 02/08/89
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.

5. The funds received by a Foundation for this purpose, together with the funds contributed by the Foundation, shall be managed and invested by the Board of Directors of the Foundation of the institution concerned and kept separate from other funds of the Foundation.

6. Funds raised by the respective Foundations to qualify for the grants may come from more than one donor, but the gifts of not more than ten (10) donors shall be aggregated to raise the minimum sum required ($750,000). All donations must be accompanied by a statement from the donor acknowledging that the funds donated will be used to endow a Chair authorized under this program.

7. The institutions of the University System having chairs endowed by the Fund may petition the Board to add the name of the donor or benefactor to the name of the chair. (BR Minutes, 1984-85, pp.342-25)
**ESTABLISHMENT OF SPECIAL FACULTY POSITIONS**

**Support of Academic Positions from Gifts and Endowments**

No endowed Chair, Professorship or Fellowship will be established or announced without prior approval of the Board of Regents, and no initial appointment will be made to a Chair, Professorship or Fellowship without prior approval by the Board.

Recommendations to the Board concerning specially designated academic positions will be made through the Chancellor to the Board. Before the final action of the Board, such recommendations will be referred to the Finance and Business and the Education Committees.

The minimum funding levels for each endowed academic position listed below shall be established periodically by the Board upon recommendation by the Chancellor. (The initial recommendations are included below for each position.)

The categories of endowed academic positions shall be described as follows:

<table>
<thead>
<tr>
<th>University-Level Institutions</th>
<th>Senior &amp; Two-Year Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinguished University Chairs</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Distinguished Chairs</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Chairs</td>
<td>$ 500,000</td>
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<tr>
<td>Distinguished Professorships</td>
<td>$ 400,000</td>
</tr>
<tr>
<td>Professorships</td>
<td>$ 200,000</td>
</tr>
<tr>
<td>Distinguished Scholar</td>
<td>$ 100,000</td>
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<tr>
<td>Fellowships</td>
<td>$ 50,000</td>
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<tr>
<td>Lecture or Seminar Series</td>
<td>$ 50,000</td>
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<tr>
<td>Distinguished Chairs</td>
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<td>Chairs</td>
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<td>Distinguished Professorships</td>
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<td>Distinguished Scholar</td>
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<td>Lecture or Seminar Series</td>
<td>$ 30,000</td>
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</tbody>
</table>
ESTABLISHMENT OF SPECIAL FACULTY POSITIONS (Cont'd)

Specially Designated Faculty Positions Funded By Endowments

The endowed Chairs, Professorships and Fellowships will be established by the Board of Regents upon request of the institutional president and recommendation of the Chancellor only after it is assured that the endowment, wherever held, will meet the continuing demands of the Chair, Professorship or Fellowship. This assurance must address the proper mix of capital growth, income production and liquidity. The institution will pay from its funds such amounts as are necessary to set the salary of the holder at a level commensurate with his or her record, experience, and position in the faculty. The endowment income will be used for salary supplementation and for other professional support of the holder of the endowed position, including assistance in the research of the holder.

The holder of a Fellowship shall be a qualified person of any academic rank, irrespective of tenure status. The endowed Fellowship will be used to provide temporary support (not to exceed one academic year) of distinguished scholars who are in temporary residence at the institution while participating in planned academic programs; visiting scholars who are in temporary residence at the institution for special academic programs or purposes; institution faculty who have made unique contributions to academic life or to knowledge in their academic discipline; and institution faculty of any academic rank irrespective of tenure status, who have been selected for teaching excellence through procedures established by the institution. (BR Minutes, 1989-90, pp. 147-148)
803.05  INTERINSTITUTIONAL EMPLOYMENT: It is recognized as a good practice for units of the University System to employ faculty members from other units of the System. When a president wishes to consider for employment a faculty member of another institution in the System, he shall secure authorization from the Chancellor prior to contacting the faculty member. When a formal offer is made the letter shall include a statement to the effect that acceptance can be made only after all contractual obligations have been fulfilled or a replacement secured.

803.06  NOTICE OF EMPLOYMENT AND RESIGNATION

A. Tenured

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

B. Nontenured

1. Each year, on or before the dates specified in Regents' Tenure Regulations, the president of an institution or his authorized representative, shall advise, in writing, all nontenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor) and who are employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

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

   a. at least three months before the date of termination of an initial one-year contract;

   b. at least six months before the date of termination of a second one-year contract;
B. Nontenured (Cont'd)

c. at least nine months before the date of
termination of a contract after two or more
years of service in the institution.

This schedule of notification does not apply to persons
holding temporary or part-time positions, or persons
with courtesy appointments, such as adjunct appoint­
ments.

3. Nontenured faculty and other nontenured personnel
employed under written contract shall be employed only
for the term specified in the contract and subsequent
or future employment, if any, shall result solely from
a separate offer and acceptance requisite to execution
of a new and distinct contract. (BR Minutes, 1964-65,
1980-81, p. 137)

803.07 EVALUATION OF FACULTY: Each institution shall estab­
lish definite and stated
criteria, consistent with
Regents' POLICIES and the statutes of the institution,
against which the performance of each faculty member
will be evaluated. The evaluation shall occur at least
annually and shall follow stated procedures as pre­
scribed by each institution. 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. (BR Minutes, 1979-80, p.
50; 1983-84, p. 36)
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.
A. It is intended that these tenure policies shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustment to its own peculiar problems or circumstances. These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' Policies, and approved by the Board of Regents, shall be incorporated into the statutes of an institution.

B. Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a one hundred percent workload basis for three out of every four consecutive academic quarters until retirement, dismissal for cause, or release because of financial exigency, or program modification as determined by the Board (see Section 803.0901).

C. Normally, only assistant professors, associate professors, professors who are normally employed full-time (as defined by Regents' Policies) by an institution are eligible for tenure. However, faculty members holding these professorial ranks who are employed by or on the staff of the Medical College of Georgia (MCG) on less than a full-time basis, and who also hold an appointment at the Veterans Administration Medical Center-Augusta, shall be eligible for promotion and/or the award of tenure by the Board of Regents. (BR Minutes, 1979-80, p. 73; 1980-81, p. 303; 1990-91, pp. 369-70)

The term "full-time" is used in these tenure regulations to denote service on a one hundred percent work load basis for at least three out of four consecutive academic quarters.

Faculty members with adjunct appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments. (BOR Minutes, 1990-91, pp. 369-70)

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SECTION 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

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by the VA, the Medical College shall have the right, at its sole discretion, to revoke the tenure, employment or other affiliation of the faculty member by MCG without a hearing or other due process procedures or requirements set forth in the Bylaws and Policies of the Board of Regents and the Statutes of MCG for other full-time tenured faculty. After termination of employment or revocation of tenure, MCG shall not be obligated to provide such faculty members with any further salary, benefits or other financial support.

F. The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (lecturer, instructor, or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents.

G. The maximum period of time that may be served at the rank of full-time instructor shall be seven years.

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

I. Upon approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the president of his institution, with a copy of the notification forwarded to the Chancellor.

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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)

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SECTION 800-PERSONNEL

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

5. Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;

6. False swearing with respect to official documents filed with the institution;

7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity;

8. Such other grounds for dismissal as may be specified in the Statutes of the institution.

L. Each institution, as a part of its statutes, may supplement Regents' policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution.


803.0901 PROGRAM MODIFICATION: As part of its broad constitutional authority to manage the University System of Georgia, the Board of Regents may exercise its authority to modify programs offered by the System generally or at various units of the System. Such modification may be a part of a change of institutional mission and may result in discontinuation of programs or reduction in size thereof. A program modification of such magnitude that requires the termination of tenured faculty members will be implemented only after completion of a study, with institutional administrative and faculty participation, by the Chancellor's staff. The Chancellor will report the results of that study to the Board along with recommended guidelines under which program modification will be effected. (BR Minutes, 1982-83, p. 254)

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SECTION 800-PERSONNEL

803.0902: VOLUNTARY DISCLOSURE OF DRUG USE

If, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by the institution President, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. The employee's work activities may be restructured if, in the opinion of the immediate supervisor, it is deemed advisable. No statement made by an employee to a supervisor or other person, in order to comply with this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a System employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or a dangerous drug. (BR Minutes, 1989-90, p. 389)

803.10 NON-TENURE TRACK PERSONNEL: 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.

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 lifespan 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.

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.

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only. (BR Minutes, 1982-83, pp. 255-256)
REMOVAL OF FACULTY MEMBERS: The president of an institution may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the Policies of the Board of Regents or the approved Statutes of an institution. Further causes or grounds for dismissal are set forth in the Tenure Regulations of the Policies of the Board of Regents and in the approved Statutes or Bylaws of an institution. (BR Minutes, 1974-75, pp. 304-313; 1982-83, p. 23)

DISMISSAL OF TEMPORARY OR PART-TIME INSTRUCTIONAL PERSONNEL: Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the President, or Chief Academic Officer, their immediate supervisor, either of whom may discontinue the employment of such employees without cause or advance notice. (BR Minutes, 1986-87, p. 103)

Revised 12/15/86
SECTION 800-PERSONNEL

803.12 SUSPENSION FOR VIOLATION

When a faculty member in OF STATE OR FEDERAL LAWS: any unit of the University System is charged with the violation of a State or Federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the president and Chancellor.

In the event a faculty member is temporarily suspended the administration shall immediately convene an AD HOC faculty committee or utilize the services of an appropriate existing faculty committee, for the purpose of hearing an appeal by the faculty member. The appeal shall be submitted in writing in accordance with procedures to be established by the hearing committee, which shall render its decision within ten (10) days from the conclusion of the hearing. Thereafter, any further appeal by the faculty member shall be in accordance with the procedures set forth in Article IX of the By-Laws of the Board of Regents. (BR Minutes, 1969-70, p. 394)

803.1201 FACULTY APPLICATION FORM: An employment application form shall be completed by each person formally applying for a faculty position in an institution of the University System. The application must be kept on file at the institution concerned. An applicant will be ineligible for employment if he or she has been convicted of a crime involving moral turpitude, unless the applicant has been pardoned as provided by law. (BR Minutes, 1985-86, p. 266)

Revised 8-15-86
SECTION 800-PERSONNEL

803.1202 EMPLOYEE CONTRACT FORMS: The institutions of the University System shall use the appropriate official contract form approved by the Board of Regents, which is printed on the following pages. Failure to sign and return such contracts within the time period specified therein may be construed as an abandonment of employment rights.

Any other provision in these Policies to the contrary notwithstanding, faculty members who fail to verify or maintain the credentials, degree, certification or licensure required to teach the subject matter of their contract shall be subject to immediate dismissal for breach of their employment contract. (BR Minutes 1964-65, pp. 612-614; 1973-74, pp. 403-408; 1975-76, pp. 279-280; 1976-77, p. 84; 1978-79, pp. 247-250; 1979-80, pp. 237-238; 1985-86, p. 266; 1990-91, pp. 331-332)
TO: __________________________

Please be advised that 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 from ___________ to ___________.

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

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.

Please 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: __________________________

Date

Institution

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

I hereby acknowledge that this contract and the attached Exhibit "A" constitute the entire agreement between the parties and shall not be changed, modified, amended, waived or discharged except by an instrument in writing signed by the parties hereto.

I understand that at the expiration of the term of this contract I will not be reemployed unless there is a new and separate offer by the Board of Regents on behalf of (Institution) and acceptance thereof by me.

Date

Signed
TO: ____________________________

Please be advised that 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 from ____________________________ to ____________________________.

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

This agreement is made expressly subject to 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.

Please 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.

_______________________________ Date

_______________________________ Signed
TO: ____________________________________________

Please be advised that 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 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

______________________________ Institution

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

I hereby acknowledge that this contract and the attached Exhibit "A" constitute the entire agreement between the parties and shall not be changed, modified, amended, waived or discharged except by an instrument in writing signed by the parties hereto.

I understand that at the expiration of the term of this contract I will not be reemployed unless there is a new and separate offer by the Board of Regents on behalf of __________ (Institution) __________ and acceptance thereof by me.

______________________________ Date ________________________________ Signed
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: ____________________

Date ____________________

Institution

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

Date ____________________

Signed
SECTION 800-PERSONNEL

803.1305  TENURED PERSONNEL HOLDING JOINT APPOINTMENTS AT THE VETERANS ADMINISTRATION MEDICAL CENTER--AUGUSTA AND THE MEDICAL COLLEGE OF GEORGIA

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

FISCAL YEAR EMPLOYMENT CONTRACT

TO: _____________________________

Please be advised that the Board of Regents of the University System of Georgia has approved your appointment as __________________ at the Medical College of Georgia.

The effective date of your appointment is ________________ and is expressly subject to and conditioned upon the provisions of Section 803.09 (E) of the Policies of the Board of Regents and your continued employment by the Veterans Administration Medical Center-Augusta.

Your total compensation is set forth in the attached Schedule, marked Exhibit "A", and by reference incorporated herein.

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

Please signify your acceptance of this appointment by signing each one 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 of the University System of Georgia

By: __________________________________________

President,

Medical College of Georgia

_________________________________________
Date

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

_________________________________________
Faculty Member

_________________________________________
Date

Revised August 1, 1991
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

CRITERIA FOR DETERMINING SALARIES (cont’d)

B. Salary increases for full-time teaching faculty shall be awarded on the basis of merit. The criteria for the determination of the extent of such increases shall include: teaching ability, completion of significant professional development activities including the attainment of additional academic degrees, promotion in rank, seniority, research productivity, academic achievements and publications, academic honors and recognitions, relevant professional achievements and recognitions, and non-teaching services to the institution. Each institution shall identify specific criteria, consistent with this policy, upon which the determination of the extent of salary increases will be based. The institution shall also identify the methods by which the faculty member’s performance will be evaluated for purpose of the determination of salary increases. Upon approval by the Chancellor, both the criteria and the evaluation methods shall be published in the faculty handbook of the institution. (BR Minutes, January 1982, p. 184)

C. When a fiscal year administrative employee returns to an academic appointment as a faculty member, the salary shall be determined on the same basis as other faculty members with similar rank and experience within the department to which he/she returns or in other similar positions within the institution. (BR Minutes, 1986-87, pp. 103-104)

803.1403 SUMMER SCHOOL SALARIES: Payment of compensation to faculty members for full-time employment during the summer quarter shall be at a rate not to exceed 33-1/3% of their regular nine months compensation for the previous academic year. (BR Minutes, 1950-51, p.333; 1984-85, p. 80)

Revised December 15, 1986
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 800-PERSONNEL

SALARY SUPPLEMENTS FROM FOUNDATIONS (cont’d)

Each faculty or staff member receiving a salary supplement shall be advised that he is receiving the salary supplement with information as to the amount and source of funds and that the salary supplement was upon the recommendation of the president of the institution. (BR Minutes, 1957-58, pp.366-67)

EMPLOYMENT OF FACULTY Whenever it is desired to employ a person at any institution of the System whose salary is to be paid in whole or in part with funds provided by a person, foundation, organization, or any agency other than a governmental agency, the president of the institution concerned shall recommend to the Board of Regents, through the Chancellor, the employment of the person, with full details of his qualifications and the availability of funds for paying his salary. (BR Minutes, 1938-39, pp. 437-38)

FREE COURSE ENROLLMENT

Repealed December 14, 1983. (BR Minutes, 1983-84, p. 170)

EMPLOYEE AUDITING OF COURSES

Employees of an institution of the University System of Georgia may attend classes offered by the same institution without registering as "auditors" and without credit being offered for such attendance. This provision applies to non-credit courses on a space-available basis. Institutions may permit employees to attend job-related Continuing Education classes, as determined by appropriate supervisory authority, at a reduced rate or without payment of a fee. (BR Minutes, 1987-88, p. 197; 1987-88 p. 310; 1988-89, p. 42; 1989-90 p. 147)

Revised December 1, 1989
SECTION 800-PERSONNEL

803.15 LEAVES FOR PROFESSIONAL PERSONNEL: The president of an institution may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to members of the institution’s faculty or administrative staff. Leaves of absence of one academic quarter or less, with or without pay, may be granted by the institution’s president, with notification to the Chancellor. Such leaves may not be renewed or extended without the approval of the Chancellor and the Board. (BR Minutes, 1990-91, p. 299)

Recommendations for leave WITHOUT pay will, as a rule, be approved by the Board whenever it appears that the granting of such leave will not be prejudicial to the interests of the institution (c.f. 802.0803).

In considering a request for leave WITH pay, the president should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the applicant for a leave proposes to work, and he should also consider the likelihood of the applicant’s being able to accomplish the purposes for which leave is requested.

In considering a request for a leave, the president should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the applicant is a member. If the applicant’s work cannot be handled by other faculty members and if funds are not available for the employment of a substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

If, after careful consideration, the president feels the interests of the institution and of the faculty member will be served by the granting of the leave requested, he shall submit a recommendation through the Chancellor to the Board of Regents to this effect, together with a statement of the reasons supporting his recommendation.
SECTION 800-PERSONNEL

LEAVES FOR PROFESSIONAL PERSONNEL (cont’d)

The Board ordinarily will not approve a request for a leave with pay if the applicant has been employed at an institution for the period of less than three years, nor will it ordinarily approve a leave with pay for a person in an academic position who has not already completed the requirements for a master’s degree.

Any faculty member who has been granted a leave of absence with pay shall be required, before beginning the leave, to sign an agreement that the full amount of compensation received while on leave will be returned should the faculty member not return to the institution for at least one year of service after the termination of the leave. (BR Minutes, 1953-54, p. 224)

A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave. (BR Minutes, 1980-81, p. 191).

No leaves of absence will be granted to persons in the University System who are retired from active duty and who are drawing retirement benefits from the Teachers’ Retirement System of Georgia or from the University System. (BR Minutes, 1949-50, pp. 452-53)
SECTION 800-PERSONNEL

803.16 VACATION: Faculty members as defined in SECTION 203.03 employed on a twelve (12) months or fiscal year basis shall be entitled to vacation earned at the rate of one and three-fourths (1 3/4) working days per month. All working days during the fiscal year shall be counted, absences during academic calendar breaks shall be recorded as vacation, and all vacation days shall be recorded on institutional leave records.

Earned vacation may be accrued up to a maximum of forty-five (45) working days and employees shall be compensated for all accrued vacation time up to but not exceeding forty-five (45) days upon termination of service from the University System of Georgia. The compensation shall be based on institutional leave records. A terminating employee shall not accrue vacation leave after the last working day of his employment.

Vacation shall be taken at times mutually acceptable to the employee and his supervisor.

FACULTY MEMBERS EMPLOYED ON AN ACADEMIC YEAR (nine months) BASIS DO NOT EARN VACATION TIME.

803.17 EMERITUS TITLE: The Board may confer, at its discretion, the title of "emeritus" on any retired and tenured professor, associate professor, or assistant professor, or Board-approved non-tenure track faculty of equivalent rank, who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System. Also, the Board may confer, at its discretion, the title of "emeritus" on any Board-approved retired administrative officer who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System. This title may be conferred by the Board upon the recommendation of the president of the institution in which the employee has served, and upon the recommendation of the Chancellor and the Committee on Education. (BR Minutes, 1954-55, p. 63; 1982-83, p. 60; 1987-88, p. 162)
804 CLASSIFIED PERSONNEL POLICIES

All employees of the University System, except faculty and students, are subject to, and governed by the provisions of the CLASSIFIED PERSONNEL POLICY FOR THE UNIVERSITY SYSTEM OF GEORGIA* as adopted by the Board of Regents on September 16, 1970, and as subsequently amended. (Minutes, 1977-78, p. 182; Minutes, 1985-86, pp. 131-133**)

* BOARD OF REGENTS' BUSINESS PROCEDURES MANUAL, VOL. 3
** BOARD OF REGENTS' BUSINESS PROCEDURES MANUAL, SECTION II, VOL. 3A
FLOYD COLLEGE POLICIES AND PROCEDURES MANUAL

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