

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

# FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

November 9, 1983

## MEMORANDUM

TO: Statutes and Faculty Affairs Committee  
FROM: James F. Cook, Chairman *J. F. C.*  
SUBJECT: Review of FJC's Statutes

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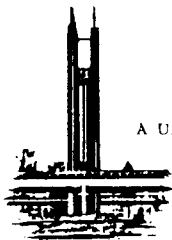
On November 22, President McCorkle and I will be meeting with Henry Neal once again to discuss our Statutes. Apparently Mr. Neal has found something in the FJC Statutes that conflicts with the Policy Manual of the Board of Regents. It would help me immensely in preparing for this meeting if you would review the following portion of the Manual to determine if there is any conflict with our Statutes. If you find anything at all that needs to be changed, please let me know by Friday, November 18.

Thanks for your help.

James F. Cook, Section 100, Authorization  
Sheila McCoy, Section 200, Organization  
JoAnne Starnes, Section 300, Academic Affairs  
Harold Boyd, Section 400, Student Affairs  
Carl Abner, Section 500, Public Service  
Elsie Washington, Section 600, Research  
Walter Browder, Section 700, Finance & Business  
James D. McKeel, Section 800 Personnel  
John McPhearson, Section 900, Facilities  
Maura Sablay, Section 1000, Information & Publications  
Ruth Corlew, Section 1900, Miscellaneous

*I have examined the pages in Section 300 and find no conflicts with our Statutes. In fact our Statutes does not address <sup>most of</sup> the procedures discussed in Section 300.*

*J. Starnes*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

## FLOYD JUNIOR COLLEGE

P. O. BOX 1864  
ROME, GEORGIA 30161

January 6, 1984

### MEMORANDUM

TO: Statutes and Faculty Affairs Committee  
FROM: James Cook *J. F. C.*  
SUBJECT: Statutes

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The age of miracles is not over. Dr. McCorkle informed me that Henry Neal had approved our Statutes and had sent them to the Board of Regents. Can you believe it? After fourteen years, this obstacle has been surmounted. If all goes well, the Regents will approve our Statutes at their next meeting. Who knows? Perhaps a second miracle will occur.

cc: Carl Abner  
✓ Harold Boyd  
Walter Browder  
Ruth Corlew  
Sheila McCoy  
James McKeel  
John McPhearson  
Maura Sablay  
JoAnne Starnes  
Elsie Washington

RECEIVED

JAN 6 1984

STAPLES

Mr. Harold Boyd

September 3, 1993

TO: Faculty

FROM: Statutes and Faculty Affairs Committee

J.C

SUBJECT: Statutes of Floyd College

The Statutes and Faculty Affairs Committee proposes the following change in the Statutes of Floyd College:

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.

September 3, 1993

TO: Faculty

FROM: Statutes and Faculty Affairs Committee

J. C.

SUBJECT: Personnel Policies

The Statutes and Faculty Affairs Committee proposes the following change in Salary Payments in Personnel Policies page 3:

Nine-month faculty may choose to be paid either one-ninth of their nine-month contract on a monthly basis for months September through May, or one-twelfth of their nine-month contract on a monthly basis for months September through May and three-twelfths at the end of each contract year.

7.1.9

## PROCEDURE FOR EVALUATING AND RECOMMENDING FACULTY MEMBERS FOR TENURE AND PROMOTION

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The purpose of these procedures is to establish a fair and efficient system to evaluate faculty, to provide recommendations for tenure and promotion, and to establish a system to provide constructive counsel to faculty.

The following procedures are designed to implement and are subject to the regulations of the Board of Regents of the University System of Georgia:

### I. Criteria for Tenure and Promotion

#### A. General Criteria for Tenure and Promotion

A candidate shall be evaluated for tenure and promotion according to the following three criteria (of course, along with the length of service and staffing needs of the College as outlined below). No other criteria, limitations constraints, or considerations shall be involved. All evaluations shall be made without regard to sex, race, religion, creed, national origin, or personal matters unrelated to the following criteria.

1. Teaching is understood to include any faculty activity within the formal academic program of the College of which the aim is the communication of knowledge, the fostering of intellectual skills, and the promotion of human development.

Teaching is the primary responsibility of the faculty member at a junior college; so success in teaching shall be the most important consideration in evaluating a candidate. Without successful teaching, no other considerations will be enough to warrant tenure.

The assessment of success in teaching must entail more than the accumulation of statistics; indication of it must depend upon the good judgment of the evaluators using such evidence as is appropriate and reliable. Such evidence must include peer evaluations, which shall be considered of primary importance, and student evaluations. Such evidence may include recommendations from former students, student papers and other works supervised by a candidate, teaching materials, and indications of enrichment of the academic program.

In addition to teaching, three other matters are important to any evaluation.

2. Professional Growth implies that the faculty member continues to develop his or her knowledge and skills and contributes them to the College and possibly the profession as a whole.

Evidence of professional growth may include publications (especially those which have had to pass through a process of review), research grants, responsible positions in professional and scholarly organizations, lectures, exhibitions, performances, consultantships with high schools, development of new courses, and additional education or a shift in educational emphasis in order to meet the program needs of the College. Work toward a terminal degree shall also be considered, though such a consideration shall not be construed so as to prejudice those candidates who began their teaching with such terminal degrees.

3. College Service and Governance are the means by which the faculty member shares in sustaining the College as an educational community. Every faculty member is expected to contribute time and energy to this task at the departmental/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. Evidence of a candidate's contributions in this area could include written evaluation by others describing the nature and quality of the contributions.
4. The Masters degree is a prerequisite to tenure and/or promotion. Other degrees shall be considered as provided in Section I, B, immediately below.

B. Specific Levels of Achievement for Tenure and Promotion

Minimum Requirements for:

1. Promotion to Assistant Professor are:
  - a. The Masters degree
  - b. Good teaching and good performances in both professional growth and College service and governance.
2. Tenure are:
  - a. The Masters degree
  - b. Very good teaching and good performance in both professional growth and College service and governance.
3. Promotion to associate professor are:
  - a. The appropriate terminal degree and/or significant achievement in teaching, professional development, and service and governance.
  - b. Excellence in teaching and very good performance in professional growth and College service and governance.

4. Promotion to professor are:

- a. The appropriate terminal degree.
- b. A sustained record of excellence as a teacher.
- c. Widespread recognition in one's field for the consistently high quality of one's professional growth.
- d. A record of significant and continuing contributions to College service and governance.

II. Eligibility for Tenure and Promotion

A. Regents' Policy on Tenure

1. 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.
2. Only Assistant Professors, Associate Professors, and Professors who are normally employed fulltime (as defined by Regents' policies) by an institution are eligible for tenure. Faculty members with adjunct appointments and aliens shall not acquire tenure.

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.

3. 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 of a 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 at other institutions or for full-time service at the rank of Instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the same time of the initial appointment at the rank of Assistant Professor or higher.
4. 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.

Aliens are excepted from this maximum time regulation, but an alien who would otherwise have become eligible for tenure had he/she been a citizen may be awarded tenure upon attainment of citizenship.

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

#### B. Scope

Anyone with faculty rank who is eligible for tenure will be evaluated by the procedure detailed in Sections III and IV. For purposes of promotion only full-time employees who teach one-third time or more will be reviewed by the Tenure and Promotion Screening Committee. Such a review may also be initiated by any adjunct faculty member.

### III. General Process

- A. The candidate shall be reviewed automatically according to the Schedule of Years provided in Section IV. and according to the procedure specified in Section IV. The Dean will forward all pertinent material and all recommendations along with his or her own recommendation to the President
- B. The Dean or President may confer with designated representatives of the department or divisional committees or of the Tenure Committee at any point in the process of submitting a recommendation and shall have access to all material.

- C. In every case of recommending for tenure and/or promotion, the President shall inform the recommending committees and the candidate, in writing, of the recommendation that he or she is making to the Board of Regents.
- D. A candidate who has received written notice from the President that he or she has not been recommended for tenure may, within one week of the receipt of this notice, submit a written request to be informed of the reasons for the President's decision. The President is strongly urged to advise the candidate of the specific reasons, when such advice does not constitute a breach of policies of the Board of Regents or a violation of orders issued to system presidents by the Office of the Chancellor.
- E. The President shall send his or her recommendation and all pertinent material concerning tenure and/or promotion to the Board of Regents of the University System of Georgia for final action. Only positive recommendations are forwarded by the President to the Board of Regents.
- F. A candidate may voluntarily withdraw his or her name from consideration for tenure during the final year in which a decision must be made with the understanding that such withdrawal equals not receiving tenure.
- G. Upon approval of the award of tenure and/or promotion to an individual by the Board of Regents, that individual shall be notified in writing by the President.
- H. An annual report shall be made to the President by each unit of the institution on the status of its faculty. Numbers of tenured and non-tenured faculty, by rank, shall be furnished. Individuals who have been retained in a full-time faculty status at the institution for a period in excess of seven years without the award of tenure shall be identified by name and justification for such retention given. These reports shall be available for public inspection.

#### IV. Specific Procedures

- A. Composition and Duties of Department and Divisional Committees
  - 1. The department or division shall establish procedures to evaluate its own faculty and make recommendations for tenure and promotion. Such procedures shall include an evaluation committee elected by the department or division. The evaluation committee shall consist of the department or division chairperson and two or more committee members elected by the department or division faculty other than the candidate. (In the event that the department or division chairperson declines to serve on such a committee, the department or division shall elect a substitute member

from its faculty or if a division or department has too few members to fulfill the above requirement, it may reduce the size of the evaluation committee to two members).

2. This committee shall, on a regular schedule (as provided in Section IV, D, or with greater frequency), gather all material directly applicable to the criteria, evaluate the material, and forward pertinent material and its recommendation to the "Tenure Committee."
3. In obtaining information the committee shall gather evidence suggested above under the four criteria in Section I, A, plus any other evidence which it deems proper to establish fulfillment of the criteria. This shall be considered relevant material throughout the evaluation process.
4. Any candidate may submit materials in support of his or her case so long as these materials are addressed to the established criteria for promotion and tenure. Normally these materials shall be submitted at the departmental or divisional level, but they may be supplemented at any stage. They shall be considered relevant material throughout the evaluation process.
5. The department or division committee shall in its deliberations consider previous evaluations of the candidate and especially the recommendations prepared by the "Tenure Committee."
6. The committee's recommendation shall provide a composite general evaluation or, if necessary, general majority and minority positions. Individual members may, in addition, submit individual written evaluations. All evaluations, general and individual, shall be shown to all members of the committee before being given to the "Tenure and Promotion Screening Committee."
7. The department or divisional recommendation shall be considered relevant material throughout the evaluation process.
8. The department or division chairperson's participation in the deliberations of the evaluation committee does not absolve him of the responsibility to make a recommendation to the appropriate institutional officers concerning tenure and promotion of faculty members. Nor is the department or division chairperson bound, by virtue of his or her participation, by the decision of the evaluation committee in his or her own recommendation.
9. The candidate shall be informed by the departmental person responsible for submitting recommendations of all the kinds of material submitted. Most of these will be routinely

given to the candidate in order that he or she may benefit from them. The candidate shall, however, before letters of recommendation are gathered, be asked to waive his or her right to see these if the committee feels such a step is necessary to an efficacious and full evaluation. If a candidate refuses to waive his or her right to access, he or she will have to bear the consequences of possibly inadequate material. The committee's deliberations shall be private.

B. Composition and Duties of the Tenure and Promotion Screening Committee

1. The Tenure and Promotion Screening Committee shall be composed of five members elected for two year terms by the general full-time, teaching faculty from the tenured, full-time teaching faculty, excluding department or division chairpersons. No more than two members of a department and/or division shall serve on the Tenure Committee at one time. The initial Tenure Committee shall be established by faculty election of three members for two-year terms and two members for one-year terms. The Committee shall elect a chairperson from among its members. The term of office for chairperson shall be one year.
2. This Committee shall, on a regular schedule (as provided in Section IV. D), gather all material directly applicable to the criteria, evaluate the material, and forward pertinent material and recommendations to the Dean, the appropriate department and division chairperson, and through the chairperson to the candidate.
3. The Committee at its discretion in order to obtain material not provided by the department or division may invite persons, including the candidate, to provide such information orally or in writing. This shall be considered relevant material throughout the evaluation process. Assessment of the candidate's professional growth may include evaluations so solicited from qualified individuals outside the College determined by the committee in consultation with the candidate and the department or division committee. These evaluations shall be considered relevant material throughout the evaluation process.
4. The department or division chairperson of each member under consideration for promotion or tenure shall be invited to attend at least one meeting of the Tenure and Promotion Screening Committee to offer additional information or to clarify information about the candidate.
5. The Committee shall in its deliberations always consider past evaluations of the candidate.

6. The Committee shall certify in writing to the Dean that every member has carefully considered all the materials submitted.
7. In considering a candidate, the Committee shall take into account a department's or division's particular professional standards as well as the approved program and staffing needs of the department or division and the College. Most importantly, however, the committee shall strive to assure that the criteria for promotion and tenure are applied uniformly and fairly throughout the College.
8. The Committee's recommendations shall provide a composite general evaluation or, if necessary, general majority and minority positions. Individual members may, in addition, submit individual written evaluations. All evaluations, general and individual, shall be shown to all members of the Committee before being given to the candidate, Dean, or department or division chairperson.
9. The Committee shall provide the candidate with an evaluation of his strengths and weaknesses.
10. The candidate shall be informed by the chairperson of the Committee of the kinds of any material submitted or gathered in addition to that provided by the department or division committee. The candidate shall, however, before letters of recommendation are gathered, be asked to waive his or her right to see these if the committee feels such a step is necessary to an efficacious and full evaluation. If the candidate refuses to waive his or her right to access, he or she will have to bear the consequences of possibly inadequate material. The Committee's deliberations shall be private.
11. If for any legitimate reason a candidate for review finds the Committee's initial Recommendation seriously deficient, the candidate has the right of appeal. The appeal process will operate as follows:
  - a. The candidate will appeal to the "Tenure" Committee within two weeks of receipt of the "Tenure" Committee's Recommendation or of his or her meeting with the Committee or its chairperson. This appeal will include the nature of his or her objections supplying documents or other information as needed.
  - b. The Committee will then review its initial decision in light of the candidate's objections and any material evidence presented or discovered. It may wish to involve the appropriate department or division chairperson.

- c. Following a careful review, the Committee will within three weeks of the receipt of the candidate's appeal compose a written response to it. This response will either be an appendix to the original Recommendation or a new Recommendation, depending on the Committee's findings. When either of these steps has been taken, the Committee's Recommendation will be considered final and will be considered relevant material throughout the evaluation process.
  - d. The candidate will, however, have the opportunity to append his own written response to the Committee's final Recommendation. If he so chooses, his response will be considered relevant material throughout the evaluation process.
12. The chairperson of the Tenure Committee shall present the findings of the Committee to the Dean and shall attend at least one meeting of the Executive Committee at which these findings are discussed.

#### C. The Counseling Procedure

The Recommendations of the "Tenure" Committee shall (according to the Schedule, Section IV.D) be given to the candidate by the appropriate department or division chairperson within five working days after they are received by the chairperson. The Chairperson shall discuss the recommendation with the candidate, and must inform the candidate if there is a significant difference of opinion between the Tenure Committee and the department or division committee. The candidate shall then within five working days of the presentation of the recommendations be given at his/her request an opportunity to discuss the recommendations with the chairperson or full membership of the Tenure Committee.

#### D. Schedule of Years

The department or division committees, the "Tenure and Promotion Screening" Committee, and the Counseling Procedure shall, in keeping with their functions, gather the appropriate material, judge the material, make recommendations, and consult with the candidate according to the following schedule, except for the variations provided in Section II. A above (e.g., earlier decisions for candidates with previous experience, possible five-year instead of seven-year decisions for assistant professors, and possible later decisions for candidates beginning as instructors).

1. First Year. At this time, an initial department or division review shall be conducted to gather background information and to ascertain in the most general terms the effectiveness and contributions of the candidate.

Recommendations will note general areas of strength and general areas where improvement is needed. At this stage the several levels of evaluators should recognize that the candidate may well be teaching for the first time and will certainly only have begun to become acclimated to the College.

2. Third Year. At this time, the first major evaluations will be conducted by the departments/divisions and the "Tenure" Committee. The Tenure Committee's Recommendations will set out in detail areas of strength and areas where improvement is needed. Future decisions will, in part, be based on comparison against these recommendations. At this stage the candidate should have begun to demonstrate his or her teaching, professional development, and service to the College.
3. Fifth Year. At this time, for those candidates who began at the assistant professorial level, the second major department/divisional evaluation before tenure (and possibly promotion) will be conducted. Evaluations will include consideration of improvements generated by previous reports. At this stage the candidate should have clearly demonstrated his or her strengths and weaknesses in regard to teaching, professional development, and service to the College.
4. Sixth Year. At this time, for those candidates who began at the assistant professorial level, the final review by the "Tenure" Committee will be conducted and the Recommendation for or against tenure (and possible promotion) will be made. The Tenure Committee's Recommendation for Tenure and Promotion shall give full reasons for its decision.
5. Promotion

Promotion from any rank shall be considered at any time by the "Tenure and Promotion Screening" Committee upon the request of a candidate, a department or division, a chairperson, or on the Committee's own initiative. The Committee will consider promotion from assistant professor to associate professor when a final tenure decision is made.

## V. Special Considerations

### A. Quotas

Equity and institutional morale demand that all or almost all of the burden of satisfying the desired tenure ratio should not be placed upon the probationary faculty. Foreclosing promotion to a tenured position

because of a numerical quota is unacceptable. Stricter standards for the awarding of tenure can be developed over the years, with a consequent decrease in the probability of achieving tenure. But it is essential to distinguish a deliberate change in standards, retaining a positive probability of an individual's achieving tenure pursuant to well-defined criteria and adequate procedures for evaluation and review, from a situation in which the granting of tenure, for reasons unrelated to the individual's merits, is never a realistic possibility.

#### B. Early Negative Decisions

If after the Third Year Recommendations of the "Tenure" Committee, the President feels that the candidate has absolutely no chance for tenure either because of the nature of staffing needs or because of irremediable weaknesses, the President may inform the candidate in writing of this fact.

#### C. Tenure Track

If it is not the College's intention that a newly hired teacher shall be considered for tenure, the teacher must be informed of this non-tenure track status in writing by the President at the time of hiring. Such letter would include the maximum length of employment possible. It would, however, be to the advantage of both College and teacher, if he or she were evaluated by the department or division and the Tenure Committee.

#### D. Conflicts of Interest

If at any level of the evaluation process there are actual or potential conflicts of interest between an evaluator and a candidate, the evaluator shall remove himself or herself from the process. If this does not occur voluntarily, the candidate may ask the responsible chairperson to remove the evaluator, or a chairperson may take such action independently. In the event of a conflict of interest with a chairperson (or with any higher level of authority), the next highest level of authority shall intervene upon request of the candidate or independently.

#### E. Options for Present Faculty

Faculty members who are serving at Floyd Junior College when these procedures are adopted may choose to be governed by them or by the present procedures by stating their preference in writing to the chairperson of the "Tenure and Promotion Screening" Committee within one month after implementation. Faculty members not choosing to be governed by these new procedures may still be evaluated by whatever procedure the appropriate department or division establishes. Faculty members hired after the adoption of these procedures shall be governed by them.

## **VI. Appeals**

- A. The Statutes and Faculty Affairs Committee shall be given final appeals jurisdiction involving questions of due process of any point in these procedures. In this case, the Committee will recommend a course of action to the President.**
- B. If the faculty member decides to appeal a decision of the President to the Board of Regents, the application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days, following the decision of the President. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.**

*Handbook*

~~A MODEL FACULTY~~  
GRIEVANCE PROCEDURE 3

I. Purpose

The purpose of this procedure is to provide a means to hear the complaints of any faculty member who has exhausted all other normal channels, but who has not received satisfaction.

II. Jurisdiction

The Committee shall have jurisdiction to consider all faculty grievances except cases concerning termination and except cases concerning salary, promotion, tenure and nonrenewal unless it is reasonably alleged that the salary, promotion, tenure or nonrenewal decision was tainted by discrimination on the basis of race, national origin, sex, religion, handicap or age. For decisions concerning salary, promotion, tenure and nonrenewal for which no discrimination is reasonably alleged, the next level of review following the President's decision is the Board of Regents, according to the provisions of Article IX of the Bylaws of the Board of Regents. In cases of termination of tenured faculty or nontenured faculty during their contract term, the exclusive procedure is set forth in Article VI of the Bylaws of the Board of Regents.

III. The Faculty Grievance Committee

1. The Committee should be composed of at least three (3) members either elected by the appropriate faculty body or selected in another fair manner. The Chairperson should be elected by the appropriate legislative body of the faculty as set forth in the attached document entitled Faculty Grievance Committee.
2. A Committee member should remove himself from any case, either at the request of a party or on his own initiative, if he deems himself biased or not disinterested. Otherwise, the Chairperson may remove a member of the Committee for cause at the request of either party.

IV. Procedures for Requesting a Hearing

1. The complainant, within thirty (30) days after becoming aware of the alleged act, shall file a written request for a hearing with the Committee Chairperson, including the following information:
  - (a) date, time and place
  - (b) names of any witnesses
  - (c) the facts of the complaint

2. The Committee will meet within five (5) days after receiving the complaint to determine whether the complaint should be considered further (to determine whether the complaint is within its jurisdiction).
3. The Committee shall notify the parties concerned of its decision within ten (10) days after receiving the complaint, including the time and place of the hearing if one is granted. The Committee shall give at least ten (10) days' notice of the hearing.

#### V. Complaint Procedure

1. The Committee hearing will be conducted in private.
2. During the proceedings, the parties concerned will be permitted to have a nonparticipating advisor of his or her choice.
3. A tape recording, transcript or written summary of the proceedings shall be kept and made available to the parties concerned, if requested, at reasonable cost.
4. The parties concerned shall be afforded an opportunity to obtain and present witnesses and documentary or other evidence.
5. The parties concerned have the right to cross-examine all witnesses. Where the witness cannot appear because of illness or other cause acceptable to the Committee, the sworn statement (affidavit) of the witness may be introduced into the record. In such event the opposite party shall have the right to file counter-affidavits within three (3) days following the completion of the hearing.
6. An oath or affirmation shall be administered to all witnesses by a notary public.
7. The Committee will not be bound by strict rules of legal evidence. The Committee may receive any evidence of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to the admissibility of evidence or other legal matters will be decided by the Chairperson or presiding officer.
8. The decision of the Committee will be based on the evidence introduced at the hearing and shall be made within ten (10) days after the date of the hearing or within ten (10) days after receipt of the transcript of the hearing if one is deemed necessary before a decision is rendered. The Committee will report its decision to the President. If the President does not approve the report, he/she should state his/her reasons in writing to the Committee for response before making a final decision.

9. Public statements and publicity about the complaint should be avoided.
10. In making his decision, the President will not be bound by recommendations of the Committee. The President, shall, within ten (10) days after receipt of written notification of the recommendations of the Committee, advise the employee and other parties concerned in writing of his/her decision or he may refer it back to the Committee for further response and recommendation before rendering his/her final decision.
11. After complying with the foregoing procedures, the President shall send an official letter to the employee notifying him/her of his/her decision. Such letter shall be delivered by hand or certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and address where delivered.
12. The employee shall also be advised in writing of his/her right to apply to the Board of Regents for review of the President's final decision in accordance with the provisions of Article IX of the Bylaws of the Board of Regents.
13. The complainant shall not be harassed or penalized for proper utilization of the complaint procedures.

Handbook

## FACULTY GRIEVANCE COMMITTEE

### I. Preamble

The University System Model Faculty Grievance Procedures suggested that the Grievance Committee be composed of at least three members either elected by the appropriate faculty body or selected in another fair manner. It was further suggested that the Committee elect a Chairperson from their number and that the selection and composition of the Grievance Committee and its operating procedures, should be developed by the Faculty Senate or the highest legislative body of the Faculty subject to the approval of the President.

The following are more specific suggestions concerning the selection and composition of the Grievance Committee for the guidance of the Faculty and Administration. Of course, circumstances differ, and these suggestions may not be adaptable to every campus; however, experience has shown that these procedures will insure an impartial Committee that is fair to all parties.

### II. Chairman\*

There should be a Chairman of the Faculty Grievance Committee and at least one alternate Chairman, both of whom should be elected annually by the Faculty Senate or the highest legislative body of the Faculty at its first meeting of the academic year, for a two (2) year term. The Chairman and alternate(s) should be briefed thoroughly on the conduct of the grievance mechanism by college counsel or the Affirmative Action Officer of the College or the University System.

\*The word "Chairman" shall be construed to mean the person who chairs the Committee, whether male or female.

### III. Duties of the Chairman

The Chariman should be responsible for the conduct of the grievance mechanism; his duties include:

- A. Assuring that all parties are familiar with the Grievance Procedures.
- B. Receiving the grievance and determining whether it is one which falls within the jurisdiction of the Committee.
- C. Drawing, (at random), a panel (9 or 11 Members as the Chairman may determine necessary to hear the grievance) of potential Committee Members from the faculty having at least one year's service at the institution.
- D. Notifying the parties of his decision on the question of jurisdiction and of the time and place of hearing if one is granted.
- E. Distributing the complaint (grievance) to Members of the Committee selected in the manner set forth below.
- F. Convening the hearing after proper notice (at least three days), conducting the hearing, ruling on motions of the parties and presiding during the deliberations of the Committee.
- G. Assuring that a tape recording or transcript of the proceedings is made available to each party upon request and at cost; and that the Findings of the Committee are transmitted to the parties within ten (10) days after the hearing.
- H. Forwarding a copy of the Findings of the Committee and its Confidential Recommendations, based upon the Findings,

to the President only for his information, review and final decision.

IV. Grievance Committee Panel

The members of the Committee should be selected by the parties from a panel of either nine (9) or eleven (11) potential members selected by the Chairman at random from a list of eligible faculty members. The Chairman should determine the size of the panel based upon the nature of the grievance. The panel selection process should be by lot or through random generation by a computer. A new panel should be selected as aforesaid by the Chairman for each grievance.

V. Composition of the Grievance Committee

- A. The Committee should consist of either three (3) or five (5) voting Members as determined by the Chairman, with the size of the panel to be determined accordingly. The Chairman should not vote. The only qualification for the Members or the Chairman and alternate Chairman should be faculty membership (as defined by the Bylaws of the Board of Regents) for at least one (1) year.
- B. Once a panel is selected, each party should be permitted to strike the names of three (3) Members from the panel. The parties shall alternate in exercising the strike, beginning with the grievant, until the specified number of Members (three or five, as initially determined by the Chairman when the panel is drawn) are left.

# VI. Challenges for Cause

A party may present a motion, at least three days prior to the hearing, to the Chairman to remove any remaining Member for reasonable cause. If the Chairman grants such motion, he should fill the vacancy so created by random selection of another Member. The Member chosen to fill the vacancy may likewise be removed for reasonable cause. The Chairman may, on his own motion, remove any Member for reasonable cause.

*Howland*

CONDUCT OF A FACULTY  
GRIEVANCE HEARING

Conducting an effective hearing does not require any knowledge of court procedures or formal rules of legal evidence. In fact, an informal hearing held in an orderly manner will be conducive to a full development of the facts and issues. However, there are some basic procedural guidelines which the Committee Chairman should follow to insure that the hearing is fair and impartial and meets the requirements of due process.

First, the Chairman should read the following statement (or one similar to it), completing the blanks appropriately:

"My name is \_\_\_\_\_. I have been (appointed/elected) by \_\_\_\_\_ to serve as Chairman of this Committee to hear the (grievance) (complaint) (charges against) (appeal of) \_\_\_\_\_ (Name) \_\_\_\_\_ (Position) \_\_\_\_\_ at this institution. Other members of this Committee are \_\_\_\_\_ and \_\_\_\_\_.

"This hearing is being held pursuant to Section \_\_\_\_\_ of the Statutes of this institution. It is the function of this Committee to hear and review all pertinent facts of this case, giving both parties the opportunity to present their respective side of the issues involved. It is not contemplated that any decision will be made today. Rather, the Committee will review the record of this hearing and submit its written recommendation to the President after receiving and reviewing the transcript of the hearing.

"Mr./Ms. \_\_\_\_\_ (Name of employee), I understand that you are being assisted in this hearing today by \_\_\_\_\_. While you may consult with your advisor, he/she will not be authorized to actively participate in these procedures.

"The hearing will be an informal one. Each party will be allowed to present affidavits and the testimony of such witnesses as they may desire. Formal rules for the introduction of evidence will not apply. I will authorize the introduction of any evidence into the record which may be of probative value to the Committee in determining the issues involved. The Committee's findings will be based entirely on the hearing record.

"Mr./Ms. \_\_\_\_\_ (Name of employee), the burden of proof is on you to sustain your allegations by appropriate evidence and Mr./Ms. \_\_\_\_\_ (Name of administration representative) will have the opportunity to respond. We have allocated \_\_\_\_\_ hours to each side. Please observe the time limitations.

"All persons who expect to testify will please stand and be sworn at this time. (Notary Public administers oath to all witnesses simultaneously, including the parties if they expect to testify. All witnesses [except the parties] should leave the room at this time until called to testify.) I will ask Mr./Ms. \_\_\_\_\_ to keep time for us.

"Mr./Ms. \_\_\_\_\_ (Name of employee), you may proceed."

Next, the employee may present a brief (5-10 minutes) opening statement if he/she desires. Thereafter, the employee should proceed to present evidence in support of his/her side of the case. Any evidence which will assist the Committee in reaching a decision should be admitted into the record. However, the Chairman may exercise discretion and exclude any evidence which is not pertinent to the issues involved.

The hearing should be conducted in private without advance public statements or publicity. Each party may bring to the hearing a nonparticipating advisor of his/her choice and not more than three other persons (not witnesses) to act as observers, if desired.

The parties have the right to be present during the entire hearing, including the examination of all witnesses. They may question their own witnesses and cross-examine opposing witnesses. When a witness cannot appear because of illness or other cause acceptable to the Committee, the sworn statement (affidavit) of the witness may be introduced into the record and served on the opposite party who should be allowed additional time, not to exceed three (3) days, following the completion of the hearing to file counter-affidavits.

The employee may question his/her witnesses or ask that the witnesses be permitted to make a narrative statement. At the conclusion of the employee's questioning, the administration representative should be given an opportunity to question (cross-examine) the employee's witness. Questions by Committee members should be reserved until both parties have completed questioning the witness. Further, time should be charged only against the party asking the questions. Time used by the Committee members in questioning witnesses should not be charged against either party.

The scope of questions asked by appropriate persons should not be limited by the Chairman unless it appears that the questions are wholly irrelevant to the purpose of the hearing or the questions are asked solely to embarrass, harass, or intimidate the witness.

The Chairman should attempt to keep the evidence confined to issues. Parties should not be allowed to focus undue attention on collateral or inconsequential matters. Further, repetitive or cumulative evidence may be excluded to reduce the length of the hearing.

At the conclusion of the employee's case, the administration representative may respond. The respondent (administration representative) should be allowed to make a brief (5-10 minutes) opening statement. The respondent then may call such witnesses as desired. After each witness has testified the Chairman should ask the employee if he/she wishes to question the witness. The Chairman should not assume that the employee knows that he/she has this right.

Since the hearing is an informal one, the Chairman may allow informal exchanges and comments between parties or among Committee members and participants. The Chairman may require that the hearing be conducted on a more formal basis when he/she believes this approach will be more conducive to an orderly hearing. However, the Chairman should maintain control of the hearing at all times and not allow either party to interfere with the orderly presentation of the other's case. Personal abuse, harassment or obscene language is always out-of-order.

Documentary (written) evidence introduced by the Committee or by either party should be marked for identification by the person making a record of the hearing. Generally, Committee evidence, (Request for Hearing, Notice of the Hearing, etc.) should be marked C-1, C-2, etc.; employee evidence, marked E-1, E-2, etc.; and respondent's evidence marked R-1, R-2, etc. The party offering the evidence should first show it to the opposing party for review and then to the Committee Chairman for approval before being admitted in evidence. The opposing party may object to the introduction of any document, stating his/her reasons therefor. It is then the responsibility of the Chairman to decide whether the document should be admitted into evidence. Relevance and reliability are key considerations.

The party introducing written evidence should identify the evidence for the record (unless the opposite party agrees to its authenticity), preferably by calling a witness with firsthand knowledge of the document. However, since the legal rules of evidence do not apply, it will be sufficient if the party simply describes the documents, its source and what its introduction is intended to prove. The Chairman should announce that the document is admitted into the record if that is his/her decision.

Normally, the party with the burden of proof (the employee) has the right to open and close the final arguments in a hearing. The employee should be granted no more than a total of ten minutes for closing argument. He/she should be advised that part of his/her time may be reserved for rebutting the closing argument of the administrative representative, who should be allowed equal time for final argument.

If neither party wishes to submit additional documentary evidence after the hearing is concluded, the Chairman should announce that the record is closed. If either party asks to present additional evidence, additional time not to exceed three (3) days may be granted, with the other party granted an additional three (3) days to rebut the evidence. The Chairman should announce the record is closed, and thereafter no further evidence should be received. Copies of evidence presented should be sent by the party presenting it to the opposite party.

#### AFTER THE HEARING

Immediately after the conclusion of the hearing, the Committee members should meet privately to discuss their initial reaction to the case and the evidence while it is fresh on their minds. As soon as the record (transcript, tape, etc.) of the hearing is available, each Committee member should carefully review it before reaching a decision. The Committee should then meet again, discuss the case and reach its decision, which is then put in writing and signed. It does not have to be unanimous and a minority report may be filed.

1. Findings of Fact: A brief summary of the facts as determined by the Hearing Committee from the evidence presented at the hearing, including a statement as to the nature of the case (e.g., salary dispute alleging race). State findings of fact on each major issue raised by the parties.
2. Violations: A general statement of Regents' Policies or institution rules and regulations violated, if any, and/or the stated reasons for the action.
3. Recommendation: A statement specifying the action the Committee recommends. (Note: The Committee should keep its purpose in mind and limit the scope of its recommendations to the case before it.)

To reduce the length of the decision without sacrificing clarity, the Committee report should include only such factual recitals as necessary to present and decide the issues.

The Committee Chairman should send the Committee's report to the President with a cover letter. The President should review the hearing record, including the documentary evidence introduced, and decide the case. Within ten (10) days after receiving the Committee's written report, the President should make his/her decision and advise the employee and other parties concerned, in writing, of that decision. However, the President may refer the matter back to the Committee for further hearing, review and recommendation before rendering his/her final decision.

In such a case, the Committee, and the President in turn, will follow procedures similar to those detailed above.

The President's final decision should be sent to the employee by official letter to be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. (Direct delivery by institution representative is permissible.) The letter should include a statement advising the employee of his/her right to apply to the Board of Regents for review of the President's final decision in accordance with the provisions of Article IX of the Bylaws of the Board of Regents (or to appeal in accordance with the institution's administrative procedures). A copy of Article IX of Regents' Bylaws (or other appeal provision) should be enclosed.

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

(3) Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in his or her 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.

#### (c) Removal of Faculty Members

The President of an institution may at any time remove any faculty member or other employee of the institution for cause, in accordance with procedural due process requirements, by giving written notice, by certified mail, to be delivered to addressee only with receipt to show to whom and when delivered, and address where delivered, clearly stating the charges against the person to be removed, and notifying such person that he may file an appeal in writing within ten days after the date of the receipt of such notice and charges to the Board of Regents for a fair hearing before said Board or a committee of the Board, within forty-five days from the date of filing such an appeal. Said employee shall be suspended from employment without pay from the date of receipt of such notice and charges. Should said employee be reinstated by action of the Board of Regents, he shall be compensated from the date of the suspension. The action of the Board shall be final.

Suggested  
language  
for Art.  
III Sec H  
2a.

#### SECTION 6. INSTITUTIONAL REGULATIONS FOR REMOVAL OF FACULTY MEMBERS

(a) Grounds or "cause" for dismissal may include, but shall not be limited to, the following conduct unbecoming a faculty member:

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

(2) Evidence of incompetency, gross inefficiency, demonstrated lack of professional growth and development, or default of academic integrity in teaching, research, or scholarship.

(3) Intentional or habitual neglect of duty.

(4) Obstruction or disruption of teaching or any other institutional function.

(5) Use, possession, sale, or distribution of illegal drugs. Teaching under the influence of alcohol or illegal drugs or any other use of alcohol or illegal drugs which interferes with the faculty member's performance of duty or his responsibilities to the institution or to his profession.

(6) Immoral or obscene conduct.

(7) Willful violation of Regents policies and published rules of the institution.

(8) 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.

(9) Failure to carry out assigned responsibilities toward students, department, colleagues, or institution.

(10) False swearing with respect to official documents filed with the institution.

(11) Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity.

(b) Dismissal of a faculty member with continuous tenure, or a non-tenured faculty member before the end of the specified term, should be preceded by:

(1) Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.

(2) Informal inquiry by an appropriate faculty committee which may, failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the President.

(3) A statement of charges, framed with reasonable particularity by the President or his designated representative. Whenever the word President or Administration is used in these procedures, it shall be construed also to mean the designated representative of the President, and the word he shall be deemed to include female members of the faculty.

## FACULTY HANDBOOK

### I. Faculty Grievance Procedures

#### A. Grievance Committee

##### 1. Committee Selection

This advisory committee to the President shall be elected annually in September. It shall consist of nine members chosen from among the tenured full-time faculty who are primarily engaged in teaching and do not serve as division chairmen. In electing the Committee each faculty member may vote for nine eligible persons. Subject to the restriction that no more than two persons from the same division may serve on the Committee, those nine receiving the most votes shall constitute the pool from which the five-member Appeals Committee shall be selected.

When the President receives a notification of appeal, he (or his designee) shall meet with the Dean and the faculty member. The President shall select by random drawing the names of five members from the Appeals Committee. The Dean and the faculty member may each strike up to two of those five drawn. Names of replacements for those stricken shall then be drawn by the President, and the right of each of the parties to strike again may be exercised. However, each party shall be limited to a total of two strikes throughout the entire procedure. This process shall obtain a five member hearing committee for the appeal. The five so selected shall convene at a time designated by the President (or his designee) and select one of their number to serve as chairman for the hearing. This shall be accomplished within three class days of the date that the President received the notification of appeal. The chairman shall then assume the responsibility of coordinating the hearing.

##### 2. Procedure

- a. An appeal regarding a tenure and/or promotion decision may be filed in accordance with the procedure outlined in the F.J.C. Statutes, Article III G 3 b.
- b. A complaint involving other matters such as academic freedom may be filed in writing in accordance with the procedures outlined in

the F.J.C. Statutes, Article III G 3 b.

- c. In the hearing of an appeal, questions related to procedural matters shall be decided by the Appeals Committee subject to the following stipulations:
- (1) A quorum of three will be required for all business of the Committee. However, attendance of all members at each meeting shall be considered of the highest priority. Only those Committee members who have been present for a majority of the time the Committee has been in session shall be eligible to cast a vote on the Committee's final recommendation.
  - (2) A tape recording and a transcript of the proceedings shall be kept and made available to the parties involved and members of the Appeals Committee.
  - (3) The Committee may adjourn to enable either party to investigate evidence more thoroughly.
  - (4) The parties involved shall be afforded a reasonable opportunity to present necessary witnesses and to offer evidence.
  - (5) The Committee will not be bound by strict rules of legal evidence and may admit any evidence which it deems to be of value in determining the issues involved.
  - (6) The parties involved will have the right to confront and cross-examine all witnesses. When a witness cannot or will not appear and the Committee determines that the interests of justice require the admission of his statement, the Committee will identify the witness, disclose his statement and, if possible, provide for interrogatories.
  - (7) The findings of fact and the recommendation of the Committee will be based solely on the hearing record.
  - (8) Public statements and publicity about the hearing should be avoided by all persons involved.

- (9) Hearings of the Committee shall be private.
  - (10) In the event that the Committee is unable to complete the hearing, it shall notify the President as to the reason and submit to him a report on the proceedings. Such an occurrence shall in no way prejudice future appeals of the faculty member.
- d. The Appeals Committee shall hear the appeal and prepare its report within three weeks of the time that a notification of appeal is submitted. Copies of its report shall be distributed to the President, the Dean, the faculty member involved, and that faculty member's immediate supervisor.
  - e. The President shall notify the Dean, the faculty member, and the faculty member's supervisor of his action concerning that faculty member's appeal.
  - f. The recommendation of the President to the Board of Regents may be appealed only by following procedures outlined in the Policies of the Board of Regents.

## B. Board of Review

### 1. Selection of Chairman

There shall be a Chairman for each Board of Review who, along with an Alternate Chairman, shall be elected annually by the Faculty from among the tenured faculty of the institution for a one (1) year term. Both shall be elected by the end of the first week of each fall quarter. The Chairman and Alternate shall not be elected from the faculty of any one department of the College. The Chairman and Alternate should be briefed thoroughly on the conduct of the grievance mechanism by University System counsel or the Affirmative Action Officer of the College or the University System. When more than one grievance is heard during the year, the Chairman and Alternate shall rotate, on an alternating basis, the duties of the Chairman.

### 2. Drawing of the Panel

All grievances shall be filed in writing with the Chairman within thirty (30) days after the faculty member becomes aware of the alleged act prompting the grievance. If the grievance is determined by the Chairman to be within the jurisdiction of the Board, he shall draw by lot a panel of eleven (11)

persons as potential members of the Board from a list of eligible faculty members, all of whom shall have at least one (1) academic year (nine months) of continuous service at the College. A new panel for each grievance shall be drawn by the Chairman in the presence of the Affirmative Action Officer of Floyd Junior College (or his designee) who shall certify to the President that the panel drawing process has been impartially executed.

3. Eligibility for Service on Board

With the exception of the President, all full-time faculty having at least one (1) academic year (nine months) of continuous service at the College are potential panel members of the Board of Review. Employees' names shall be removed from the pool if: (a) employment terminates, (b) an employee is a grievant; or (c) an employee is named or otherwise directly involved in the grievance.

4. Excusing of Panel Members

Panel members who are drawn as possible Board of Review members may be excused by the Chairman if he determines that: (1) there is a bona fide conflict of interest between the panel member(s) and either of the parties of the grievance; (2) the potential panel member is ill; or (3) service on the Board of Review should be excused for good cause shown. The Chairman shall draw a new panel member to replace each member excused.

5. Selection of Review Board Members

Each Review Board shall consist of the Chairman (non-voting) and five (5) voting members chosen from a panel of eleven (11) constituted as set forth above. Upon notification of the names of the panel members, each party shall in the presence of the Chairman strike the names of three (3) persons from the panel. The parties shall alternate in exercising their strikes, beginning with the grievant, until five (5) members remain. These five (5) members shall constitute the Board of Review. It is anticipated that this "striking" process will be completed within five (5) class days following the selection of the panel of the Chairman.

6. Removal of Review Board Members for Cause

A party may present a request in writing, at least three (3) class days in advance of any hearing, to the Chairman, to remove any member of the Board for reasonable cause. If the Chairman grants the request, he shall fill the vacancy thus created by random selection of another member, according to the process described above. The Chairman may on his own motion remove any member for reasonable cause stated. Any member chosen to fill a vacancy may likewise be removed for reasonable cause. Statements of removal for cause shall become part of the written proceedings of the hearing.

7. Notice to Parties and Review Board of Hearing

After the five (5) member Board of Review has been selected as aforesaid, written notice of the time and date set for the hearing shall be hand delivered or mailed to the parties, and to the members of the Board of Review, by the Chairman no less than five (5) nor more than ten (10) class days in advance of the date set for the hearing.

8. Duties of the Chairman

The Chairman of each Board shall not vote except in case of a tie but shall be responsible for the conduct of the hearing and implementation of the grievance procedures. His duties will include:

- a. Receiving the grievance and assuring within three (3) class days that:
  - (1) It has been filed as provided in Article III J 4 j.
  - (2) The Board determines that the grievance is one that can be properly heard and that the grievant, the opposing party, and the President are so notified in writing.
- b. Drawing at random, within ten (10) class days following receipt of a written grievance, a panel of eleven (11) persons as potential members of the Board of Review from the pool of the eligible faculty.
- c. Assuring that all parties are familiar with the grievance procedures.
- d. Notifying the grievant and the opposite party when a hearing panel of eleven (11) members has been drawn up and when each party should come before the Chairman and strike the names of three panelists.

- e. Distributing the complaint (grievance) to the members of the Board of Review, setting a date for the hearing after conferring with the Board members.
  - f. Convening the hearing after written notice (at least three (3) but no more than ten (10) class days in advance of the hearing) to the members of the Board of Review and the parties, conducting and presiding over the hearing, ruling on motions of the parties and assisting the Board of Review during its deliberations.
  - g. Assuring that a tape recording and transcript of the hearing is made and retained for use in the event an appeal is filed.
  - h. Forwarding a copy of the written findings of the Board of Review to the President and to the parties as set forth below.
9. Procedures for Requesting a Hearing
- a. The grievant, within thirty (30) class days after becoming aware of the alleged act causing the grievance shall file a written request for a hearing with the Chairman of the Board of Review stating the following:
    - (1) The facts of the complaint, including the date, time and place the act occurred and other pertinent facts.
    - (2) The names of possible witnesses.
    - (3) A description of the evidence which tends to support the complaint.
  - b. After receipt of the grievance and deliberation of the Board as described above, the Chairman will notify all parties and the President of the Board of Review's decision. Should the determination be that the grievance not be heard, the President may, nevertheless, direct that the grievance be heard by the Board of Review. The Chairman will then notify the Board of Review and the principals.
10. Hearing Procedure
- a. A quorum of three will be required for all business of the Board of Review. However, attendance of all

members at each meeting shall be considered of the highest priority. Only those Board of Review members who have been present for a majority of the time the Committee has been in session shall be eligible to cast a vote on the Committee's final report or confidential recommendations (if any).

- b. The hearing before the Board of Review will be conducted in private; however, the parties may each select one (1) person to attend as an observer.
- c. Attorneys are not authorized to participate in grievance hearings; however, in addition to the observer, each party may select an advisor, other than an attorney, from the College to assist him at the hearing.
- d. A tape recording and transcript of the proceedings shall be kept. A copy shall be made available to the parties concerned and may be purchased at reasonable cost.
- e. The parties shall be afforded a reasonable opportunity to obtain and present witnesses and documentary or other evidence except personnel records and other confidential records of other College employees.
- f. The parties shall have the right to cross-examine witnesses. Should a witness be unable to appear because of illness or other cause acceptable to the Chairman, the sworn statement (affidavit) of the witness may be introduced into the record.
- g. An oath or affirmation shall be administered to all witnesses and parties by a notary public.
- h. The Board of Review will not be bound by strict rules of legal evidence. It may receive any evidence deemed to be of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other procedural matters shall be decided by a majority vote of the Board.

- i. The Board of Review may adjourn to enable either party to investigate evidence more thoroughly.
- j. The Board of Review shall state its findings which shall be based on evidence introduced at the hearing. The Chairman will report the findings to the President who will decide the case in the manner set forth below.
- k. Public statements and publicity about the complaint shall be avoided and the confidentiality of the hearing shall be preserved.

11. Findings and Recommendations by the Board

The findings of the majority and confidential recommendation(s) (if any) to the President from the Board of Review shall be written by a member selected by the Board at the conclusion of the hearing. Immediately after review and approval by the Board of Review, the written findings shall be sent to the President and the grievant. The findings shall not be sent to the above named parties later than ten (10) class days following receipt of the transcript. The Board of Review may in addition to its findings make confidential recommendation(s) to the President. Findings and confidential recommendation(s) (if any) made by the Board of Review to the President shall be advisory only.

12. Action by the President

In making his decision, the President will not be bound by the findings or confidential recommendation(s) (if any) of the Board of Review. The President should, within ten (10) class days after receipt of such written notification of the findings and confidential recommendation(s) (if any) of the Board of Review, advise the faculty member, his direct supervisor and other parties concerned in writing of his decision, or he may refer the matter back to the Chairman of the Board of Review for further response and recommendation(s) before rendering his final decision. An employee should also be advised by the President in writing of his right to apply to the Board of Regents for review of the President's final decision in accordance with the provisions of the Bylaws of the Board of Regents, Article IX.

13. Time Requirements of the Review Process

This procedure contemplates that each eleven (11) member grievance panel should be constituted (drawn by lot) within five (5) class days following receipt

by the Chairman of an acceptable written grievance from any faculty member of Floyd Junior College, and that the final selection of a five (5) member Board of Review from the panel should be completed within ten (10) class days after the filing of the alleged grievance.

The Chairman should give written notice of any hearing date to the members of the Board of Review and to the parties at least three (3), but no more than ten (10) class days prior to the date set for the hearing. Findings and confidential recommendation(s) (if any) should be forwarded by the Board of Review to the President within ten (10) class days from the conclusion of the hearing unless a transcript of the hearing is required. If a transcript of the hearing is required, such documents should be forwarded to the President within ten (10) class days after receipt of the transcript from the Chairman. The final decision of the President should be made within ten (10) class days thereafter unless he refers the matter back to the Board of Review for further response and recommendation(s).

14. Prohibition of Retaliatory Action

No participant shall be harassed, intimidated, or otherwise penalized for involvement in the grievance procedures.

## POLICIES OF FLOYD JUNIOR COLLEGE

### GRIEVANCE PROCEDURES

#### I. NAME

The Grievance Committee at Floyd Junior College shall be known as the Grievance Committee.

#### II. PURPOSE

The Grievance Committee is established to provide a means to hear the complaints of College employees (faculty members and classified personnel) who have exhausted normal channels of appeal but who have not received satisfaction in the resolution of a grievance. Normal channels shall be construed to mean an appeal to administrative officers, through and including at least one level of authority higher than the employee's immediate supervisor, to resolve satisfactorily the grievance.

#### III. SELECTION OF COMMITTEE

The Grievance Committee shall consist of eight faculty members elected by the entire faculty and seven classified employees elected by the classified employees from their ranks in September of each year. The terms of each member shall be one year and they shall be eligible to succeed themselves.

#### IV. SELECTION OF CHAIRMAN

The Chairman, who shall be a member of the Faculty, shall be elected by all members of the Committee.

#### V. JURISDICTION

The Grievance Committee shall consider and act upon all grievances filed by faculty or classified employees except grievances related to salary, promotion, tenure, and nonrenewal of employees unless it is reasonably alleged that the action complained of was a result of discrimination based on race, color, sex, religion, creed, national origin, handicap or age. The Committee shall not consider any grievance upon which the President has made a final decision.

#### VI. INITIATION OF GRIEVANCE

##### A. Request for Hearing

Any employee (grievant), within thirty (30) working days after the occurrence of the alleged act causing the grievance, may file a written request for a hearing with the Chairman of the Grievance Committee describing the grievance and stating:

1. The actions complained of, including the pertinent facts of the complaint, the date, time and place of the occurrence, the College policies believed to have been violated or improperly applied. The complaint shall be verified and (sworn to) by the employee.

2. The names of possible witnesses, if any, and a description of the evidence which may tend to support the complaint.
  3. The specified corrective action desired.
- B. The Chairman of the Grievance Committee, within three (3) days from the filing of the application for hearing by the grievant, shall determine whether the grievance is one which has been properly and timely filed, and whether the nature of the grievance is one which may be properly heard by the Grievance Committee. If so, the Chairman will instruct the parties as to the procedures to be followed. If not, the Chairman will notify the parties and the President of his determination and give the reason(s). The President may, nevertheless, direct that the grievance be heard by the Grievance Committee.

## VII. HEARING PANEL

### A. Selection of a Hearing Panel

If the Chairman determines that the grievance falls within the jurisdiction of the Grievance Committee, he shall, within ten days following receipt of the grievance, select an appropriate hearing panel of not less than three nor more than five members in addition to the Chairman. The Chairman shall select faculty members of the Committee to hear grievances involving only faculty members. Likewise, he shall select classified employee members of the Committee to hear grievances involving classified employees only. For grievances involving faculty members and classified employees, both faculty members and classified employees must be chosen for the hearing panel. Before the hearing panel selected by the Chairman can function, the Chief Personnel Officer or the Affirmative Action Officer at the College must certify to the President that the hearing panel is acceptable.

### B. Excusing Hearing Panel Members

Hearing panel members may be excused by the Chairman if he determines that there is a conflict of interest, illness, or other good cause.

### C. Removing Hearing Panel Members for Cause

A party may present a request in writing, at least three days in advance of any hearing, to the Chairman to remove any member of the hearing panel for reasonable cause. If the Chairman grants the request, he may appoint another member to fill the vacancy thus created. The Chairman may on his own motion remove any member for reasonable cause stated.

### D. Notice of Hearing

After the hearing panel has been selected, written notice of the date and time set for the hearing shall be hand-delivered or mailed to the parties, and to the members of the hearing committee, by the Chairman, no less than three nor more than ten working days in advance of the date set for the hearing.

#### VIII. HEARING PROCEDURE

The following procedures shall apply to panel hearings;

1. The hearing will be conducted in private; however, the parties may select one person to attend as an observer.
2. Attorneys are not authorized to participate in grievance hearings; however, the grievant may select an advisor, other than an attorney, from the College to assist him.
3. A tape recording, transcript or written summary of the proceedings shall be kept and made available to the parties concerned at reasonable cost.
4. The parties involved shall be afforded a reasonable opportunity to present necessary witnesses and to offer evidence.
5. The parties involved will have the right to cross-examine all witnesses. Should a witness be unable to appear because of illness or other cause acceptable to the Chairman, the sworn statement (affidavit) of the witness may be introduced into the record.
6. The hearing panel will not be bound by strict rules of legal evidence. It may receive any evidence deemed by the Chairman to be of probative value in determining the issues involved. All questions of the admissibility of evidence or other procedural matters shall be decided by the Chairman.
7. Public statements and publicity about the hearing should be avoided by all persons involved.
8. The panel should complete the hearing and transmit its recommendation to the President within thirty days after the grievance is filed.

#### IX. RESULTS OF THE HEARING

The panel should complete its report within thirty (30) days after the grievance is filed. Copies of the report should be sent by the Chairman to the President and the grievant. The panel may send confidential recommendations to the President, which shall be advisory only, and shall in no way commit him to any suggested course of action.

#### X. ACTION OF THE PRESIDENT

In making his decision, the President will not be bound by the findings or confidential recommendation(s) (if any) of the Grievance Committee. The President should, within ten (10) class days after the receipt of such written notification of the findings and confidential recommendation(s) (if any) of the Grievance Committee, advise the faculty member or classified employee, his direct supervisor, and other parties concerned in writing of his decision, or he may refer the matter back to the Chairman of the Grievance Committee for further response and recommendation(s) before rendering his final decision.

The employee should also be advised by the President in writing of his right to apply to the Board of Regents for review of the President's final decision in accordance with the provisions of the Policies of the Board of Regents.

#### XI. PROHIBITION OF RETALIATORY ACTION

No participant shall be harassed, intimidated, or otherwise penalized for involvement in the grievance procedures.

I. NAME

Promotion and Tenure Appeal Committee

II. PURPOSE

The Promotion and Tenure Appeal Committee is established to provide a means to hear complaints of faculty members who are dissatisfied with salary, rank, tenure, dismissal or nonrenewal of a contract and make recommendations to the Dean.

III. JURISDICTION

The Promotion and Tenure Appeal Committee shall consider and act upon faculty grievances which concern salary, promotion, tenure, nonrenewal or dismissal.

IV. SELECTION OF COMMITTEE

The Promotion and Tenure Appeal Committee shall consist of seven members of the tenured full-time faculty who are primarily engaged in teaching and do not serve as division chairmen. The Committee shall be elected for one year terms by the entire faculty in September of each year, with the restriction that no more than two persons from the same division may serve on the Committee. Members shall be eligible to succeed themselves.

V. SELECTION OF THE CHAIRMAN

The Chairman shall be elected by the members of the Committee.

VI. DUTIES OF THE CHAIRMAN

1. The Chairman shall be responsible for the conduct of the appeal.
2. He shall set the date for all meetings of the Committee and shall notify the members at least two (2) days in advance of the meeting.
3. He may excuse members of the Committee if he determines that there is a conflict of interest, illness, or other good cause.
4. After consultation with the grievant, he shall determine what evidence and witnesses shall be brought before the Committee.
5. He (or his designee) shall preside at all meetings of the Committee.
6. He shall see that a tape recording or transcript of the meeting(s) is made and retained.
7. He shall submit a copy of the recommendations of the Committee to the Dean and the grievant within thirty (30) days after the appeal has been filed by the faculty member.

## VII. CONDUCT OF THE APPEAL

1. The Committee shall not be bound by strict rules of legal evidence. It may receive any evidence deemed to be of probative value in determining the issues involved. All questions regarding the admissibility of evidence or procedural matters shall be decided by the Chairman.
2. Meetings of the Committee will be conducted in private.
3. Attorneys are not authorized to participate in the meetings of the Committee.
4. The party(ies) shall be afforded a reasonable opportunity to obtain and present witnesses and documentary or other evidence except personnel records and other confidential records of other College employees.
5. Public statements and publicity about the appeal shall be avoided and the confidentiality of the Committee meetings shall be preserved.
6. Recommendations of the Committee shall be submitted to the Dean and the grievant within thirty (30) days after the appeal has been filed by the faculty member.

## VIII. ACTION BY THE DEAN

The Committee is advisory only and its recommendations are not binding upon the Dean. Within ten (10) days after receipt of the recommendations of the Committee (and minority report, if any), the Dean should make a final decision on the appeal and notify in writing the faculty member, his direct supervisor, and others concerned.

## IX. PROHIBITION OF RETALIATORY ACTION

No participant shall be harassed, intimidated, or otherwise penalized for involvement in the appeal procedure.

## POLICIES OF FLOYD JUNIOR COLLEGE

### GRIEVANCE PROCEDURES

#### I. NAME

The Grievance Committee at Floyd Junior College shall be known as the Grievance Committee.

#### II. PURPOSE

The Grievance Committee is established to provide a means to hear the complaints of College employees (faculty members including part-time faculty and classified personnel) who have exhausted normal channels of appeal but who have not received satisfaction in the resolution of a grievance. Normal channels shall be construed to mean an appeal to administrative officers, through and including at least one level of authority higher than the employee's immediate supervisor, to resolve satisfactorily the grievance.

#### III. SELECTION OF COMMITTEE

The Grievance Committee shall consist of eight faculty members elected by the entire faculty and seven classified employees\* elected by the classified employees from their ranks in September of each year. The terms of each member shall be one year and they shall be eligible to succeed themselves.

#### IV. SELECTION OF CHAIRMAN

The Chairman, who shall be a member of the Faculty, shall be elected by all members of the Committee.

#### V. JURISDICTION

The Grievance Committee shall consider and act upon all grievances filed by faculty or classified employees except grievances related to salary, promotion, tenure, dismissal, and nonrenewal of employees unless it is reasonably alleged that the action complained of was a result of discrimination based on race, color, sex, religion, creed, national origin, handicap or age. The Committee shall not consider any grievance upon which the President has made a final decision.

#### VI. INITIATION OF GRIEVANCE

##### A. Request for Hearing

Any employee (grievant), within thirty (30) working days after the occurrence of the alleged act causing the grievance, may

\*Classified employees are professional and administrative staff who do not have faculty status.

file a written request for a hearing with the Chairman of the Grievance Committee describing the grievance and stating:

1. The actions complained of, including the pertinent facts of the complaint, the date, time and place of the occurrence, the College policies believed to have been violated or improperly applied. The complaint shall be verified and (sworn to) by the employee.
  2. The names of possible witnesses, if any, and a description of the evidence which may tend to support the complaint.
  3. The specified corrective action desired.
- B. The Chairman of the Grievance Committee, within three (3) days from the filing of the application for a hearing by the grievant, shall determine whether the grievance is one which has been properly and timely filed, and whether the nature of the grievance is one which may be properly heard by the Grievance Committee. If so, the Chairman will instruct the parties as to the procedures to be followed. If not, the Chairman will notify the parties and the President of his determination and give the reason(s). The President may, nevertheless, direct that the grievance be heard by the Grievance Committee.

## VII. HEARING PANEL

### A. Selection of a Hearing Panel

If the Chairman determines that the grievance falls within the jurisdiction of the Grievance Committee, he shall, within ten days following receipt of the grievance, select an appropriate hearing panel of not less than three nor more than five members in addition to the Chairman. The Chairman shall select faculty members of the Committee to hear grievances involving only faculty members. Likewise, he shall select classified employee members of the Committee to hear grievances involving classified employees only. For grievances involving faculty members and classified employees, both faculty members and classified employees must be chosen for the hearing panel. Before the hearing panel selected by the Chairman can function, the Chief Personnel Officer or the Affirmative Action Officer at the College must certify to the President that the hearing panel is acceptable.

### B. Excusing Hearing Panel Members

Hearing panel members may be excused by the Chairman if he determines that there is a conflict of interest, illness, or other good cause.

### C. Removing Hearing Panel Members for Cause

A party may present a request in writing, at least three days in advance of any hearing, to the Chairman to remove any member of the hearing panel for reasonable cause. If the Chairman grants the request, he may appoint another member to fill the vacancy thus created. The Chairman may on his own motion remove any member for reasonable cause stated.

D. Notice of Hearing

After the hearing panel has been selected, written notice of the date and time set for the hearing shall be hand-delivered or mailed to the parties, and to the members of the hearing committee, by the Chairman, no less than three nor more than ten working days in advance of the date set for the hearing.

VIII. HEARING PROCEDURE

The following procedures shall apply to panel hearings:

1. The hearing will be conducted in private; however, the parties may select one person to attend as an observer.
2. Attorneys are not authorized to participate in grievance hearings; however, the grievant may select an advisor, other than an attorney, from the College to assist him.
3. A tape recording, transcript or written summary of the proceedings shall be kept and made available to the parties concerned at reasonable cost.
4. The parties involved shall be afforded a reasonable opportunity to present necessary witnesses and to offer evidence.
5. The parties involved will have the right to cross-examine all witnesses. Should a witness be unable to appear because of illness or other cause acceptable to the Chairman, the sworn statement (affidavit) of the witness may be introduced into the record.
6. The hearing shall be investigative in nature and shall not be viewed as or conducted under the rules of evidence or procedures applicable to evidentiary or adversary hearings. The hearing panel may receive any evidence deemed by the Chairman to be of probative value in determining the issues involved. All questions of the admissibility of evidence or other procedural matters shall be decided by the Chairman.
7. Public statements and publicity about the hearing should be avoided by all persons involved.
8. The panel should complete the hearing and transmit its recommendation to the President within thirty days after the grievance is filed.

IX. RESULTS OF THE HEARING

The panel should complete its report within thirty (30) days after the grievance is filed. Copies of the report should be sent by the Chairman to the President, the grievant, and his direct supervisor. The panel may send confidential recommendations to the President, which shall be advisory only, and shall in no way commit him to any suggested course of action.

X. ACTION OF THE PRESIDENT

In making his decision, the President will not be bound by the findings or confidential recommendation(s) (if any) of the Grievance Committee. The President should, within ten (10) class days after the receipt of such written notification of the findings and confidential recommendation(s) (if any) of the Grievance Committee, advise the faculty member or classified employee, his direct supervisor, and other parties concerned in writing of his decision, or he may refer the matter back to the Chairman of the Grievance Committee for further response and recommendation(s) before rendering his final decision. The employee should also be advised by the President in writing of his right to appeal to the Board of Regents for review of the President's final decision in accordance with the provisions of The Policy Manual of the Board of Regents.

XI. PROHIBITION OF RETALIATORY ACTION

No participant shall be harassed, intimidated, or otherwise penalized for involvement in the grievance procedures.

I. NAME

Promotion and Tenure Appeal Committee

II. PURPOSE

The Promotion and Tenure Appeal Committee is established to provide a means to hear complaints of faculty members who are dissatisfied with salary, rank, tenure, dismissal or nonrenewal of a contract and make recommendations to the Dean.

III. JURISDICTION

The Promotion and Tenure Appeal Committee shall consider and act upon faculty grievances which concern salary, promotion, tenure, nonrenewal or dismissal.

IV. SELECTION OF COMMITTEE

The Promotion and Tenure Appeal Committee shall consist of seven members of the tenured full-time faculty who are primarily engaged in teaching and do not serve as division chairmen. The Committee shall be elected for one-year terms by the entire faculty in September of each year, with the restriction that no more than two persons from the same division may serve on the Committee. Members shall be eligible to succeed themselves.

V. SELECTION OF THE CHAIRMAN

The Chairman shall be elected by the members of the Committee.

VI. DUTIES OF THE CHAIRMAN

1. The Chairman shall be responsible for the conduct of the appeal.
2. He shall set the date for all meetings of the Committee and shall notify the members at least two (2) days in advance of the meeting.
3. He may excuse members of the Committee if he determines that there is a conflict of interest, illness, or other good cause.
4. After consultation with the appropriate parties, he shall determine what evidence and witnesses shall be brought before the Committee.
5. He (or his designee) shall preside at all meetings of the Committee.
6. He shall see that a tape recording or transcript of the meeting(s) is made and retained.
7. He shall submit a copy of the recommendations of the Committee

to the Dean and the grievant within thirty (30) days after the appeal has been filed by the faculty member.

VII. CONDUCT OF THE APPEAL

1. The hearing shall be investigative in nature and shall not be viewed as or conducted under the rules of evidence or procedures applicable to evidentiary or adversary hearings. The Committee may receive any evidence deemed to be of probative value in determining the issues involved. All questions regarding the admissibility of evidence or procedural matters shall be decided by the Chairman.
2. Meetings of the Committee will be conducted in private.
3. Attorneys are not authorized to participate in the meetings of the Committee; however, the grievant may select an advisor, other than an attorney, from the College to assist him.
4. The party(ies) shall be afforded a reasonable opportunity to obtain and present witnesses and documentary or other evidence except personnel records and other confidential records of other College employees.
5. Public statements and publicity about the appeal shall be avoided and the confidentiality of the Committee meetings shall be preserved.

VIII. ACTION BY THE DEAN

The Committee is advisory only and its recommendations are not binding upon the Dean. Within ten (10) working days after receipt of the recommendations of the Committee (and minority report, if any), the Dean should make a final decision on the appeal and notify in writing the faculty member, his direct supervisor, and others concerned.

IX. PROHIBITION OF RETALIATORY ACTION

No participant shall be harassed, intimidated, or otherwise penalized for involvement in the appeal procedure.

## FACULTY HANDBOOK

### I. Faculty Grievance Procedures

#### A. Grievance Committee

##### 1. Committee Selection

This advisory committee to the President shall be elected annually in September. It shall consist of nine members chosen from among the tenured full-time faculty who are primarily engaged in teaching and do not serve as division chairmen. In electing the Committee each faculty member may vote for nine eligible persons. Subject to the restriction that no more than two persons from the same division may serve on the Committee, those nine receiving the most votes shall constitute the pool from which the five-member Appeals Committee shall be selected.

When the President receives a notification of appeal, he (or his designee) shall meet with the Dean and the faculty member. The President shall select by random drawing the names of five members from the Appeals Committee. The Dean and the faculty member may each strike up to two of those five drawn. Names of replacements for those stricken shall then be drawn by the President, and the right of each of the parties to strike again may be exercised. However, each party shall be limited to a total of two strikes throughout the entire procedure. This process shall obtain a five member hearing committee for the appeal. The five so selected shall convene at a time designated by the President (or his designee) and select one of their number to serve as chairman for the hearing. This shall be accomplished within three class days of the date that the President received the notification of appeal. The chairman shall then assume the responsibility of coordinating the hearing.

##### 2. Procedure

- a. An appeal regarding a tenure and/or promotion decision may be filed in accordance with the procedure outlined in the F.J.C. Statutes, Article III G 3 b.
- b. A complaint involving other matters such as academic freedom may be filed in writing in accordance with the procedures outlined in

the F.J.C. Statutes, Article III G 3 b.

- c. In the hearing of an appeal, questions related to procedural matters shall be decided by the Appeals Committee subject to the following stipulations:
- (1) A quorum of three will be required for all business of the Committee. However, attendance of all members at each meeting shall be considered of the highest priority. Only those Committee members who have been present for a majority of the time the Committee has been in session shall be eligible to cast a vote on the Committee's final recommendation.
  - (2) A tape recording and a transcript of the proceedings shall be kept and made available to the parties involved and members of the Appeals Committee.
  - (3) The Committee may adjourn to enable either party to investigate evidence more thoroughly.
  - (4) The parties involved shall be afforded a reasonable opportunity to present necessary witnesses and to offer evidence.
  - (5) The Committee will not be bound by strict rules of legal evidence and may admit any evidence which it deems to be of value in determining the issues involved.
  - (6) The parties involved will have the right to confront and cross-examine all witnesses. When a witness cannot or will not appear and the Committee determines that the interests of justice require the admission of his statement, the Committee will identify the witness, disclose his statement and, if possible, provide for interrogatories.
  - (7) The findings of fact and the recommendation of the Committee will be based solely on the hearing record.
  - (8) Public statements and publicity about the hearing should be avoided by all persons involved.

- (9) Hearings of the Committee shall be private.
  - (10) In the event that the Committee is unable to complete the hearing, it shall notify the President as to the reason and submit to him a report on the proceedings. Such an occurrence shall in no way prejudice future appeals of the faculty member.
- d. The Appeals Committee shall hear the appeal and prepare its report within three weeks of the time that a notification of appeal is submitted. Copies of its report shall be distributed to the President, the Dean, the faculty member involved, and that faculty member's immediate supervisor.
  - e. The President shall notify the Dean, the faculty member, and the faculty member's supervisor of his action concerning that faculty member's appeal.
  - f. The recommendation of the President to the Board of Regents may be appealed only by following procedures outlined in the Policies of the Board of Regents.

## B. Board of Review

### 1. Selection of Chairman

There shall be a Chairman for each Board of Review who, along with an Alternate Chairman, shall be elected annually by the Faculty from among the tenured faculty of the institution for a one (1) year term. Both shall be elected by the end of the first week of each fall quarter. The Chairman and Alternate shall not be elected from the faculty of any one department of the College. The Chairman and Alternate should be briefed thoroughly on the conduct of the grievance mechanism by University System counsel or the Affirmative Action Officer of the College or the University System. When more than one grievance is heard during the year, the Chairman and Alternate shall rotate, on an alternating basis, the duties of the Chairman.

### 2. Drawing of the Panel

All grievances shall be filed in writing with the Chairman within thirty (30) days after the faculty member becomes aware of the alleged act prompting the grievance. If the grievance is determined by the Chairman to be within the jurisdiction of the Board, he shall draw by lot a panel of eleven (11)

persons as potential members of the Board from a list of eligible faculty members, all of whom shall have at least one (1) academic year (nine months) of continuous service at the College. A new panel for each grievance shall be drawn by the Chairman in the presence of the Affirmative Action Officer of Floyd Junior College (or his designee) who shall certify to the President that the panel drawing process has been impartially executed.

3. Eligibility for Service on Board

With the exception of the President, all full-time faculty having at least one (1) academic year (nine months) of continuous service at the College are potential panel members of the Board of Review. Employees' names shall be removed from the pool if: (a) employment terminates, (b) an employee is a grievant; or (c) an employee is named or otherwise directly involved in the grievance.

4. Excusing of Panel Members

Panel members who are drawn as possible Board of Review members may be excused by the Chairman if he determines that: (1) there is a bona fide conflict of interest between the panel member(s) and either of the parties of the grievance; (2) the potential panel member is ill; or (3) service on the Board of Review should be excused for good cause shown. The Chairman shall draw a new panel member to replace each member excused.

5. Selection of Review Board Members

Each Review Board shall consist of the Chairman (non-voting) and five (5) voting members chosen from a panel of eleven (11) constituted as set forth above. Upon notification of the names of the panel members, each party shall in the presence of the Chairman strike the names of three (3) persons from the panel. The parties shall alternate in exercising their strikes, beginning with the grievant, until five (5) members remain. These five (5) members shall constitute the Board of Review. It is anticipated that this "striking" process will be completed within five (5) class days following the selection of the panel of the Chairman.

6. Removal of Review Board Members for Cause

A party may present a request in writing, at least three (3) class days in advance of any hearing, to the Chairman, to remove any member of the Board for reasonable cause. If the Chairman grants the request, he shall fill the vacancy thus created by random selection of another member, according to the process described above. The Chairman may on his own motion remove any member for reasonable cause stated. Any member chosen to fill a vacancy may likewise be removed for reasonable cause. Statements of removal for cause shall become part of the written proceedings of the hearing.

7. Notice to Parties and Review Board of Hearing

After the five (5) member Board of Review has been selected as aforesaid, written notice of the time and date set for the hearing shall be hand delivered or mailed to the parties, and to the members of the Board of Review, by the Chairman no less than five (5) nor more than ten (10) class days in advance of the date set for the hearing.

8. Duties of the Chairman

The Chairman of each Board shall not vote except in case of a tie but shall be responsible for the conduct of the hearing and implementation of the grievance procedures. His duties will include:

- a. Receiving the grievance and assuring within three (3) class days that:
  - (1) It has been filed as provided in Article III J 4 j.
  - (2) The Board determines that the grievance is one that can be properly heard and that the grievant, the opposing party, and the President are so notified in writing.
- b. Drawing at random, within ten (10) class days following receipt of a written grievance, a panel of eleven (11) persons as potential members of the Board of Review from the pool of the eligible faculty.
- c. Assuring that all parties are familiar with the grievance procedures.
- d. Notifying the grievant and the opposite party when a hearing panel of eleven (11) members has been drawn up and when each party should come before the Chairman and strike the names of three panelists.

- e. Distributing the complaint (grievance) to the members of the Board of Review, setting a date for the hearing after conferring with the Board members.
- f. Convening the hearing after written notice (at least three (3) but no more than ten (10) class days in advance of the hearing) to the members of the Board of Review and the parties, conducting and presiding over the hearing, ruling on motions of the parties and assisting the Board of Review during its deliberations.
- g. Assuring that a tape recording and transcript of the hearing is made and retained for use in the event an appeal is filed.
- h. Forwarding a copy of the written findings of the Board of Review to the President and to the parties as set forth below.

#### 9. Procedures for Requesting a Hearing

- a. The grievant, within thirty (30) class days after becoming aware of the alleged act causing the grievance shall file a written request for a hearing with the Chairman of the Board of Review stating the following:
  - (1) The facts of the complaint, including the date, time and place the act occurred and other pertinent facts.
  - (2) The names of possible witnesses.
  - (3) A description of the evidence which tends to support the complaint.
- b. After receipt of the grievance and deliberation of the Board as described above, the Chairman will notify all parties and the President of the Board of Review's decision. Should the determination be that the grievance not be heard, the President may, nevertheless, direct that the grievance be heard by the Board of Review. The Chairman will then notify the Board of Review and the principals.

#### 10. Hearing Procedure

- a. A quorum of three will be required for all business of the Board of Review. However, attendance of all

members at each meeting shall be considered of the highest priority. Only those Board of Review members who have been present for a majority of the time the Committee has been in session shall be eligible to cast a vote on the Committee's final report or confidential recommendations (if any).

- b. The hearing before the Board of Review will be conducted in private; however, the parties may each select one (1) person to attend as an observer.
- c. Attorneys are not authorized to participate in grievance hearings; however, in addition to the observer, each party may select an advisor, other than an attorney, from the College to assist him at the hearing.
- d. A tape recording and transcript of the proceedings shall be kept. A copy shall be made available to the parties concerned and may be purchased at reasonable cost.
- e. The parties shall be afforded a reasonable opportunity to obtain and present witnesses and documentary or other evidence except personnel records and other confidential records of other College employees.
- f. The parties shall have the right to cross-examine witnesses. Should a witness be unable to appear because of illness or other cause acceptable to the Chairman, the sworn statement (affidavit) of the witness may be introduced into the record.
- g. An oath or affirmation shall be administered to all witnesses and parties by a notary public.
- h. The Board of Review will not be bound by strict rules of legal evidence. It may receive any evidence deemed to be of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other procedural matters shall be decided by a majority vote of the Board.

- i. The Board of Review may adjourn to enable either party to investigate evidence more thoroughly.
- j. The Board of Review shall state its findings which shall be based on evidence introduced at the hearing. The Chairman will report the findings to the President who will decide the case in the manner set forth below.
- k. Public statements and publicity about the complaint shall be avoided and the confidentiality of the hearing shall be preserved.

11. Findings and Recommendations by the Board

The findings of the majority and confidential recommendation(s) (if any) to the President from the Board of Review shall be written by a member selected by the Board at the conclusion of the hearing. Immediately after review and approval by the Board of Review, the written findings shall be sent to the President and the grievant. The findings shall not be sent to the above named parties later than ten (10) class days following receipt of the transcript. The Board of Review may in addition to its findings make confidential recommendation(s) to the President. Findings and confidential recommendation(s) (if any) made by the Board of Review to the President shall be advisory only.

12. Action by the President

In making his decision, the President will not be bound by the findings or confidential recommendation(s) (if any) of the Board of Review. The President should, within ten (10) class days after receipt of such written notification of the findings and confidential recommendation(s) (if any) of the Board of Review, advise the faculty member, his direct supervisor and other parties concerned in writing of his decision, or he may refer the matter back to the Chairman of the Board of Review for further response and recommendation(s) before rendering his final decision. An employee should also be advised by the President in writing of his right to apply to the Board of Regents for review of the President's final decision in accordance with the provisions of the Bylaws of the Board of Regents, Article IX.

13. Time Requirements of the Review Process

This procedure contemplates that each eleven (11) member grievance panel should be constituted (drawn by lot) within five (5) class days following receipt

by the Chairman of an acceptable written grievance from any faculty member of Floyd Junior College, and that the final selection of a five (5) member Board of Review from the panel should be completed within ten (10) class days after the filing of the alleged grievance.

The Chairman should give written notice of any hearing date to the members of the Board of Review and to the parties at least three (3), but no more than ten (10) class days prior to the date set for the hearing. Findings and confidential recommendation(s) (if any) should be forwarded by the Board of Review to the President within ten (10) class days from the conclusion of the hearing unless a transcript of the hearing is required. If a transcript of the hearing is required, such documents should be forwarded to the President within ten (10) class days after receipt of the transcript from the Chairman. The final decision of the President should be made within ten (10) class days thereafter unless he refers the matter back to the Board of Review for further response and recommendation(s).

#### 14. Prohibition of Retaliatory Action

No participant shall be harassed, intimidated, or otherwise penalized for involvement in the grievance procedures.

Boyd

MINUTES  
Academic Progress Committee

The Academic Progress Committee met on Friday, December 9, 1983, at 9:30 a.m. in the President's Conference Room. Attending the meeting were: Mr. Bradshaw, Ms. McCoy, Dr. Dillard, Mrs. Corlew, Mr. Kerr, and occasionally the Dean.

Computer printouts regarding academic status were reviewed. Number of students placed on action were: 9 on Academic Dismissal; 86 on Academic Probation; and 92 on Academic Warning. There were 249 students who made the Dean's List for Fall Quarter 1983.

Approximately 13 of the Academic Probation letters will contain special notes regarding counseling before registering for Winter Quarter and/or reduced course loads.

The meeting was adjourned. Another meeting to hear the Academic dismissal appeals is scheduled for Tuesday, January 3, 1984, at 2 p.m. in the Dean's Office.

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January 3, 1984 --- LouBrender Ransby appealed her dismissal to the Academic Progress Committee at 2:45 p.m. in the Dean's Office. Committee members attending the meeting were: Mr. Boyd, Mr. Bradshaw, Mrs. Corlew, Mr. Kerr, Mr. Lee, Ms. McCoy, and Dean Walraven.

The Committee's decision was to readmit Ms. Ransby on probation for Winter Quarter. She is to limit her course hours to five hours and make a good grade. She will retake Accounting 201.

The meeting was adjourned by 3 p.m.

RECEIVED

JAN 6 1984

STUDENT AFFAIRS

MINUTES  
Academic Progress Committee

The Academic Progress Committee met on Tuesday, March 20, 1984, at 3:00 p.m. in the President's Conference Room. Present were: Mr. Bradshaw, Mr. Lee, Mrs. Corlew, Mr. Kerr, Ms. O'Donoghue, Dr. Egekeze, and Dr. Dillard. Mr. Bradshaw was acting chairman in the Dean's absence.

Computer printouts regarding academic status were reviewed. Number of students placed on action were: 7 on Academic Dismissal; 79 on Academic Probation; 87 on Academic Warning; and 264 on the Dean's List.

One Dismissal letter and one Probation letter will contain a special note requesting the students to make appointments for special counseling.

The meeting was adjourned. Another meeting to hear the Academic Dismissal appeals is scheduled for Monday, March 26, 1984, at 2 p.m. in the Dean's Office.

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March 26, 1984 --- The Committee met in the Dean's Office at 2:00 p.m. to hear dismissal appeals. Present were: Mr. Bradshaw, Mrs. Corlew, Dr. Dillard, Mr. Lee, Ms. O'Donoghue, and Dean Walraven. Ms. McCoy attend the meeting also and was invited to participate in any future meetings as well.

Three students appealed their dismissals: Patrick Clay Gilchrist, Johnny Wayne Nixon, and Mark Byron Sheppard. The Committee met with the students individually and the decision in each case was to readmit on probation for Spring Quarter.

The meeting adjourned approximately 3:15 p.m.



ACADEMIC PROGRESS COMMITTEE

Minutes

The Academic Progress Committee met on Thursday, August 30, 1984, at 1:00 p.m. in the President's Conference Room. Present were: Mr. Boyd, Mr. Bradshaw, Dr. Dillard, Dr. Trimble, and the Dean.

Computer printouts regarding academic status were reviewed. Number of students placed on action were: 3 on Dismissal; 21 on Academic Probation; 26 on Academic Warning; and 118 on the Dean's List. Several probation letters will contain special notes for the students to make appointments for counseling prior to registering for another quarter.

The meeting was adjourned. The meeting to hear Academic Dismissal appeals is scheduled for Monday, September 17, 1984, at 2:00 p.m. in the Dean's Office.

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September 17, 1984 --- No appeals!!!

ACADEMIC PROGRESS COMMITTEE

Boyd

MINUTES

The Academic Progress Committee met on Tuesday, June 12, 1984, at 10 a.m., in the President's Conference Room. Present were: Mrs. Corlew, Dean Walraven, Mr. Bradshaw, Ms. McCoy, and eventually Dr. Egekeze.

Computer printouts regarding academic status were reviewed. Number of students placed on action were: 8 on Dismissal; 72 on Probation; 82 on Warning; and 296 on the Dean's List. Several probation letters will contain special notes for the students to make appointments for counseling prior to registering for another quarter.

The meeting was adjourned. Another meeting to hear the Academic Dismissal appeals is scheduled for Monday, June 18, 1984, at 2:00 p.m. in the Dean's Office.

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June 18, 1984 --- No appeals!!!

Boyd

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met on Tuesday, December 11, 1984, at 11:00 a.m. in the President's Conference Room. Present were: Mr. Bradshaw (acting chairman in the Dean's absence), Mrs. Corlew, Mr. Culbreth, Dr. Dillard, Ms. McCoy, and Mrs. O'Donoghue.

Computer printouts regarding academic status were reviewed. Number of students placed on action were: 4 on Dismissal; 70 on Probation; 71 on Warning; and 187 on the Dean's List. Ten probation letters will contain special notes regarding their situations.

The meeting to hear Academic Dismissal appeals is scheduled for Thursday, January 3, 1985, at 2:00 p.m. in the Dean's Office.

Meeting was adjourned.

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January 3, 1985 --- No appeals.

Boyd

Minutes

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met on Monday, March 25, 1985, at 10:00 a.m. in the President's Conference Room. Present were: Mr. Bradshaw (acting as chairman in the Dean's absence), Mrs. Corlew, Mr. Culbreth, Dr. Dillard, Dr. Egekeze, Mr. Kerr, and Mrs. O'Donoghue.

Computer printouts regarding academic status were reviewed. Number of students placed on action were: 5 on Dismissal; 68 on Probation; 73 on Warning; and 199 on the Dean's List.

The meeting to hear academic dismissal appeals is scheduled for Thursday, March 28, 1985, at 2:00 p.m. in the Dean's Office.

Meeting was adjourned.

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March 28, 1985 --- There were no appeals!



# MINUTES

## Academic Progress Committee

The Academic Progress Committee met on Monday, June 17, 1985, at 9:30 a.m. in the President's Conference Room. Present were: Mr. Bradshaw (acting as chairman in the Dean's absence), Mrs. Corlew, Dr. Dillard, and Dr. Egekeze (finally, in the O's). Mrs. Bowers filled in for approximately six absent committee members.

Computer printouts regarding academic status were reviewed. Number of students placed on action were: 70 on Probation; 57 on Warning; and 207 on the Dean's List. Approximately 10 probation letters will contain special notes regarding their situations.

The meeting was adjourned. The usual follow-up meeting to hear appeals from those academically dismissed will not be necessary.

Boyd

## MINUTES

### Academic Progress Committee

The Academic Progress Committee met on Tuesday, September 3, 1985, at 10:00 a.m. in the President's Conference Room. Present were: Mr. Bradshaw, Mrs. Corlew, Dr. Dillard, and Dean Walraven.

Computer printouts regarding academic status were reviewed. Number of students placed on action were: 3 on Dismissal; 27 on Probation; 22 on Warning, and 106 on the Dean's List. Six probation letters will contain special notes regarding their situations.

The meeting was adjourned. A meeting has been scheduled for Thursday, September 26, 1985, at 2:00 p.m. to hear dismissal appeals.

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September 26, 1985 --- The Committee met at 2:00 p.m. in the President's Conference Room to consider the dismissal appeal of Scott Landon Herndon. Committee members present were: Mr. Bradshaw, Dean Walraven, Mr. Culbreth, Mrs. Corlew, and Dr. Dillard.

After discussing Mr. Herndon's situation with him, the Committee voted to readmit him for Fall Quarter 1985 on probation.

Meeting was adjourned.

Boyd

# MINUTES

## Academic Progress Committee

The Academic Progress Committee met on Tuesday, December 17, 1985, at 10:00 a.m. in the President's Conference Room. Present were: Mr. Boyd, Mr. Bradshaw, Mrs. Callan, Mrs. Corlew, Mr. Culbreth, Mr. Green, Mr. Kerr, and Dean Walraven.

Computer printouts regarding academic status were reviewed. Number of students placed on action were: 4 on Dismissal; 51 on Probation; 58 on Warning; and 176 on the Dean's List. Five probation letters will contain special instructions to the students regarding their academic status.

The meeting was adjourned. A meeting has been scheduled for Thursday, January 2, 1986, at 2:00 p.m. to hear dismissal appeals.

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January 2, 1986 --- There were no appeals!!!

Boyd

# MINUTES

## Academic Progress Committee

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The Academic Progress Committee met on Monday, March 24, 1986, at 2:00 p.m. in the President's Conference Room. Present were: Mr. Boyd, Mrs. Callan, Mrs. Corlew, Dr. Dillard, Mr. Green, and Dean Walraven (now and then). Absent were: Mr. Culbreth, Mr. Kerr, and Mrs. O'Donoghue. For all practical purposes, Mrs. Corlew conducted the meeting.

Computer printouts regarding academic status were reviewed. Number of students on academic action were: 3 on Dismissal; 52 on Probation; 91 on Warning; and 216 on the Dean's List. 10 of the students on Probation will receive special letters advising them to discuss their academic status with the designated person or adviser.

The meeting to hear academic dismissal appeals will meet on Thursday, March 27, 1986, at 2:00 p.m. in the Dean's Office, if there are any appeals.

The meeting was adjourned.

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March 27, 1986 ---- There were no appeals!



## MINUTES

### Academic Progress Committee

The Academic Progress Committee met on Monday, June 16, 1986, in the President's Conference Room, at 2:30 p.m. Present were Dr. Dillard, Dean Walraven, Mr. Green, and Wanda Henderson. Upon realization that the warning, probation, and dismissal printouts were not available, the meeting was adjourned until 9:00 a.m. on Thursday, June 19, 1986.

By Tuesday afternoon, June 17, the printouts were available. An impromptu committee (Dean Walraven, Dr. Dillard, and Wanda Henderson) met to review the academic status of students. Number on action were: 9 on Dismissal; 57 on Probation; 88 on Warning; and, 208 on the Dean's List. 4 of the students on Probation will receive special notes in their letters advising them to discuss their academic status with Dean Walraven.

The Committee will meet on Monday, June 23, 1986, at 2:00 p.m. in the Dean's Office to hear academic dismissal appeals if there are any.

Meeting adjourned.

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Monday, June 23, 1986 --- No appeals!!!

Boyd

MINUTES

Academic Progress Committee

The Academic Progress Committee met on Wednesday, September 10, 1986, at 10:00 a.m. in the President's Conference Room. Present were: Mr. Green, Dr. Dillard, Dean Walraven, Mr. Kerr, Mr. Boyd, Mrs. Fuqua, and Mrs. Callan.

Computer printouts regarding academic status were reviewed. Number of students on academic action were: 1 on Dismissal; 21 on Probation; 27 on Warning; and 105 on the Dean's List. 4 of the students on Probation will receive special letters advising them to discuss their academic status with the designated adviser.

The meeting to hear the one dismissal appeal will meet on Thursday, September 25, 1986, at 2 p.m. in the Dean's Office.

Meeting was adjourned.

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September 25, 1986 --- No appeals!!!

Mr. Boyd

MINUTES  
OF  
THE ACADEMIC PROGRESS COMMITTEE

November 12, 1986

The Academic Progress Committee met at 1:00 p.m. on November 12 to continue the discussion on retention.

The Dean presided over the meeting. Attending were: Sims, Borchardt, Kerr, Singleton, Boyd, Walraven, and Bowers.

Boyd was on time and brought his homework, the requested retention report, (copy attached). He reviewed the report with the committee. He and the Dean then compared the report to the retention study presented by Haskin Pounds during inservice week.

The discussion then centered on strategies for retention. Sims reiterated the need for laying out a long-range program with individual students. Borchardt agreed emphasizing that the problem lies in students not being able to see the big picture - just bits and pieces. The Dean pointed to problems in developing long-range plans with developmental students.

Kerr reported the work currently being done by the committee on advising and suggested that many problems might be solved by a stronger advising system. He asked, "Should we wait and see what comes of that?" The Dean commented, "We've done this before."

Bowers, referring to the retention report presented by Boyd, asked if we might consider programs which would reduce work/school conflict - programs of cooperative education, internship, etc. The Dean mentioned plans for classes to be held at Floyd Medical Center at 3:30 p.m. for nursing students.

The question was raised: "Do we want to leave consideration of an expanded orientation program to the committee on advising?" The Dean suggested that advisors might also teach the orientation class for their 30 plus students. Much discussion followed. Primary concern seemed to focus on problems around a nonbusiness faculty member advising business majors, etc., etc.

Borchardt emphasized that she believes the professor in the classroom is the key to the whole matter. We need more emphasis on the personal touch!

The Dean suggested that we may need to look at our academic warning/probation procedure. Discussion followed:

Do we need an early warning system?

Can this also be accomplished through the new advising system?

How much advisor-advisee contact can we realistically expect?

Kerr, concerned with "where we go from here," suggested that the committee may need to look at some other "more unique" things. Committee members suggested other items to be considered as follows:

Work-school relationships  
Non-academic factors involved in retention  
Counseling services  
Curriculum offerings/need for certificate programs  
Implementation of "Discover" exploration program

Bowers suggested that each of the above topics be considered at one future meeting of the committee. Bowers and Kerr volunteered to lead discussion on "Strategies to Reduce Work-School Conflict" at a meeting of the committee on January 14, 1987.

The Dean reminded the group of the meeting in Athens on December 1 and 2. He will be going and encouraged others to go. Boyd indicated he tentatively plans to go. Bowers has made reservations. The Committee will meet again on December 3rd at 12:15 to hear a report from those attending the conference.

Respectfully submitted,

A handwritten signature in cursive script that reads "Adrian Bowers".

Adrian Bowers, Secretary

Boyd

MINUTES

Academic Progress Committee

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The Academic Progress Committee met on Thursday, December 18, 1986, at 9:00 a.m. in the President's Conference Room. Present were: Mr. Kerr, Mrs. Borchardt, Mrs. Sims, Mr. Singleton, Mrs. Callan, and Mrs. Bowers.

Computer printouts regarding academic status were reviewed. Number of students on academic action were: 9 on Dismissal; 76 on Probation; 71 on Warning; and 183 on the Dean's List. 7 of the students on Probation will receive special letters advising them to discuss their academic status with the designated adviser prior to registering for Winter Quarter 1987.

The meeting to hear the dismissal appeals will be on Monday, January 5, 1987, at 2 p.m. in the Dean's Office.

The meeting was adjourned.

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January 5, 1987 --- No appeals!!!

Boyd

## MINUTES

### Academic Progress Committee

The Academic Progress Committee met on Wednesday, March 25, 1987, at 11:00 a.m. in the President's Conference Room. Present were: Dr. Borchardt, Mr. Singleton, Mr. Kerr, Dean Walraven, Mr. Boyd, and briefly in guest status, Mr. Cheadle. Not present were: Mrs. Sims, Mrs. Ashmore, Mrs. Bowers, and Mrs. Callan.

Computer printouts regarding academic status were reviewed. Number of students on academic action were: 5 on Dismissal; 51 on Probation; 95 on Warning; and 229 on the Dean's List. 4 of the students on Probation will receive special letters advising them to discuss their academic status with the designated adviser prior to registering for Spring Quarter 1987.

The meeting to hear the dismissal appeals will be on Monday, March 30, 1987, at 3:00 p.m. in the Dean's Office.

The meeting was adjourned.

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March 30, 1987 --- Two of the students placed on academic dismissal appealed their dismissals as follows:

Kimberly Lynne Runyon appealed to a Committee of one, Dean Walraven. After discussing her situation with her, Dean Walraven readmitted her for Spring Quarter 1987 on probation.

Pamela Ann Newton appealed to a Committee of two, Dean Walraven and Mr. Singleton. Ms. Newton was readmitted for Spring Quarter 1987 on Probation.

Meeting adjourned!!

Boyd

## MINUTES

### ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee convened at 9:00 a.m. on Wednesday, June 17, 1987, with Mr. Kerr present. Absent were: Mrs. Ashmore, Dr. Borchardt, Mrs. Bowers, Mr. Boyd, Mrs. Callan, Mrs. Sims, Mr. Singleton, and the Dean.

Decreeing that the show must go on (in other words, certain functions of the Admissions Office and the Dean's Office directly affected by this Committee's actions could not wait), Mr. Kerr, assisted by Mrs. Foss and Mrs. Henderson, gleefully perused the computer printouts regarding the academic status of students at the end of Spring Quarter 1987. All was well until they came to FJC's very own "Peppermint Patty" on the dismissal list! What to do!!! Fainthearted, weary, and not a bit willing to jeopardize the peppermint candy source, they followed the example set by many previous committee meetings and placed the candy person on continued probation, but without the usual letter. A letter would mean no peppermints for the Dean's Office for almost an entire quarter, not to mention the lecture that Mrs. Benton would get again.

The rest of the meeting was relatively uneventful. Number of students placed on academic action were: 1 on dismissal; 55 on probation; 78 on warning; and, 260 on Dean's List. 18 of the students on probation will receive special notes in their letters advising them to discuss their academic status with the designated adviser prior to registering for another quarter.

The meeting to hear the dismissal appeal (if he appeals) will be on Monday, June 22, 1987, at 2:00 p.m. in the Dean's Office.

Meeting adjourned.

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Monday, June 22, 1987 --- No appeals!!!

Mr. Boyd

## MINUTES

The Academic Progress Committee met on Wednesday, November 5 at 1 p.m. in the President's Conference Room to consider the matter of student retention.

The Dean presided over the meeting and was named Chair by committee acclamation. Present were Leigh Callan, Phil Kerr, Judy Sims, Adrian Bowers, Glenn Singleton, and Love Borchardt. Adrian Bowers was chosen to serve as secretary. Harold Boyd came in for the last few minutes of the meeting.

The Dean opened the discussion of factors which might increase student retention level. He mentioned the importance of small class size and the problem of maintaining small class size with decreasing total enrollment. He stated further that he firmly believes that the major key to student retention is "what's happening in the classroom."

The Dean asked for comments on whether a stricter class attendance policy might increase retention. Opinions varied.

The matter of an expanded orientation for beginning students was brought up. Phil Kerr suggested an expanded orientation with a seminar type setting to be directed by an orientation coordinator and staffed with regular teaching faculty presenting sessions in their area of expertise. He further suggested that the course first be offered on a voluntary student participation basis. Much discussion followed with questions raised including:

- Student participation--voluntary, required
- Faculty cooperation (or lack of) in staffing--  
the "volunteer spirit"
- Institutional credit
- Need for action by curriculum committee if course offered  
for credit
- Best size for classes
- Course content
- Scheduling for course

Bowers cited the need to encourage students to set long-range goals. Borchardt mentioned that a majority of her students at the beginning of her ED 020 course indicate a desire to persist until graduation at FJC. Kerr indicated that long-range planning forms for students may be coming down from the committee on advising. This should encourage students to better formulate long-range schedule plans.

The Dean reminded the group that the college catalog will go to the printer soon. We must act quickly if we are to get information about a new course included in the catalog.

Enter Boyd with question: "What are we talking about?" He then cited problems involved with launching an expanded orientation course. After much discussion, Boyd placed an "offer" on the table that he will develop course content when 25 faculty volunteers have committed themselves to teaching the course.

The Dean called the committee's attention to a meeting on "Assessing the Effectiveness of Student Retention" to be held at the University of Georgia on December 1 and 2. He would like for a sizeable group from FJC to attend the meeting. (Copy of information attached--any takers?) He further mentioned a National Conference on the Freshman Year Experience to be held in Columbia, South Carolina February 21 - 25, 1987, and said he would like for at least one representative from the school to attend. Boyd questioned the expenditure of funds for conference attendance.

The Committee asked Boyd to bring recap of statistical information on student retention to the next meeting.

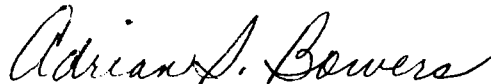
Boyd asked that the committee give attention to two factors regarding student retention:

- 1) Curriculum offerings--what do we need to offer that is not now available?
- 2) Lack of guidance services

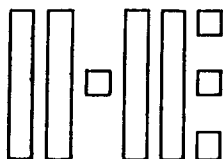
Members agreed that both factors should be considered.

The committee will meet again on Tuesday, November 11 at 1 p.m.

Respectfully submitted,



Adrian Bowers  
Secretary



# INSTITUTE OF HIGHER EDUCATION

UNIVERSITY OF GEORGIA

October 24, 1986

Copies: Boyd  
Kerr  
Div. Chmn.  
10/29/30

DEAR

DEAR COLLEAGUE:

In cooperation with the Board of Regents of the University System of Georgia, the Institute of Higher Education, the Office of Institutional Research and Planning, and the Georgia Center for Continuing Education at The University of Georgia are sponsoring the Fourth Annual Research Conference on December 1-2, 1986. All sessions will be held at the Georgia Center.

The theme of the conference will be, "Assessing the Institutional Effectiveness of Student Retention" and the keynote speaker will be Dr. Patrick Terenzini, who has recently joined the IHE staff as professor of higher education. Dr. Terenzini is nationally known for his research on student retention and institutional impact on student learning and development.

Other speakers and panelists at the conference will address the perennial questions of: what works in institutional efforts to retain students? how well do student retention programs work? and how do we know what works? Other questions will deal with special problems and practices in two-year colleges, four-year colleges, technical education, health professions, developmental studies, and honors programs.

If there is sufficient interest, we will also offer a pre-conference workshop on the organization and implementation of institutional retention studies. Thus, if your institution is interested in such a workshop, please let me know by November 1st.

Attached is a pre-registration form for the conference and additional information about housing and parking at the Georgia Center. Registration at the conference is scheduled from 12:00-1:00 p.m. on December 1st and the conference will conclude in the early afternoon of December 2nd. Best wishes to you in your work.

Sincerely,

*Cameron*

Cameron Fincher  
Regents Professor  
and Director

Enclosure

HIGHER EDUCATION IN GEORGIA

December 1 - 2, 1986  
8612-0101

PRE-REGISTRATION FORM

Dr.  
Mr.  
Ms. \_\_\_\_\_  
(name--please print or type) (social security no.)

\_\_\_\_\_  
(street address) (telephone no.)

\_\_\_\_\_  
(city) (county, if Georgia) (state) (zip)

\_\_\_\_\_  
(affiliation/position)

Please return to:

Higher Education in Georgia  
Center for Continuing Education  
The University of Georgia  
Athens, Georgia 30602

REGISTRATION: (Make check payable to the University of Georgia.)

Fee: \$45 -- per person (Includes tuition daily refreshment breaks, Monday dinner, and conference materials.)

HOUSING RESERVATIONS: (DO NOT send money in advance for housing.)

Hotel rooms at the Georgia Center provide a convenient and comfortable place to stay while attending your conference activity. The rate is \$19.95 per person, per night, double occupancy, and \$32.55 per room, single occupancy. For housing reservations, pre-registration should be completed before November 21.

\_\_\_\_\_  
(dates you wish room reservation)

Arriving \_\_\_\_\_  
(date and approximate time)

Departing \_\_\_\_\_  
(date and approximate time)

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The program will be offered at the Georgia Center for Continuing Education on the campus of the University of Georgia in Athens. Designed and built as a residential conference center for adult groups, the Georgia Center combines meeting rooms, sleeping accommodations, reference library, gift shop, and eating facilities (coffee shop, dining room, and banquet rooms) all under one roof. The atmosphere of the Center encourages relaxed, informal discussion among participants both within and beyond the scheduled conference sessions.

The Georgia Center is located on Lumpkin Street near the University of Georgia Coliseum. Parking space is available for conference guests at the South Campus Parking Deck beside the Center. Parking decks rates are \$.50 for two hours, \$2.00 for twenty-four hours.

A block of rooms will be held at the Georgia Center for this conference until November 21. After this date rooms may be released for the use of other conference groups and will be available on a "first come-first served" basis. The room reservation telephone number for the Georgia Center is 404/548-1311. Other recommended housing accommodations within a short driving distance of the conference are the Athens Holiday Inn, 404/549-4433, and the Athens Ramada Inn, 404/546-8122.

Roger Copeland of the Georgia Center staff is coordinator for this conference activity. Inquiries or requests for additional information may be directed to him at the Georgia Center, 542-2236, or to Dr. Cameron Fincher, Institute of Higher Education, 542-3464.

## MINUTES

The Academic Progress Committee met on Wednesday, November 5 at 1 p.m. in the President's Conference Room to consider the matter of student retention.

The Dean presided over the meeting and was named Chair by committee acclamation. Present were Leigh Callan, Phil Kerr, Judy Sims, Adrian Bowers, Glenn Singleton, and Love Borchardt. Adrian Bowers was chosen to serve as secretary. Harold Boyd came in for the last few minutes of the meeting.

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The Dean asked for comments on whether a stricter class attendance policy might increase retention. Opinions varied.

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- Need for action by curriculum committee if course offered  
for credit
- Best size for classes
- Course content
- Scheduling for course

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The Dean reminded the group that the college catalog will go to the printer soon. We must act quickly if we are to get information about a new course included in the catalog.