



**FACULTY HANDBOOK**  
**DALTON STATE COLLEGE**

APPROVED BY THE FACULTY AUGUST, 1994

REVISED AUGUST, 2010

This handbook is prepared for the convenience of the faculty of Dalton State College and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the *Policy Manual of the Board of Regents* or any other official publications or actions of the Board of Regents, the official publications or actions of the Board of Regents shall prevail.

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## DALTON STATE COLLEGE

Dalton State College is a unit of the University System of Georgia, which is comprised of four Research Universities, two Regional Universities, thirteen State Universities, eight State Colleges, and eight Associate Degree Colleges. All of these public institutions are collectively governed by a sixteen-member Board of Regents, each serving a seven-year term following appointment by the Governor and ratification by the Georgia Senate.

Operating and construction funds are allocated to each unit of the System by the Board of Regents which receives an annual appropriation from the Georgia General Assembly. Student matriculation fees, set by the Board, fund approximately thirty percent of an institution's instructional budget.

Dalton State College opened in the Fall of 1967 with an enrollment of 524 students. In the Fall Semester of 2009, the College registered 5,722 credit students. Over the years, the profile of the College's academic program and its student body has changed dramatically. Over 80% of students in the first class were between the ages of 16 and 20; recently, this traditional college-age group is only about 43% of the enrollment. In 1967, Dalton State College offered only one career program, serving 4% of the student body; the College now offers nearly 600 courses in professional, vocational, and technical fields.

The majority of Dalton State College students live in a five-county area: Whitfield (42%); Murray (15%); Catoosa (12%); Gordon (9%) and Walker (7%). The remaining fifteen percent are from the other counties in the College's assigned service area (Dade, Fannin, Gilmer, Pickens) or from out-of-state.

In 1967, facilities on the 141-acre campus of Dalton State College consisted of portions of the present Sequoya Hall, Westcott Building, Student Center, and Maintenance Building. There are now a total of ten buildings. Most recently, the Shirley and Alan Lorberbaum Liberal Arts Building was occupied in 1999, an addition to Derrell C. Roberts Library was completed in 2002, and the James E. Brown Center opened in 2006. In the fall of 2009, the College opened its first residential facilities in a former apartment complex adjacent to the campus. The College currently offers courses at an extended-campus center in Gilmer County, at the new Dalton State East campus adjacent to the Whitfield County Career Academy, and at a variety of local industrial sites.

Dalton State College offers joint, cooperative Associate of Applied Science degrees with Chattahoochee Technical College and Georgia Northwestern Technical College. Through another Board-approved cooperative agreement, the Georgia Health Sciences University offers upper-division coursework for the bachelor's degree in Medical Technology, and its participation in the Regents' Engineering Transfer Program prepares students for acceptance by the Georgia Institute of Technology.

Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor and associate degrees. The College is a unit of the University System of Georgia and is an Affirmative Action Program Institution committed to the concept and reality of cultural diversity.

## **DALTON STATE COLLEGE STATEMENT OF PURPOSE**

Dalton State College is dedicated to providing broad access to quality higher education for the population of Northwest Georgia, thereby enhancing the region's economic vitality and quality of life. As an institution of the University System of Georgia, Dalton State College offers targeted bachelor's degrees, a full range of associate's degrees and career certificate programs, and a wide variety of public service and continuing education activities. The College's work is strengthened by partnerships between the College and Northwest Georgia businesses and industries, governments, and schools.

The mission of Dalton State College consists of the following core commitments:

- 1) selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and to creating an open, cooperative, technologically enhanced learning environment;
- 2) excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services;
- 3) public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region;
- 4) continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment.

In fulfilling its mission, Dalton State College seeks to prepare and inspire its students to be active members within their professions and communities. As Dalton State College looks to the future and its place in a competitive, global society, it seeks to build upon its strengths as one of the most academically respected, student-oriented, and community-centered institutions of its kind.

## PURPOSE AND SCOPE OF THE FACULTY HANDBOOK

The *Faculty Handbook* complements the Board-approved *Statutes* of Dalton State College and the official publications and policies of the Board of Regents. The handbook is provided online to each full-time member of the College faculty. Like most large organizations, the University System and its thirty-five constituent colleges and universities, including Dalton State College, produce endless documents teeming with policies, procedures, guidelines, rules, and regulations. Most of those affecting students at Dalton State College are included in the *Catalog and Student Handbook*, "must" reading and a ready reference for all students and faculty. Institutional issues are addressed specifically in the *Statutes* of the College. Both of these documents and the *Handbook* are ultimately based on and are subordinate to the *Policy Manual of the Board of Regents*.

The *Faculty Handbook* is designed to provide brief, practical discussions of topics and concerns which you and your students may encounter on a regular basis and of policies and procedures related to your appointment as a full-time member of the faculty of Dalton State College. A similar document, the *Handbook for Part-Time Faculty*, focuses on issues immediately pertinent to those faculty members who have limited exposure to the total life of the campus and whose professional responsibilities and benefits are not as extensive.

You should also be familiar with two other College documents: the *Affirmative Action Program for Dalton State College* and the *Dalton State College Policy and Procedures Statement on Sexual Harassment*. Copies of these and the *Policy Manual of the Board of Regents* are available in the Roberts Library, the office of the Vice President for Academic Affairs, and your dean's office as well as being available online.

## NOTICE OF NONDISCRIMINATION

Dalton State College is a comprehensive institution within the University System of Georgia, offering the baccalaureate and associate degrees and a range of technical career certificates. All of the programs, activities, and organizations of Dalton State College are open for the participation of all employees and all individuals enrolled as students. Admissions policies, activities, services, and facilities of Dalton State College do not exclude any person on the basis of race, color, age, sex, religion, national origin, or disability. Dalton State College is an Affirmative Action Program Institution.

Dalton State College subscribes fully to the following policy of the Board of Regents of the University System of Georgia:

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, status as a disabled veteran or veteran of the Vietnam era, or handicap be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the USG (*Policy Manual of the Board of Regents*, 8.2.1).

Incorporated in this policy are the applicable provisions of Title VII of the Civil Rights Act of 1964 and Executive Order 11246, as amended; of Title IX Regulations Implementing Education Amendments of 1972; of Section 503 and Section 504 of the Rehabilitation Act of 1973; of the Vietnam Era Veterans Readjustment Assistance Act of 1974; of the Age Discrimination Act of 1975, as amended; of Title II and other provisions of the Americans with Disabilities Act of 1990, as amended; and of any other federal laws or regulations regarding equal opportunity, affirmative action, and nondiscrimination with respect to employees and students to which Dalton State College is subject. Any person who requires assistance under these measures for admission to or participation in any program, service, or activity of Dalton State College should contact the designated Title IX and Section 504 Coordinator:

Dr. Sandra S. Stone  
Vice President for Academic Affairs  
Dalton State College  
650 College Drive  
Westcott Building, Room 166  
Dalton, GA 30720  
706.272.4421 or 1.800.829.4436 ext. 4421  
[ssone@daltonstate.edu](mailto:ssone@daltonstate.edu)

### INVITATION TO IDENTIFY

The Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, define a disabled individual for the purposes of the program as any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such an impairment. If this definition applies to you and you wish to be considered for admission as a student or for employment under the Affirmative Action Program of Dalton State College, please tell us about (1) special methods, skills and procedures which may qualify you for programs or positions for which you might not otherwise be considered because of your disability and (2) accommodations which might enable you to perform properly and safely, including use of special equipment, changes in the physical layout of the workspace, and modifications of nonessential duties related to the job or other accommodations.

This information is voluntary and refusal to provide it will not subject you to discharge or to

discriminatory or disciplinary treatment. All employees and applicants for employment are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under these Acts. Any information provided shall be kept confidential, except that (i) instructors, supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and necessary accommodations, (ii) security personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials investigating compliance with the Acts shall be informed.

Lack of English-language skills will not be construed as a barrier to participation in a program, or occupancy of a position for which an applicant may be otherwise qualified.

August 2, 2010



## **ABSENCE FROM CLASS**

### Professional Development

Faculty members of Dalton State College are encouraged to participate in the professional organizations of their disciplines and in other professional development activities that will enhance their effectiveness as classroom instructors. When these activities require absence from the campus at times when teaching and other duties are assigned, the College must determine that this absence is in the best interest of the instructional program and the students. You should, therefore, discuss with your dean/department chair well in advance of the proposed absence the validity of your request and the alternate instructional activities you would provide for your students. If you and your dean/department chair agree that the absence is warranted, you should submit a DALTON STATE COLLEGE LEAVE REQUEST to your chair at least one week in advance of the absence.

### Instructor Emergency or Illness

If you are unable to meet your classes or discharge other scheduled duties due to illness, an emergency, or other unexpected developments, you should notify your dean/department chair at the earliest possible opportunity. If you are unable to reach your dean/department chair, contact the Vice President for Academic Affairs or the Office of the President. In all cases, your dean/department chair should be fully informed as soon as possible, and arrangements should be made for your classes to receive comparable or compensatory learning experiences and/or for your other responsibilities to be met. You should file a DALTON STATE COLLEGE LEAVE REQUEST form as soon as you return to campus. See LEAVE REQUEST in the Appendix.

### Substitute Teaching

If substitute classroom teaching during your absence is approved by your dean/department chair, it is normally conducted by other members of the full-time faculty with no additional compensation. However, if your absence exceeds two consecutive weeks of instruction, substitute teaching by qualified full or part-time faculty may be compensated at a pro rata proportion of the appropriate part-time salary.

For example: if the absence is three consecutive weeks in a fifteen week semester and the appropriate part-time salary for the substitute is \$1,800 the compensation will be \$360.

### Proctoring Examinations

If you have scheduled an examination or other graded activity to take place in your absence, the examination or activity must be proctored by a qualified person such as another faculty member or a member of the College administration. Administrative assistants or other clerical personnel are not to be asked to assume this responsibility, nor may any student exercise it.

### Student Absences

Student absences from course meetings are governed by the policy you state in the written syllabus for each course. If your School does not have a prescribed policy on absences for your courses, you should formulate an academically sound policy that encourages responsible class participation and provides reasonable accommodations for unavoidable absences occasioned by illness, accident, family emergencies, employment exigencies, or other extenuating conditions.

## ACADEMIC ADVISEMENT

Academic advisement is an integral part of the educational process. It is nothing more or less than the practical expression of the concern of the faculty and the institution for the student as an individual. It is part and parcel of one's commitment to teaching as a humanistic profession. Through this process, the faculty and the College foster the fullest possible development of each student's potential, assist in the establishment of realistically challenging goals, and encourage an appreciation of the opportunities available at this and other institutions of post-secondary education.

Each member of the faculty should periodically review the annually updated *Faculty Advisor's Handbook*, which describes in considerable detail the characteristics of academic advisement, the characteristics of academic advisors, the essential components of academic advisement, and the academic advisement program at Dalton State College. It also includes suggestions for conducting new student advisement, a referral checklist, and current information on the Regents' Testing Program, financial aid, Learning Support policies, and other institutional policies.

Probably your first task as a faculty advisor will be to assist students in preparing a schedule for the academic term. This schedule should be based on a clearly defined program of study that is consistent with the student's interests and abilities and should include a careful monitoring of the advisee's academic progress.

It is the responsibility of each faculty advisor to participate in new student advisement at the beginning of each academic term. Throughout the term, each advisor should provide each assigned advisee adequate and convenient access to academic advisement. You should also be readily accessible to students who need assistance in determining whether or not to drop a course during the few days preceding midterm. Dalton State College has year-round registration, and advising days and times are set at the School/Departmental level. During the designated dates, you will be expected to post a sign-up sheet for advisees to make an appointment for advisement. An advisor must clear a student before the student can register online. Students with learning support requirements may not register online.

An additional resource for faculty advisors is the College's Academic Advising Center which opened in June 2004. The Center is staffed by faculty members who receive training through the Advising Center and are responsible for advising first-time, degree-seeking students as well as certificate and transfer students with two or more learning support requirements. Degree-seeking students will continue to be advised in the Academic Advising Center until they have a) satisfied all learning support requirements, b) completed at least 15 credit hours, and c) declared a major other than General Studies. The Center also serves as a resource for all students and all faculty members, providing informational assistance designed to help students graduate in a timely manner and with the greatest academic benefit. The Advising Center is located in Room 107 of the Liberal Arts Building. All academic advising services are offered without charge to DSC students.

## **ACADEMIC FREEDOM**

Dalton State College endorses the principles of academic freedom expressed in the following "Statement on Academic Rights and Responsibilities" issued by the American Council on Education in 2005. While members of the College's faculty are entitled to full academic freedom as described there, in their interactions with students they are expected to maintain at all times the highest standards of academic professionalism and to make every effort to assure unimpeded intellectual diversity in their classrooms and other instructional venues.

Dr. Sandra Stone  
Vice President for Academic Affairs  
Westcott Building, Room 166  
706-272-4421      sstone@daltonstate.edu

### **ACE Statement on Academic Rights and Responsibilities**

Intellectual pluralism and academic freedom are central principles of American higher education. Recently, these issues have captured the attention of the media, political leaders and those in the academy. This is not the first time in the nation's history that these issues have become public controversies, but the current interest in intellectual discourse on campus suggests that the meaning of these terms, and the rights and responsibilities of individual members of the campus community, should be reiterated.

Without question, academic freedom and intellectual pluralism are complex topics with multiple dimensions that affect both students and faculty. Moreover, America's colleges and universities vary enormously, making it impossible to create a single definition or set of standards that will work equally well for all fields of academic study and all institutions in all circumstances. Individual campuses must give meaning and definition to these concepts within the context of disciplinary standards and institutional mission.

Despite the difficulty of prescribing a universal definition, we believe that there are some central, overarching principles that are widely shared within the academic community and deserve to be stated affirmatively as a basis for discussion of these issues on campuses and elsewhere.

American higher education is characterized by a great diversity of institutions, each with its own mission and purpose. This diversity is a central feature and strength of our colleges and universities and must be valued and protected. The particular purpose of each school, as defined by the institution itself, should set the tone for the academic activities undertaken on campus.

Colleges and universities should welcome intellectual pluralism and the free exchange of ideas. Such a commitment will inevitably encourage debate over complex and difficult issues about which individuals will disagree. Such discussions should be held in an environment characterized by openness, tolerance and civility.

Academic decisions including grades should be based solely on considerations that are intellectually relevant to the subject matter under consideration. Neither students nor American Council on Education faculty should be disadvantaged or evaluated on the basis of their political opinions. Any member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process by which his or her grievance can be addressed.

The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merits of competing academic ideas rests with colleges

and universities and is determined by reference to the standards of the academic profession as established by the community of scholars at each institution.

Government's recognition and respect for the independence of colleges and universities is essential for academic and intellectual excellence. Because colleges and universities have great discretion and autonomy over academic affairs, they have a particular obligation to ensure that academic freedom is protected for all members of the campus community and that academic decisions are based on intellectual standards consistent with the mission of each institution.

June 23, 2005

The following organizations have endorsed this statement:

- American Association of Community Colleges
- American Association of State Colleges and Universities
- American Association of University Professors
- American Council on Education
- American Dental Education Association
- American Political Science Association
- Association of American Colleges and Universities
- Association of American Law Schools
- Association of American Universities
- Association of Catholic Colleges and Universities
- Association of Governing Boards of Universities and Colleges
- Association of Higher Education Facilities Officers
- Association of Jesuit Colleges and Universities
- The College Board
- College Student Educators International
- College and University Professional Association for Human Resources
- Council for Advancement and Support of Education
- Council for Christian Colleges and Universities
- Council for Higher Education Accreditation
- Council for Opportunity in Education
- Council of Graduate Schools
- Council of Independent Colleges
- EDUCAUSE
- National Association of Independent Colleges and Universities
- National Association of State Universities and Land-Grant Colleges
- National Association of Student Personnel Administrators

## ACADEMIC PROGRESS

Dalton State College students are expected to demonstrate reasonable progress in fulfilling their own goals and the academic standards of the institution.

<u>CREDIT HOURS ATTEMPTED</u>	<u>MINIMUM CUMULATIVE GRADE POINT AVERAGE</u>
15	1.60
30	1.80
45 or more*	2.00

\*Students enrolled in certificate programs requiring less than 45 hours must earn a GPA of 2.0 in order to graduate.

Students whose cumulative GPA's are below the minimum required will be placed on Academic Probation and will be required to confer with their academic advisors. They may be advised to reduce their course loads and they are not eligible to hold office in student government or for membership on any official college committee.

Students on academic probation who fail to raise their cumulative GPA's to the College standards after attempting fifteen additional credit hours will be placed on Academic Suspension.

A student who has been suspended may appeal for readmission to the College. The appeal procedure is initiated only by the student's written request to the Vice President for Academic Affairs. The request is reviewed by a Readmission Committee composed of:

1. A member of the Admissions Committee appointed by the Vice President for Academic Affairs,
2. The faculty advisor of the appealing student, and
3. Another full-time faculty member selected by the appealing student

A student on suspension may register for classes only on the recommendation of the Readmission Committee and the approval of the Vice President for Academic Affairs, and only on the conditions stipulated for readmission.

The advance registration of any student placed on Academic Suspension is canceled and all prepaid fees will be refunded unless the student is readmitted by the Readmission Committee and the Vice President for Academic Affairs.

Requests for review of suspension should be submitted as soon as possible after receipt of the notice of suspension. All requests must be submitted not later than the published date of **regular** registration for the semester in which the student wishes to resume course work.

Any student readmitted will be considered officially on Academic Probation until such time as the cumulative grade point average reaches the required minimum level. A student who fails to meet the conditions of readmission is ineligible for a second readmission for a period of one semester. A student who is readmitted a second time and again fails to meet the conditions of readmission will be placed on Indefinite Suspension and cannot appeal for readmission for a period of twelve months.

## **ADMINISTRATION**

The role, scope, and function of the administrative officers of Dalton State College are defined in the *Statutes*. The President is appointed by the Board of Regents as the executive head of the institution responsible for the administration and operation of the College. Reporting to the Chancellor of the University System, the President is the official medium of communication between the faculty and the Chancellor.

All other administrative responsibilities and authority at Dalton State College are delegated by the President. Responsibility for academic and faculty functions is delegated to the Vice President for Academic Affairs to whom the deans report as administrators of their respective Schools or Departments. Faculty concerns are normally addressed initially to the appropriate dean/department chair.

## **ADMINISTRATIVE OFFICES**

The Office of the President, the Office of Academic Affairs, the Office Fiscal Affairs (Comptroller), and the Office of Enrollment and Student Services (including Financial Aid) are located in the Westcott Building. Each office is open daily from 8:00 a.m. to 5:00 p.m. Extended hours are observed during regular and late registration periods. In addition, the Office of Enrollment and Student Services is open until 6:00 p.m. on Monday and Tuesday and the Office of Fiscal Affairs is open until 6:00 p.m. on Wednesday and Thursday.

Two offices responsible to the Vice President for Enrollment and Student Services are housed in the Pope Student Center. The Academic Resources Center and the Student Activities Office are open from 8:00 a.m. to 6:00 p.m. Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday.

The Office of Human Resources is located in Gignilliat Memorial Hall, Room 122, and is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

The Academic Advising Center is located in Lorberbaum Liberal Arts Building, Room 107. Office hours are Monday and Tuesday from 8:00 a.m. to 6:00 p.m. and Wednesday, Thursday, and Friday from 8:00 a.m. to 5:00 p.m.

Personnel in all of these offices will arrange for after-hours appointments if needed.

## **ADMINISTRATOR EVALUATIONS**

Administrators at Dalton State College are evaluated continuously by their supervisors and are formally evaluated at least once each year. The essential focus of this process is the improvement of institutional effectiveness through enhanced administrative support of the mission of the College.

### **PRESIDENT**

The Board of Regents at its regular monthly meeting each February elects the presidents of the institutions in the System for the next fiscal year. Prior to these actions on non-tenure track personnel, the Board receives in executive session an extensive evaluation of each incumbent by the Chancellor. At the monthly meeting of the Board the following June, the Chancellor presents his recommendations for merit salary adjustments for each of the reappointed presidents based on his or her annual evaluations.

### **PRESIDENT'S STAFF**

The President is directly responsible for evaluating his or her administrative staff and for recommending merit salary adjustments for these individuals to the Chancellor. In formulating his or her evaluation, the President considers all sources and information that in his or her judgment are relevant and appropriate.

### **VICE PRESIDENT FOR ACADEMIC AFFAIRS**

For consideration in the annual evaluation of the Vice President for Academic Affairs, the President requests each dean reporting to that office to provide on or before March 1 an anonymous evaluation of the Vice President for Academic Affairs through the use of the Administrator Evaluation Questionnaire, which includes both rating and open-ended response items. The President shares a summary of these evaluations with the Vice President for Academic Affairs.

### **DEANS OF SCHOOLS/CHAIRS OF DEPARTMENTS**

The Vice President for Academic Affairs requests that each faculty member provide a comparable appraisal for the dean of his or her School on or before March 1 through the use of the same Administrator Evaluation Questionnaire. The Vice President for Academic Affairs shares a summary of these evaluations with the dean. In Schools housing Departments, each faculty member is also requested to provide the School dean with an appraisal of his or her department chair on or before March 1. The dean will share a summary of these evaluations with the department chair as part of the chair's annual evaluation.

See ADMINISTRATOR EVALUATION QUESTIONNAIRE in the Appendix.



## ADVISEMENT AND REGISTRATION

All students enrolling at Dalton State College for the first time are required to meet with an academic advisor for initial academic advising and registration.

### Advisor Assignment Procedure Guidelines

- I. Assumptions
  - A. The Academic Advising Center can generate lists of advisees for new and active students. Deans and administrative assistants can generate a list of active advisee students.
  - B. Accounts on GUI BANNER with appropriate security levels are provided to the deans and administrative assistants.
  - C. Three weeks after regular registration, students not enrolled for the past two full terms (not To include summer) have been deactivated by OCIS from the advisor lists.
  - D. The Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, the deans of the Schools, and the Director of the Academic Advising Center provide an ongoing effort to increase the effectiveness of the advisement process through incorporation of the latest technology and the development of the most efficient organization possible.
  - E. Advisee load is considered as part of the advising component of the faculty evaluation procedure.
  - F. Advisement training is provided for faculty through the Academic Advising Center prior to their service in the Academic Advising Center.
  
- II. Definitions
  - A. New dean/administrative assistant/School = the School/Department to which the student will be changing.
  - B. Old dean/administrative assistant/School = the School/Department from which the student will be changing.
  
- III. Procedure
  - A. New students
    1. First-time, degree-seeking students as well as certificate and transfer students with two or more learning support requirements will receive initial academic advisement in the Academic Advising Center. Usually, they will be advised and registered by appointment after they have been officially accepted. Degree-seeking students will continue to be advised in the Academic Advising center until they have a) satisfied all learning support requirements, b) completed at least 15 credit hours, and c) declared a major other than General Studies. Certificate students and degree-seeking transfer students will exit from the Academic Advising Center when they have satisfied their learning support requirements.
    2. Transfer and certificate students with less than two learning support requirements and all mini-certificate students will be assigned to faculty advisors by the appropriate School/Department administrative assistants. Advisement of these students will most likely occur after they attend New Student Orientation.
    3. When a student is released from the Academic Advising Center, the appropriate School/Department administrative assistant will be notified. The administrative assistant assigns advisors as directed by the dean and ensure that the number assigned to faculty is reasonable.\*
    4. The School/Department administrative assistant will notify the student by mail regarding his/her new advisor assignment along with the advisor's office location and telephone number.
    5. The School/Department administrative assistant will make a list of new advisees for each dean/department chair and advisor.

\*"Reasonable" is School/Department-specific. It connotes that there is sufficient time for advisors to fulfill the role of advisor as specified in the college advisor's handbook. In the event a reasonable number cannot be maintained in this manner, the dean/chair will take necessary steps to assure a reasonable number is maintained.

6. The administrative assistant to the Vice President for Academic Affairs will send a list of enrolled students to each School/Department administrative assistant and the Academic Advising Center administrative assistant by the end of the third week of the semester. Each administrative assistant will check the list and appropriately assign an advisor to those listed as "No Advisor". Additional assignments may have to be made after "C" session registration each term.

B. Change of Major

1. Students go to the Enrollment Services office to change majors.
2. Students are notified by mail when a major change is processed and approved and the new school/department administrative assistant is copied on the notification.
3. Student is notified by the school/department administrative assistant of the new School/Department who will tell the student the name of the new advisor.
4. New School/Department administrative assistant notifies new advisor and old school/department administrative assistant of advisor change.
5. New School/Department administrative assistant will notify the student by mail regarding his/her new advisor assignment along with the advisor's office location and telephone number.

Students should feel free to contact their advisors at any time to discuss problems or seek advice.

All students who have ever been enrolled at Dalton State College, including current students, are encouraged to meet with their advisors throughout the semester to register. Advisors must grant students "Permission to Register" via BANNER before the student is able to register. Students with any learning support requirements must register through their advisors.

Once the faculty member and the student have completed advisement, the faculty member can register the student electronically using the registration procedure directed in the BANNER Web Training Guide or the student may self-register. OCIS periodically provides faculty and staff with updates to the Training Guide.

After being advised and registered, the student pays all fees at the Fiscal Affairs Office. Those who complete the registration process are entered on the class rolls for the next academic term and have no further obligations until their classes meet for the first time.

New and former students may "late register" the first three days of the term.

Registration is not complete until all fees are paid. The registration of students who fail to pay fees after having their course schedules entered or whose payment is uncollectible (e.g., returned check) is cancelled. (Please encourage any student who is having financial difficulties to contact the Financial Aid Office. The College has access to a wide variety of assistance programs.)

## **ADVISORY COMMITTEES**

The structure of all programs of study that prepare graduates for entry into the work force will include an advisory committee to promote interaction between the programs and the businesses and industries they serve. All committees must have clearly defined roles and functions; and each program will establish its own membership, function, and meeting times.

Advisory committees must not engage in fund-raising activities without written permission from the Office of Institutional Advancement.

## **AFFIRMATIVE ACTION**

The President of the College has succinctly stated the College's commitment to equal opportunity and nondiscrimination: "Dalton State College seeks to provide an environment that supports effective teaching and learning, mutual respect among students, faculty, and staff, and productive, congenial working relations. Discrimination on the basis of race, religion, color, sex, national origin, or handicap subverts these goals and is unacceptable on this campus."

Equal opportunity and nondiscrimination are also guaranteed by policy of the Board of Regents.

No person shall, on the ground of race, color, sex, religion, creed national origin, age, or handicap be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established.

Through its Affirmative Action Program, written to comply with the requirements of Executive Order 11246, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 USC 2012); Section 503 and 504 of the Rehabilitation Act of 1973, as amended; and their implementing regulations, Dalton State College affirms its commitment to pursue aggressively full employment and educational opportunities for all citizens.

Copies of the Affirmative Action Program are available in the Office of the Vice President for Academic Affairs, who serves as the College's federal compliance officer, in the Office of the Director of Human Resources, and in the Library. You and your students are encouraged to contact the compliance officer to discuss any instances of alleged discrimination on the campus or in the operation of the College.

## **ALTERNATIVE DISPUTE RESOLUTION (ADR)**

Dalton State College is a participant in the Board of Regents' " Initiative and Policy Direction on Conflict Resolution," which was established in 1995. This initiative created a System-wide conflict alternative dispute resolution (ADR) program which resolves conflicts at the lowest level within the institution.

It is the practice of DSC to settle disputes quickly and fairly, at the lowest possible institutional level, and within an environment of fairness, trust, and dignity for all. Usually this is accomplished one-on-one; but if resolution cannot be reached at this first stage, the dispute should be submitted to the Dalton State College ADR liaison officer.

The Director of Human Resources serves as the Dalton State College ADR liaison officer. The ADR campus-wide committee consists of all School/Divisional/Departmental Chairs.

The Consortium on Negotiation and Conflict Resolution (CNCR), located at Georgia State University, provides oversight responsibility and training support for the Dalton State College ADR program.

## **BOOKSTORE**

The College Bookstore, located on the upper level of the Student Center, stocks all required textbooks and other course materials, general student supplies, notions, and a limited selection of trade books. It will place special orders for any book in print.

The Bookstore operates from 7:30 a.m. to 6:00 p.m. Monday through Thursday and from 7:30 a.m. to 5:00 p.m. on Friday. Hours are extended until 7:00 p.m. or as late as needed Monday through Thursday during the first two weeks of the academic term. Textbooks are also available for sale on-line through the DSC Bookstore.

State regulations require that all sales of merchandise on campus, including textbooks and other course materials and supplies, be conducted through the Bookstore or another unit of the Office of Fiscal Affairs.

The Bookstore provides "buy back" services for unwanted used textbooks Monday through Friday during normal store hours. The Bookstore Manager can arrange for an authorized buyer to visit your office if you wish to sell a quantity of books. No other "buy back" operations are authorized on campus. If you are approached by an unauthorized used book buyer on campus, please contact Public Safety immediately (Ext. 4461).

## CAMPUS VISITORS

College offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. When the college is in session, the Office of Enrollment and Student Services is open until 6:00 p.m. on Monday and Tuesday; the Business Office is open until 6:00 p.m. on Wednesday and Thursday; and the Academic Resources Center and the Financial Aid Office are open Monday through Thursday until 6:00 p.m. Weekend and holiday period appointments with college officials may be secured through advance arrangements.

Anyone who is not an employee, student, or authorized guest is not allowed on campus. Door-to-door solicitation of any kind is strictly prohibited at Dalton State College, particularly solicitation by insurance agents or book buyers. You may invite a salesman to your office, but one is not authorized to visit without appointment. If you notice anyone on campus who appears to be inappropriate, contact the Office of Public Safety at 4461.

Child care facilities are not available on campus. **Dalton State College is not responsible for children, and children must not be left unsupervised on campus.** Children are not permitted to accompany students to classes, laboratories, seminars, etc.

Children may be on campus accompanied by their parents for short, infrequent visits. However, children may not remain with the parents for extended periods of time as they may interfere with the performance of the employee/student and may compromise the safety of the children. Should this event occur, the parent will be instructed to take the children off the campus.

If unattended minor children are found during patrols in the hallways or campus grounds, Public Safety officers will complete the following:

1. Have the child assist in locating the parent.
2. If the parent is in class, an officer will interrupt the class in a professional manner and request the parent to step out of the classroom. The parent will be instructed to take immediate care and control of the child. The officer will complete a Miscellaneous Incident Report titled *Unattended Child*.
3. In situations when the parent is not attending class or is not in the immediate area, officers may be required to bring the child to the Public Safety Office until the parent can be located. A Miscellaneous Incident Report or other reports will be completed per the officer's determination.

## **CANCELLATION OF CLASSES/CLOSING OF THE COLLEGE**

If classes are canceled for any non-emergency reason, notice is provided to all faculty members and students as far in advance as possible by means of posters, memoranda, etc.

If classes are canceled because of an emergency, such as inclement weather, announcements are made as quickly as possible through the radio and television media in the service area of the College, on the College website, and through Connect Ed, the College's reverse 911 emergency contact system to which all faculty and students are urged to subscribe through the Personal Menu of the DSConnect webpage. Closings because of weather will be made at whatever point it is determined that conditions are or will likely become unsafe. Most often, these conditions develop during nighttime hours, and every effort is made to contact the media by 6:30 a.m.

If you are teaching at an extended campus site, you must observe the decisions of the host facility. These announcements are usually made on radio and television stations in the area of the host site.

A list of the radio and television stations on the College's "call list" is posted on bulletin boards across the campus as winter weather approaches. Included are four Dalton radio stations, the three network TV stations in Chattanooga, four radio stations in Chattanooga, two network TV stations in Atlanta, and at least one radio station each in Ellijay, Calhoun, and LaFayette. Encourage your students to identify one or more of these sources for information on class cancellations/campus closings. If you need additional information, contact the Academic Affairs or Enrollment and Student Services offices during normal office hours.

In all cases, the College expects employees and students to exercise judgment and caution in assessing the safety of conditions they will encounter between their point of departure and the campus or extended campus site.

Decisions on make-up days depend on several factors; however, because of the constraints of the University System's Uniform Calendar, compensatory time is usually not scheduled unless the total days lost exceed the equivalent of one week of class time in a given academic term.



## CATALOG

The *College Catalog and Student Handbook* is an essential document for every student and faculty member. The *Catalog* contains student-related academic policies and procedures in effect at the time of printing, as well as curricular requirements for each program of study offered by the College.

Each student who receives a degree or certificate from Dalton State College must fulfill all of the graduation and curriculum requirements published in one applicable *Catalog*. Those students who do not change their programs of study or their degree/certificate status may graduate under the *Catalog* in effect at the time of initial enrollment or the *Catalog* in effect at the time of their graduation. Students who change their programs of study or their degree/certificate status may complete the requirements of the *Catalog* in effect at the time of the change or in effect at the time of their graduation. Students who pursue an additional degree or certificate are subject to the requirements of the *Catalog* in effect when they begin the new program or in effect at the time of their graduation.

Students who re-enter the College after a period of two or more consecutive calendar years in which they earned no academic credit at Dalton State College must satisfy the curricula requirements of the catalog in effect when they return to school, or in effect at the time of their graduation. Students who have not graduated by the time their entering catalog edition is ten years old must satisfy the curricula requirements of the catalog in effect when the ten year period expires, or in effect at the time of their graduation.

The *Student Handbook*, included in the *Catalog*, contains information about the co-curricular activities of the College, as well as current student conduct regulations and disciplinary policies and procedures.

Students are responsible for the content of both of these documents, which are easily accessible on the College website.

## **CHEATING AND PLAGIARISM**

Cheating and plagiarism are defined and discussed in the *Student Handbook*. You should, however, clearly state in writing your policies on these violations of academic integrity at the beginning of each course and indicate the penalties for such infractions. You should also notify your dean/Department chair of any occurrences and your proposed or actual actions in response. The student's course of appeal for disciplinary actions or any other academic matter is to the chair, the dean, the Vice President for Academic Affairs, and the President. In addition to whatever disciplinary actions you impose for academic dishonesty, you may also prefer charges against the offender with the Student Discipline Committee.

## CLASS ROLLS

Preliminary class rolls for all courses are generally available on the Internet before the first class meeting. If not, you may wish to make your own temporary roll. After the last scheduled registration and drop-add date each academic term, faculty members should download their final class rolls from the Internet.

**Faculty members are responsible for notifying the Office of Enrollment and Student Services of any student whose name appears on their class roll but who has never appeared for class.**

All students attending your classes, including auditors, must be duly registered. If an attendee's name does not appear on the final class roll, you should not allow him or her to continue attending your class without written verification of registration status from the Office of Enrollment and Student Services.

### Class Roll Verification Process

1. Under the Banner Faculty Menu select Early Warning Class Audit.
2. Select the CRN for the appropriate class roll.
3. For those students who have never attended class, indicate with an "A" in the box by the student's name.
4. Use the section at the bottom of the roll to indicate students who are attending class, but are not on the roll.
5. If all information is correct, indicate by selecting the button at the bottom of the page.

## **CLASS SCHEDULE**

The meeting time and dates for each class, including the final examination period, are established at the time each class is placed on the "Schedule of Classes." Any changes must be approved by your dean/department chair and the Vice President for Academic Affairs.

See CLASSROOMS and FINAL EXAMINATIONS

## **CLASSROOMS**

As each class is scheduled, the Office of Enrollment and Student Services assigns it to a classroom and/or laboratory. The Master Room Schedule includes all activities conducted in instructional areas, including Dalton State College credit and non-credit courses, and other agency and group activities.

If you need to relocate any on-campus classes for any reason, the Office of Enrollment and Student Services will try to accommodate your needs. It is essential, however, that all changes be made through your dean/department chair and recorded through the Office of Enrollment and Student Services to avoid conflicts and to provide the College with a current class location schedule in the event of an emergency. Requests for changes in evening classroom assignments are also made through the Office of Enrollment and Student Services.

Extended campus classroom assignments are handled by the Site Coordinator. Your dean/department chair should be informed of all classroom changes on campus and at extended campus sites.

If you are teaching at a non-campus site, you and your students are expected to observe all policies of the host facility.

In all cases, both on campus and elsewhere, classroom etiquette requires that the rooms, including chalkboards and furniture, be left in good order for the next class.

Should your assigned campus classrooms need custodial service, maintenance, or special instructional appointments, contact your dean/department chair. Requests for emergency service during the day can be placed directly with Plant Operations. Requests for services at the Gilmer County Center should be made through the Assistant Vice President for Academic Affairs.

You are encouraged to report deficiencies in the physical environment of the campus and to make suggestions for improvement.

## **CLERICAL/SECRETARIAL ASSISTANCE**

Clerical/secretarial support for day classes is available through the Instructional Services Offices in Sequoya Hall and the Liberal Arts Building or the clerical staff in the Technical Building. These offices are staffed from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Whenever possible, please allow at least one week's notice for typing and duplicating examinations, course syllabi, and other class materials.

If you wish to do your own duplicating, contact your dean/chair for an approved user code to operate the machines. Copying charges will be billed to the School. Payment for personal copies is made by the user to the Office of Fiscal Affairs at the rate of 5¢ per copy. If you need to use one of the copiers in the Library for class-related purposes, a librarian can arrange for the charges to be billed to your School. Check with your dean/chair if you need to make numerous copies, since these charges are higher than elsewhere on campus.

State law prohibits the use of University System personnel, supplies, postage, telephone service, equipment, or other items of value for personal purposes or gain.

## **COMMUNITY SERVICE**

Members of the Dalton State College faculty represent a valuable resource of academic, cultural, and technical expertise for Northwest Georgia. Through participation in community activities, agencies, and organizations, faculty members are encouraged to share their expertise and to assist the residents of the service area in recognizing and using the facilities, services, and resources of the College available to individuals and groups.

Community service should complement the faculty member's service to the College. Activities that conflict with assigned duties or that may reduce the faculty member's effectiveness as a member of the College community should be avoided.

Community service should be reported on the "Faculty Member's Annual Report" form. Newsworthy activities or recognitions should also be shared with the College's Public Relations office.

## CONDUCT/DISCIPLINE

Dalton State College students are expected to deport themselves as responsible, mature members of the college community. The Student Code of Conduct, published in the *Student Handbook*, describes expected and prohibited behaviors, student rights and responsibilities, and disciplinary procedures.

You and your students have the right to an orderly teaching/learning environment and the responsibility to support such an environment by discouraging behaviors detrimental to an effective academic experience. You should identify for your class those behaviors and activities that you find disruptive, unethical, or otherwise unacceptable.

No member of the College community should be permitted to interfere with the safety, welfare, or learning opportunities of any other member or to compromise the academic integrity of the College. Violations of academic policies or principles are usually dealt with by the course instructor. Other conduct infractions are normally referred to the Vice President for Enrollment and Student Services or the Office of Public Safety.

Should an occasion arise in which you need assistance, feel free to contact your dean/chair, the Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, or the Office of Public Safety.



## **CONSULTING**

Regents' policy requires faculty members to include the following disclaimer in any written reports they prepare for clients of consultative services:

"This report represents the opinion of the author(s). It carries no official endorsement by Dalton State College."

Failure to comply with this directive could have serious consequences for the University System and the faculty member.

See OUTSIDE ACTIVITIES

## CONTRACT RENEWAL

All full-time faculty members receive formal contracts of employment issued over the signature of the President.

Non-tenured members of the faculty who are appointed to tenure-track positions receive notice of the institution's intent to renew or not to renew their employment contract for the next academic or fiscal year according to a time schedule printed in the *Board of Regents Policy Manual* and reproduced in this *Handbook* under TENURE AND PROMOTION. Members of the full-time faculty who have been awarded tenure have the assumption of renewal for the next contract period in the absence of termination action by the College or the Board of Regents under procedures which include due process.

Contracts are issued to newly hired full-time faculty members immediately after the President approves the terms of the contract and a state-required criminal background check is satisfactorily completed. Contracts are issued to continuing full-time faculty members as soon as possible after the College receives notification from the Chancellor that the Board of Regents has approved the operating budget of the College for the next fiscal year. The timing of that approval is determined primarily by the date on which the Governor signs the state budget that includes an appropriation for the operation of the University System for the next fiscal year. Other factors include the amount of time necessary for the Board of Regents to determine allocations to the individual colleges and the requirements placed on the College by the General Assembly or the Board in the preparation of the local operating budget. Dalton State College's budget is normally approved at the June meeting of the Board, but it may be approved as early as May or as late as July.

Each full-time faculty member receives two copies of the contract to cover the period of employment. Those contracts are normally hand-delivered by the dean, and each recipient is asked to initial a form acknowledging that delivery. Contracts are mailed to those faculty members who are not on campus at that time. Each faculty member has a specified number of days from the date indicated on the contract to accept the offer by signing and returning one copy of the contract to the President's Office. The second copy should be retained by the faculty member. Contracts not received in the President's Office by the deadline date are considered void. As a courtesy, any faculty member who does not wish to accept a contract should return both copies unsigned to the President's Office.

## COUNCILS AND COMMITTEES

Faculty participation in the governance of the College is encouraged through membership on standing councils and committees and appointments to ad hoc committees established by the President and the Vice President for Academic Affairs. Opportunities to provide service to the institution through elected membership on most of the standing bodies of the College are solicited annually by the Committee on Committees. Faculty members are also invited to express their interest in filling appointed positions by contacting the administrator involved. Full-time teaching faculty members do not routinely hold more than one elected appointment annually.

The role, scope, and membership of all standing councils and committees of the College are defined in the *Statutes*. Faculty membership is summarized below.

Committee/Council	# of Faculty	How Selected	Term
Academic Council	1 per School/25 faculty	*Elected	1 year
1. Statues and Faculty Handbook Committee	Indefinite	Appointed by VPAA	1 year
Student Activities Council	2	*Elected	1 year
1. Athletic Committee	5	Appointed by VPESS	1 year
2. Environmental Affairs Committee	5	Appointed by VPESS	1 year
3. Fine Arts/Lecture Committee	6	Appointed by VPESS	1 year
4. Literary Committee	6	Appointed by VPESS	1 year
Enrollment & Student Services Council			
1. Admissions Appeal Committee	5	*Elected	2 years
2. Calendar Committee	3	*Elected	1 year
3. Financial Aid Appeals Committee	2	*Elected	1 year
Standing Committees of the Faculty			
1. Board of Review (Grievance Committee)	3	*Elected (Chair + 2 Alt)	1 year
2. Committee on Committees	5	*Elected (3 one yr/2 next)	2 years
3. Discipline Committee	4	*Elected	1 year
4. Diversity Advisory Committee	5	*Elected	2 years
5. Faculty Enrichment Committee	4	*Elected	2 years
6. Faculty Evaluation Committee	1 per School/25 faculty	Elected by Schools	2 years
7. Faculty-authored Texts Committee	1 per School	Elected by Schools	1 year
8. First Year Experience Committee	6	*Elected	2 years
9. Human Subjects Institutional Review Board	3	*Elected	3 years
10. Incident Review Committee	2	*Elected	2 years

11. Intellectual Property Committee	5	Appointed by President	As needed
12. International Education Committee	2	*Elected	2 years
13. Library Committee	4	*Elected	1 year
14. Marketing Committee	2	*Elected	1 year
15. Medical Laboratory Credential Committee	MLT faculty	N/A	1 year
16. OCIS Advisory Committee	4	*Elected	1 year
17. Retention Committee	7	*Elected	1 year
18. Strategic Planning Committee	Varies	Appointed by President	3 years
19. Teaching Award Selection Committee	1 per School/25 faculty	Elected by Schools	1 year
20. Teaching and Learning Committee	7, 1 FYE, 1 Stu Svcs	*Elected	2 years
21. Tenure and Promotion Committee	1 per School/25 faculty	Elected by Schools	2 years
22. Executive Committee of the Faculty Advisory Assembly	1 per School/Division	Elected by Schools	2 years
23. Beth Burdick Service Excellence Award Selection Committee	1	Appointed by VPAA	1 year
Ad Hoc Committees	Indefinite	Appointed by VPAA or President	Indefinite

\*Nominated by Committee on Committees, elected by Faculty

## **COURSE FILES**

A file for each credit course offered by the College must be maintained for review by external accrediting and auditing agencies.

Faculty members should submit to their deans/department chairs the following items for every course taught each academic term: a course syllabus; copies of major exams; and other significant materials related to course objectives; student outcomes, or student/course evaluation. The deans/chairs are responsible for maintaining these documents.

## COURSE SYLLABUS

You should provide each student in your classes with a written course syllabus at the first class meeting, and the document should also be available on any webpage you maintain as a faculty member. This syllabus should clearly state your classroom policies and procedures as well as the course requirements. (See Sample Course Syllabus)

At a minimum, the syllabus should include:

1. Title of the course
2. Textbook(s) and/or other required course materials.
3. Objectives of the course.
4. Number and value of graded assignments and/or other considerations used in determining the course grade.
5. Policy on attendance and, if applicable, penalties imposed.
6. Policy on late or make-up work and, if applicable, penalties imposed.
7. Other policies governing the course and/or course grade, such as cheating and plagiarism, appropriate dress, tools, supplies, and conduct.
8. Procedure for scheduling meetings with you outside of class and for getting messages to you. (This is a requirement of the Commission on Colleges of the Southern Association of Colleges and Schools.)
9. Statement on Disability Support Services (Wording of this portion of the syllabus is provided by the Academic Resources Center.)
10. Statement on Workforce Development.
11. Statement on Withdrawal/Drop procedures. (SEE ALSO DROPPING AND ADDING CLASSES)
12. Your office hours, email address, website address, or other means by which students can contact you.

Your students may also find it helpful to have a schedule of class activities (dates of tests, written assignments, sequence of lectures, laboratory sessions, field trips, etc.); recommended supplementary readings and other resources such as audio-visual materials, study guides, etc.; and any other information that you think would help the students understand better the nature, purpose, and requirements of your course.

To comply with the accrediting criteria of the Commission on Colleges of the Southern Association of Colleges and Schools, your dean/department chair will need a current, dated syllabus for each course you teach. Your dean/chair will, of course, assist you in preparing course syllabi and will inform you if there is a common syllabus for all sections of certain courses or common components for all course syllabi in your School or Department. See SAMPLE COURSE SYLLABUS in the Appendix.

## CREDIT BY EXAMINATION AND ADVANCED PLACEMENT

Each student should be challenged to master new skills, information, or knowledge in every course. Students who have mastered the content and expertise of a course at the equivalent of at least a "C" level through independent study, work experience, or some other non-traditional means may receive credit for that course through a validation examination.

The College awards credit through the College Level Examination Program (CLEP), the Advance Placement (AP) program, the International Baccalaureate program, and others listed in the American Council on Education Guide (ACE Guide). Occasionally, however, credit is awarded through examinations developed and administered locally by a School or Department. These determine the student's mastery of the knowledge, skills, and information expected of those who pass the course(s) at Dalton State College with a grade of at least "C."

"Credit by Examination", indicated by the symbol "K" on the student's record, is an award of credit hours applicable toward graduation or other requirements but does not carry a letter grade or quality points. Credit by examination hours cannot be used to satisfy the thirty-hour minimum residence requirement.

You may refer students to the College *Catalog*, your dean or department chair, the Vice President for Enrollment and Student Services, or the Vice President for Academic Affairs for further information.

## **CUSTODIAL, LANDSCAPE, AND MAINTENANCE SERVICES**

The custodial, grounds, and maintenance staffs perform routine services on a schedule established by the Director of Plant Operations to minimize interference with instructional activities. Emergency cleaning and repairs may occasionally cause inconveniences. You can assist the staff by promptly reporting actual or potential custodial, landscape, or maintenance needs.

For emergency services, contact the Plant Operations Office (Ext. 4446) during the day or Public Safety (Ext. 4461) at night, weekends, and holidays. Requests for nonemergency services should be made using Work Request forms available in the academic and administrative offices.

Major cleaning, maintenance, and refurbishing projects are scheduled between academic terms and on the weekends whenever possible. If these activities necessitate entering your office and/or removing office furniture and other items, you will receive advance notice except in cases of emergency.

Dalton State College has received formal commendation for the quality of its maintenance services and the resulting appearance of the campus. Your suggestions for further improvements that would enhance the learning environment are always appreciated.



## DROPPING AND ADDING CLASSES

Students may drop and/or add classes during the add-drop period at the beginning of each semester. The Schedule Adjustment Form (Appendix B) is used for adding or dropping courses. The add-drop period is limited to those dates as indicated in the Academic Calendar. After that date, classes may not be added without the approval of the instructor, except for classes which have not yet begun. Students may not add classes for which they do not meet the prerequisites. Students may not add classes that are "closed" except with instructor approval. Payment for semester hours added during the add-drop period must be made immediately. It is the responsibility of the student to submit the properly completed form to the Enrollment Services Office during scheduled hours of operation. Official changes are made only from this form.

Faculty members should check their class rolls available on BANNER regularly for accuracy of information concerning those students who have added or dropped a course. Students may drop classes without penalty up to the announced deadline date, as noted in the Academic Calendar. Students enrolled in any Learning Support Class may not drop such classes without first dropping any credit courses they have scheduled.

After the "last date to add" in the Academic Calendar, there is no refund in the University System for a reduction in the number of hours carried. Part-time students who increase their course load must, however, pay for the additional hours (up to 12 credit hours, which will constitute a full-load).

Students who officially drop classes by the last date to drop automatically receive the non-punitive symbol "W" (Withdraw), which does not compute in hours carried or the grade point average but counts as hours attempted for purposes of financial aid.

After the midterm date, the "W" can only be assigned for a Hardship Withdrawal. This provision is designed to accommodate genuine emergencies such as illness, accident, death, relocation, and other situations beyond the student's control. Students requesting a hardship withdrawal must be passing their courses to receive a grade of "W". A Request for Hardship Withdrawal form (See WITHDRAWAL FROM COLLEGE) must be completed for each course and requires the recommendation of the deans or Department chairs and the Vice President for Academic Affairs. The student should provide a written request and, whenever possible, third party documentation (from a physician, employer, etc.) for you to attach to the request form when you forward it to your dean/department chair. See REQUEST FOR HARDSHIP WITHDRAWAL in the Appendix.

To drop all classes at one time through the midterm date, the student should use a Dalton State College Schedule Adjustment Form. This form must be used to receive the applicable refund for complete withdrawal. See SCHEDULE ADJUSTMENT FORM in the Appendix.

Students who advance register and then officially reduce their course loads or completely withdraw before the end of the add period receive full refunds of the applicable fees paid. Those withdrawing from all classes complete the Dalton State College Schedule Adjustment Form.

Any student who simply stops attending a class or who fails to submit the appropriate, correctly completed drop or withdrawal form to the Enrollment Services Office should be assigned an "F" ("U" in Developmental Studies) for the course.

Dalton State College requires that all faculty members address the issue of drop/withdrawal from class by placing the following statement in each course syllabus.

"The last day to drop this class without penalty is ----- (example: Monday, March 21, 2011). You will be assigned a grade of **W**. After this date, withdrawal without penalty is permitted only in cases of extreme hardship as determined by the Vice President for Academic Affairs; otherwise a grade of **WF** will be issued. The proper form for withdrawing from all classes at the College after the official drop/add period but before the published withdrawal date is the Schedule Adjustment Form. Students who are assigned to the Academic Advising Center for advisement must meet with an

advisor or staff member at the Academic Advising Center (107 Lorberbaum Liberal Arts Building) to initiate the withdrawal process. All other students must meet with a staff member or advisor at the Office of Academic Resources in the Pope Student Center to initiate the withdrawal process. After meeting with the staff member or advisor, all students will then finalize the withdrawal process in the Financial Aid Office. Students who fail to complete the official drop/withdrawal procedure will receive the grade of **F**. **Withdrawal from class is a student responsibility**. The grade of **W** counts as hours attempted for the purposes of financial aid.”

## **EMERGENCY PROCEDURES**

Every employee of Dalton State College should be thoroughly familiar with the *Dalton State College Emergency Procedures Handbook*. Copies are available in the Office of Fiscal Affairs and in the Department of Public Safety. If you have any unanswered questions about the proper response to any foreseeable emergency or safety situation, contact the Director of Public Safety for further information and instructions.

If you are teaching classes at an extended campus site, you should determine safety and emergency procedures and resources at the host site before the first class meeting. The Site Coordinator can furnish this information and obtain answers to any unforeseen questions that may arise in the course of your off-campus assignment.

**TO REACH PUBLIC SAFETY TWENTY-FOUR HOURS A DAY, DIAL 4461 OR (706) 272-4461.**

See PUBLIC SAFETY/SECURITY

## **EXTENDED CAMPUS POLICIES AND GUIDELINES**

Because Dalton State College's mission embraces the entire region whose people it serves, the College offers academic courses at extended campus sites across its service area in Northwest Georgia.

All faculty teaching on an extended campus site in a given semester must submit a Travel Request form at the beginning of the semester to their School deans or Department chairs to cover travel to the site. They must also maintain a complete record of odometer readings for travel reimbursement.

With Chattahoochee Technical College and Georgia Northwestern Technical College, Dalton State College fulfills an agreement between the Board of Regents of the University System of Georgia and the Technical College System of Georgia. Through curricula approved by both entities, the technical colleges provide the technical component of the cooperative Associate of Applied Science in Business, Health Services, and Technology. In combination with twenty-one hours of general education offered by Dalton State College, these course sequences are the equivalent of at least four full-time University System semesters of study.

This twenty-one hour block exceeds the Criteria of the Commission on Colleges of the Southern Association of Colleges and Schools that all associate degree programs include a minimum of fifteen semester hours of general education course work and it meets the College's requirement of eighteen semester hours of residence credit for all degrees and certificates. The legislative courses also fulfill the SACS criteria for course distribution in the social sciences and in humanities; a course in speech satisfies the humanities requirements; and a mathematics course meets the mathematics requirement. These courses also provide instruction in "reading, writing, oral communication, and fundamental mathematical skills," as specified by SACS. Finally, the general education component satisfies the Georgia legislative mandate for instruction in American and Georgia history and in the United States and Georgia constitutions by requiring History 2111 or 2112 and Political Science 1101.

General Studies curricula offered at extended campus sites are sequenced by the Assistant Vice President for Academic Affairs to provide both entering and continuing students an opportunity to register for courses each academic term that will apply to general program requirements. Proposed schedules are distributed to the appropriate School deans and Department chairs in advance for their use in making faculty assignments consistent with School or Department practice, faculty expertise, equity, and overall efficiency in meeting the total academic staffing needs of the College. Prior to scheduling courses which may require special equipment or facilities, the Assistant Vice President for Academic Affairs assesses the resources of the host site, and consults with the appropriate dean or chair, who may also visit the site for further assessment. He or she determines whether the College can offer instruction comparable to that offered on campus and what, if any, additional arrangements or supplemental equipment, supplies, or materials may be required to ensure comparability.

Needs identified at any later time may also be submitted to the Assistant Vice President for Academic Affairs. Early notification is especially helpful if additional materials, supplies, or equipment are required. Faculty members are encouraged to contact the Assistant Vice President for Academic Affairs as soon as they receive an extended campus assignment, to discuss the nature of the teaching facilities and, if desired, to arrange a visit to the extended campus site.

All faculty members teaching at extended campus sites are encouraged to make full use of the services and resources available through the Office of Academic Affairs to support their extended campus assignments. Maps to extended campus sites are available from the Assistant Vice President for Academic Affairs or from the Academic Advising Center.

## FACULTY ADVISORY ASSEMBLY

The Faculty Advisory Assembly, with a voting membership consisting of all full-time Dalton State College teaching faculty who deliver credit-based instruction, exists to present the views and concerns of the faculty to the President of the College. Any aspect of Dalton State College, other than individual personnel matters, is open to consideration by the Faculty Advisory Assembly. It meets at least once per academic year, in the spring semester, or at the call of its Executive Committee. The Executive Committee consists of one full-time teaching faculty member from each School for every twenty-five full-time faculty members or fraction thereof. Its chairperson will be the direct representative of the Executive Committee to the full Faculty Advisory Assembly and to the President of the College. Reports of the Executive Committee of the Faculty Advisory Assembly are not binding on the President. Further information is available in the Dalton State College *Statutes*, Section VII.A.5.

## FACULTY DEVELOPMENT

Dalton State College respects the right of all members of the faculty to "take the initiative in promoting their own growth as teachers, scholars and, especially in occupational fields, practitioners." The College endeavors to "provide faculty members the opportunity to continue their professional development throughout their careers" and to provide supportive assistance whenever possible. (CRITERIA FOR ACCREDITATION) For example, you are encouraged to:

1. Recommend acquisitions to the Library of print, media, software, and other materials in your teaching disciplines or higher education areas and to use these resources to remain abreast of your profession and disciplines.
2. Maintain active memberships in professional associations and organizations related to your disciplines or other areas of higher education, to participate in their developmental activities, and to seek and accept leadership roles.
3. Accept invitations to represent Dalton State College on Regents' Academic Advisory Council committees, to serve on other System committees, and to participate in System-sponsored development programs.
4. Seek and accept invitations to present papers at professional meetings and to publish the results of research in appropriate periodicals or other media.
5. Actively pursue advanced degrees or certifications if you do not hold the terminal credentials in your discipline or field and/or obtain qualifications to teach in another discipline or field through graduate work or equivalent training or certification.
6. Remain abreast of the latest developments in occupational and technical fields through regular reviews of current literature, training opportunities, "return to industry" experiences during periods when you are not teaching, and participation in trade organizations, meetings, and exhibitions.
7. Maintain collegial associations with local and other faculty and practitioners in your field and foster debate, the exchange of ideas and information, and the mutual support of professional growth and development.
8. Participate in College-sponsored development activities, such as satellite conferences, seminars, presentations by campus speakers and lecturers, and opportunities to sit in on colleagues' courses.

Dalton State College supports faculty development in a variety of ways, including:

1. An annual faculty and staff retreat prior to the beginning of the fall semester.
2. Travel reimbursement, including registration fees, for attending meetings of University System

committees on which you serve, and other System-sponsored professional development activities.

3. Financial assistance to attend selected professional and training meetings approved by the dean or department chair within the limitations of School budgets.
4. Periodic campus speakers, seminars, workshops, and other activities.
5. Dalton State College Foundation support for course work or equivalent formal training, the annual Faculty Enrichment Award, and funding for on-campus development activities (including many satellite downlinks).
6. Tuition Assistance Program (TAP), available for faculty wishing to take coursework at Dalton State College or at another University System of Georgia institution. All requests for remission or reimbursement must be made in advance using the TAP Registration Form (see APPENDIX). The full TAP policy may be viewed in the on the University System website at <http://www.usg.edu/employment/benefits/tuition/>
7. Educational leave. Regents' policies authorize leave for educational purposes with or without pay for faculty members with three or more years of continuous service. Faculty members on Board-approved leave may continue their fringe benefits for the period of the approved leave.

## FACULTY EVALUATION

Policies of the Board of Regents require each institution to evaluate the performance of each faculty member at least once a year. The primary focus of this requirement and similar accreditation criteria of the Commission on Colleges (SACS) is the improvement of teaching effectiveness.

Although evaluation is a continuous process, the formal annual evaluation of faculty members and administrators normally occurs during the spring semester, based on the faculty member's Preliminary Statement of Goals submitted during the preceding spring. Components include the faculty member's Assessment of Goals, which enables each member of the faculty to report both quantitative and qualitative accomplishments in the areas of professional development, service to the institution and community, and teaching effectiveness and curricular improvement. Faculty members may also offer summary evaluations of their courses, their discipline, their School or Department, and the College, along with other appraisals or recommendations for the improvement of instructional or institutional effectiveness. The Assessment of Goals and other reports should be the result of thoughtful, reflective, and candid analyses of yourself, your School, your Department (if applicable), and the College.

Your student evaluations, including written analyses of these assessments by you and your academic administrator, are another major consideration in the annual process. See STUDENT EVALUATIONS.

In preparing for the formal annual evaluation session, your dean or department chair will complete the Annual Evaluation Summary form. You will receive a copy of the Summary form and may attach a response before returning a signed copy to your dean or chair. The Vice President for Academic Affairs reviews a copy of the Summary form signed by both you and your dean or department chair, including your response, if any.

Throughout the continuous evaluation process and in the formal annual evaluations used for recommending renewal or nonrenewal (for nontenured faculty), and in awarding tenure, promotion, and merit salary adjustments, the essential criteria are based on those specified by Regents' policy: teaching effectiveness and curricular improvement, service to the College and community, professional growth and development, and academic advisement.

More information may be found in the *Faculty Annual Evaluation Process Manual of Procedure*. See also STUDENT EVALUATIONS and ADMINISTRATOR EVALUATION.

## **FACULTY LOUNGES**

The principal Faculty Lounge is located in the southeastern corner of the upper level of the Student Center, just off the game room. Other lounges available for faculty use are in the Lorberbaum Liberal Arts Building, Gignilliat Memorial Hall, Sequoya Hall, the School of Technology Building, and Roberts Library.

Occasionally, meetings or other functions are scheduled in the Student Center Faculty Lounge, but the room will always be available between 11:00 a.m. and 1:00 p.m., Monday through Friday, for any faculty members who care to eat lunch there or simply enjoy some midday relaxation. Whenever possible, advance notice of scheduled activities should be posted on the Faculty Lounge door.



## **FACULTY MEETINGS**

Regular meetings of the faculty are scheduled once each academic term. Other meetings may be called by the President, who serves as the *ex officio* chair of the faculty, or the Vice President for Academic Affairs. In the absence of the President, the Vice President for Academic Affairs presides.

Full-time members of the Corps of Instruction and the officers of general administration are expected to attend all meetings of the faculty which do not conflict with instructional assignments or other activities approved in advance by the President or his or her designee.

Items proposed for the agenda should be submitted to the President's Office five working days in advance of the announced date of the meeting.

## FACULTY RECRUITMENT AND APPOINTMENT

Faculty recruitment and appointment are the final steps in an ongoing process determined by both internal and external factors. Through continual analyses of projected enrollment numbers and patterns and of the instructional needs of the community, the College is able to assess its instructional needs. Based on these needs, the College establishes priorities for future growth, reallocation, or reduction in the corps of instruction. These position-specific priorities are included in the institution's annual budget request within the parameters established by the Chancellor.

Opportunities for faculty recruitment occur through additional allocations, retirements, resignations, nonrenewals, terminations, or deaths. On these occasions, the President, Vice President for Academic Affairs, and appropriate deans or Department chairs determine where the new or replacement faculty could best serve the instructional needs and goals of the College. For each vacancy to be filled, the Vice President for Academic Affairs, dean, and Department chair identify the essential and desired qualifications for the position. Options for rank, contract type (academic or fiscal year), tenure-track or non-tenure track status, and salary ranges may reflect enrollment projections, allocation guidelines from the System, sources of funding, nature of the program, candidate availability, time of the vacancy, and other considerations.

When these determinations are made, a position announcement is prepared. Each position is listed with the University System of Georgia Applicant Clearinghouse. That unit, established under the Plan for the Further Desegregation of the University System of Georgia, maintains a nationwide data bank of applicants, against which the requirements of each vacancy are matched. Each applicant whose credentials appear to match those desired by Dalton State College is notified of the vacancy by the Clearinghouse, and the College is furnished a list of and mailing labels for those individuals so that vacancy announcement flyers can be mailed directly to them. The Clearinghouse publishes a biweekly listing of all vacancies in the System. Circulation is nationwide with special emphasis on graduate institutions that enroll significant numbers of women and other minorities. This distribution has been accepted by the Office of Federal Contract Compliance Program (OFCCP) of the U.S. Department of Labor as a nationwide vacancy announcement.

The position is posted on the College's website; and, where appropriate, paid advertisements are placed in newspapers and professional journals. Time permitting, listings are also posted with regional and national professional organizations.

The System's and College's affirmative action guidelines require that all vacancies be announced at least thirty days in advance of the published applicant pool closing date. While rare exceptions can be made to accommodate late, unexpected vacancies occasioned, for example, by death or resignation; those positions are usually filled as temporary, non-tenure-track appointments to permit full affirmative action searches at a later time.

After the published closing date for the receipt of all required application materials, each application is checked for completeness and for correspondence with the advertised criteria. The resulting "candidates for final consideration" pool is evaluated by the School dean and Department chair--often with assistance from a School or Department screening committee--and the Vice President for Academic Affairs on the basis of all the written materials submitted and subsequent contacts with references or others who may know about the professional and personal competencies and characteristics of the candidates. If fully qualified applicants are identified, the highest rated candidates are invited to visit the campus for an interview. Subject to availability of funds, each candidate may be reimbursed for qualifying travel expenses.

During the campus interview, candidates usually meet with the President, the Vice President for Academic Affairs, the School dean and Department chair, members of the School or Department, and others whom the chair deems appropriate. With advice from those who evaluate the candidates, the dean and chair determine if any meet the expectations of the institution for the position. If so, these are presented to the Vice President for Academic Affairs in ranked order. Collaboratively, the dean and the

Vice President for Academic Affairs determine appropriate rank, salary, contract type, and credit, if any, for prior service in full-time, tenure-track post-secondary positions (usually within the University System). The dean or chair extends a verbal, conditional offer to the top candidate. If accepted, the Vice President for Academic Affairs recommends to the President that he or she extend a written proposal of employment. Should a verbal or written offer be rejected, an offer is made to the next highest ranked acceptable candidate, if any, until the offer is accepted.

If at any point in the screening and evaluation process it is determined that no acceptable candidates are available from a pool, it is closed. Time permitting, the pool may be re-announced; a temporary appointment may be made; or the position may be left vacant.

In transmitting the official contract from the President, the Vice President for Academic Affairs notifies the candidate of any additional materials that may be required for initial appointment in the University System (Criminal Background Check, Security Questionnaire/Loyalty Oath, Personal History Release Form, Biographical Data Sheet, and official transcripts, if not previously submitted). After the signed contract and other required documents are received, the Office of the Vice President for Academic Affairs enters detailed data on the candidate into the Human Resources Data System used by the Board of Regents of the University of Georgia.

After the contract is signed, the College completes a hiring report for the System's Applicant Clearinghouse, including the race and sex of the appointee. The unsuccessful applicants are notified that the position has been filled and are provided with Applicant Clearinghouse brochure/application forms to complete if they wish to enter their credentials in the data base.

Summarized information on the institution's affirmative action recruitment efforts, the applicant pools, and the appointments are reported yearly in the President's Annual Report. The College also periodically reports on the number, sex, and race of Vietnam Era Veterans employed by the College.

In compliance with its Affirmative Action Program, the College accepts and evaluates applications for faculty positions only in response to duly announced vacancies. Unsolicited inquiries are acknowledged by means of a standardized "regret" letter and an Applicant Clearinghouse brochure/application form.

See also RECRUITING AND HIRING.

## **FACULTY WORKLOAD AND RESPONSIBILITIES**

The workload of all full-time faculty members at Dalton State College consists of three principal components: teaching, service to the College and community, and professional development.

Of these responsibilities, teaching is the most important. The teaching component of a faculty member's workload comprises all activities involved in teaching students, including preparation, in-class lecture and discussion, grading, and faculty-student interaction outside the classroom during stated office hours convenient for students enrolled in all classes taught each academic term. Teaching loads for full-time faculty members during the fall and spring semesters will vary according to whether instructional responsibilities fall predominantly into the upper or lower curricular divisions, whether they comprise laboratory science or learning support courses, or whether they are coordinated with non-teaching duties. During the summer teaching loads will be determined as a function of student demand and curricular needs. A faculty member's teaching schedule is determined by his or her dean or Department chair and is developed based on the needs of students and the overall College schedule. In addition to daytime classes which begin at 8:00 a.m. and continue throughout the day, classes are also taught in the evenings from 4:45 p.m. to 10:15 p.m. and on Saturdays. Some classes are scheduled at off-campus locations. A faculty member's teaching responsibilities may include any of the day, evening, or weekend times, or any combination thereof, and may be sited at any of the on-campus or off-campus locations or combination thereof.

The service component involves both academic service within or to the College and non-academic service in the surrounding community. The principal elements of academic service include student advising and College committee work. Faculty members are expected to participate in both activities and may be expected to engage in additional activities as required by their School's needs. Community service may be any activity which furthers the mission of the College or redounds to its credit in an off-campus environment.

Professional development activities are necessary to sustain and enhance the quality of the faculty and include (but are not limited to) a variety of undertakings such as establishment and maintenance of a scholarly record, participation in professional organizations, and attendance and presentations at conferences and other professional settings. The degree to which faculty members are required to engage in such activities will vary according to School or Departmental needs and the standards of accrediting agencies.

## FEDERAL REGULATIONS

Institutions of higher education and their employees are subject to an increasing array of federal regulations and guidelines. Responsibility for federal compliance programs at Dalton State College is delegated to the Office of Human Resources and the Office of the Vice President for Academic Affairs.

Copies of the Institution's commitment to full compliance with these mandates are prominently posted on bulletin boards throughout the campus, over the signature of the President of the College. The College also posts the required Equal Employment Opportunity Commission poster which summarizes many of the federal programs that protect the rights of students and employees.

The Institution's required written analytical and implementation programs and responses to various federal legislation and regulations, as well as the federal documents, are housed in the Office of Human Resources and the Office of the Vice President for Academic Affairs.

You should be familiar with the federal requirements and College documents that are mentioned or described briefly in this *Handbook* under the following headings:

AFFIRMATIVE ACTION  
DISABLED STUDENTS  
PRIVACY OF STUDENT RECORDS  
SEXUAL HARASSMENT  
SEXUAL ASSAULT

## FIELD TRIPS

Faculty members may arrange class field trips related to the content of their courses for their classes. Several procedures must be followed prior to the field trip to meet System and local liability containment requirements:

1. Secure the approval and permission of your School dean or Department chair.
2. Arrange for transportation, housing, food, and other accommodations.
3. Complete and have all student participants complete and have notarized the Release and Waiver of Liability, the Assumption of Risk, and, the Release, Waiver of Liability and Covenant Not To Sue forms which are available from the Student Activities Office.
4. Complete a Travel Request form and file it with the Vice President for Fiscal Affairs and, as a matter of information, with your dean or Department chair.
5. Provide a detailed itinerary, with telephone numbers whenever possible, to the Vice President for Fiscal Affairs and to your dean or Department chair.
6. Personally accompany and supervise the field trip.

If your field trip is through the auspices of a campus club or organization or if it is funded by the Student Affairs Council, you must also provide roster and itinerary information to the Director of Student Activities.

### REMEMBER:

1. University System professional liability insurance does not provide coverage for damages or claims arising from the use of personally owned or leased vehicles.
2. You must file a Dalton State College Travel Request before a trip to be covered under the provisions of Workers' Compensation.
3. Under the Americans with Disabilities Act Section 503 and Section 504, all facilities in which college-sponsored activities are conducted must be accessible and provide appropriate accommodations for students with disabilities. The facilities must not, of course, discriminate on the basis of sex, race, color, religion, national origin, handicap, or age. (You must have these assurances from the facilities in advance of the field trip.)
4. ONLY currently enrolled students and current employees of Dalton State College may participate in field trip activities.

See RELEASE AND WAIVER OF LIABILITY in the Appendix.

## FINAL EXAMINATIONS

A schedule of final examination periods for all classes is included in the official Schedule of Classes each academic term. The scheduled final examination period is specifically identified in Board of Regents policy as an integral part of the calendar for each class. **An instructional activity related to the course must be conducted at the time designated for the final examination.**

Any departure from the published final examination schedule must be approved by the School dean and the Vice President for Academic Affairs.

Final examinations or equivalent graded assignments that are not returned to the student should be retained by the faculty member for possible review by the student at least through the last date for an appeal of the grades assigned in each course.

## **FOOD SERVICE**

A variety of short orders, sandwiches, salad bar items and snacks are available in the Sky Light Café located on the upper level of the Student Center. Operating hours during Fall and Spring Semesters are 7:30 a.m. until 5:30 p.m. Monday through Thursday and from 7:30 a.m. until 1:30 p.m. Friday. The Operating hours for Summer Semester are 7:30 a.m. to 1:30 p.m. Monday through Friday. Beverages and snack items are also available from vending machines in the Student Center, the Lorberbaum Liberal Arts Building, Roberts Library, the School of Technology Building, and the James E. Brown Center.

Food and refreshments for group activities on campus can be arranged in several ways--through the Sky Light Café, the Office of Student Activities, private caterers, and individual or group initiatives. Arrangements can also be made for the use of appropriate campus facilities, when available, for College-related functions involving food or refreshments. In most instances, you will need to notify and receive authorization from either the Vice President for Fiscal Affairs and/or Enrollment and Student Services.

No alcoholic beverages are permitted on campus or at any College-related function involving students.

No sales of food or refreshments are permitted on campus except through Auxiliary Enterprises and Student Activities.

No eating, drinking, or use of tobacco products is permitted in campus and extended campus classrooms in laboratory/shop areas.



## DALTON STATE COLLEGE FOUNDATION

The Dalton State College Foundation, Inc. is an incorporated, non-profit organization established prior to the opening of the College to provide financial assistance for a variety of programs and activities for which no funding or only limited funding is available from state allocations. The primary purpose of the Foundation is to support financial aid programs for students; however, as additional funds are available, the Foundation also supports faculty development activities, including credit course work and graduate study by faculty members who are pursuing a degree or who are expanding their teaching competencies. The Foundation also funds, whenever possible, an annual Faculty Enrichment Award, provides awards to employees upon their completion of a continuous period of five years' service to the College, and underwrites annual awards to a faculty member for excellence in teaching and to a staff member for excellence in service..

The Board of Trustees of the Foundation holds an annual meeting on the campus in April, at which the Executive Committee presents its written annual report. All employees of the College are encouraged to attend and to view the annual report. Copies of the report are available in the Library, the Office of the Director of Institutional Advancement and the Office of the President.

The Foundation's fiscal year budget, which covers April 1 to March 31, is authorized by the Executive Committee in March. In preparation of the annual budget request, the President invites the Vice President for Academic Affairs to include faculty requests for course stipends for the coming year. If you anticipate taking credit courses at out-of-state institutions and private colleges, you should notify your dean by the end of spring semester. For coursework at University System institutions, you must request funding through the tuition remission and reimbursement program (for details, see the TUITION AND REMISSION AND REIMBURSEMENT section). Include the name of the institution at which you plan to enroll and the number of courses and credit hours you expect to take each term, fall through summer. If you decide to take courses after the budget is adopted, you should still provide the information to your dean as there may be funds available.

After the budget is approved, the President notifies those faculty members whose requests have been approved of the award amounts in a letter. This letter requires written acceptance of the conditions of the award. See the award letter in the Appendix. Recipients request their stipends by submitting to their chair a receipt of fees paid. These are forwarded to the Vice President for Academic Affairs who authorizes the Treasurer of the Foundation to issue the stipends.

As indicated in the award letter, the recipient is expected to furnish the Vice President for Academic Affairs with a grade report each academic term and an official transcript at least once a year. Recipients are expected to reimburse the Foundation for any stipends for courses not completed and are required to return to Dalton State College the next year.

The Foundation does not provide stipends for courses taken from nonaccredited institutions, taken on an audit basis, or taken for personal benefit nor for those courses which have not been approved by the faculty member's dean or which qualify the faculty member for other forms of financial assistance.

It is appropriate to express appreciation for awards and stipends to the Foundation through its chair. The Foundation Secretary maintains a roster of all Foundation officers.

## **FOUNDATION AWARD FOR EXCELLENCE IN TEACHING**

The Dalton State College Foundation Award for Excellence in Teaching, given each spring semester at the annual Honors Convocation, is made by the Dalton State College Foundation, which underwrites a cash award of \$1,000. Determination of the recipient is made by the Teaching Award Selection Committee, which will be convened at the call of the Vice President for Academic Affairs upon a date no earlier than one week prior to the Honors Convocation. The recipient will be chosen from among nominees presented by the academic Schools of the College and submitted to the Office of Academic Affairs in accordance with the following rules governing the selection process:

### **Eligibility**

To be eligible for the award, faculty members must satisfy ALL of the following criteria:

1. The faculty member must be a full-time instructor, with no ongoing administrative responsibilities that entail a reduced teaching load.
2. The faculty member must have completed at least five years of continuous service to Dalton State College as a full-time instructor. With the exceptions of family leave, maternity leave, and paid sick leave, leave time will constitute a break in continuous service.
3. The faculty member must be planning to return in the year following the award or to retire.

Former recipients regain eligibility after seven years.

### **Selection Procedure**

During the Spring semester of each year, each School of the College, voting by secret ballot, will nominate one faculty member per ten full-time faculty members (or major fraction thereof) in that division, as shown in the table below. Each School will be entitled to at least one nominee regardless of its size.

<b>Number of Faculty in School</b>	<b>Number to be Nominated</b>
<b>1 through 10</b>	<b>1</b>
<b>11 through 20</b>	<b>2</b>
<b>21 through 30</b>	<b>3</b>

Nominees wishing to be considered for the award must submit a portfolio including the following materials:

1. A Letter of Endorsement from the dean of the School.
2. A Letter of Support from a colleague of the nominee, either within the School or outside it.
3. Annual Reports from AT LEAST the three most recent years.
4. All student evaluations from AT LEAST the three most recent years, including both quantitative data and comments.
5. Annual Performance Reviews from AT LEAST the three most recent years. Nominees must sign a

waiver for the Teaching Award Selection Committee to examine the Performance Reviews.

6. At the nominee's option, teaching materials such as course syllabi, handouts, assignments and examinations, PowerPoint presentations, etc.

Nominations will be reviewed by the Teaching Award Selection Committee. The Committee will be composed of one faculty member from each School for every 25 full-time faculty members or fraction thereof, elected by the full-time faculty members, and one student representative from each School or Department. A School or Department's student representative will be selected by its full-time faculty from among those majoring in a field taught within the unit who have a minimum grade point average of 3.25 on at least thirty hours of academic work.

Nominations will be sent to the Office of Academic Affairs. Upon a date no earlier than one week prior to the Honors Convocation, the Selection Committee will be convened to examine the materials submitted for each nominee and to conduct balloting to determine a winner. The Vice President for Academic Affairs will serve as the non-voting Moderator of the Selection Committee. At the conclusion of the balloting the identity of the winner will remain known only to the Moderator until its announcement at the Honors Convocation.

## FOUNDATION FACULTY ENRICHMENT AWARD

The annual Dalton State College Foundation Faculty Enrichment Award provides funds to release a faculty member from teaching responsibilities to pursue professional developmental activities. Any funds that are not required to hire replacement personnel may be used to cover out-of-pocket expenses incurred by the recipient. To receive these funds, the recipient is required to submit a budget request, following University System travel and reimbursement policies, for approval.

Applications for this competitive award are received by the elected Faculty Enrichment Award Committee each spring. Each applicant must have the endorsement of his or her dean. For more information, see the sample application information and instructions form included in the Appendix or contact any member of the committee.

### Application Information and Instructions

Eligibility for this award shall include:

1. Five or more years of service at Dalton State College
2. A regular teaching assignment of ten or more credit hours per semester.
3. The holding of an appropriate terminal degree.
4. A commitment to return to Dalton State College for a minimum of one year beyond the period of the award.

Possible activities for the award might include:

Post-graduate course work; research; work experiences in business, industry, or agencies on a non-remunerative basis (or a coordinated basis not to exceed the contract salary); independent study; curriculum development or revision; guest lectureship or consulting without pay (or on a coordinated basis not to exceed the contract salary); interdisciplinary guest lectureship or consultancy on campus; special interest course offerings; lectures or seminars for superior students or other campus or community groups; other activities of academic or professional value to the faculty member and the college.

Instructions:

1. Type all application materials.
2. The application form is to be used as a cover sheet for the completed proposal.
3. The proposal should be double-spaced; use at least one-inch margins.
4. In the proposal itself, indicate the following:
  - a. what you are going to do
  - b. the estimated length of the project
  - c. travel involved, if applicable
  - d. anticipated benefits to you and the college community
  - e. how you will share the results or benefits with your colleagues and other members of the college community.
5. Submit five copies of the proposal to one of the committee members (see attached memo).
6. No later than the midpoint of the next Fall Semester, submit a summary and evaluation of the project to the committee (five copies) and to the Foundation through the President.
7. A successful candidate may not win the award for two consecutive years but may apply again after that period.

## FRINGE BENEFITS

The Director of Human Resources can provide detailed information and answer questions about the fringe benefits available to the full-time faculty of Dalton State College. Several of the major benefit programs are described in periodically updated publications distributed by the Human Resources Office. As changes occur in options, cost, or benefits, Human Resources notifies all eligible employees.

The following fringe benefits are currently available to full-time faculty members in the University System.

1. **Life Insurance.** Basic term life and accidental death and dismemberment insurance is provided at no cost. Additional coverage may be purchased at group rates. Dependent life insurance is also available.
2. **Health and Dental Insurance.** Contributory self-insured group health and group dental benefits plans are available. Employee and employer premiums are adjusted periodically in response to the claims experience of the groups and the level of the System's contributions.
3. **Retirement.** All full-time employees of the University System with are eligible to participate in either the Teachers Retirement System of Georgia or the Optional Retirement Plan. Contribution rates for employees and employers are established by the General Assembly of Georgia and authorized vendors to the Board of Regents, respectively.

Participants receive annual reports of the status of their accounts in the retirement system, as well as descriptions of any changes authorized or effective since the last annual report.

Publications describing the conditions and benefits of retirement under either program are available in the Human Resources Office.

4. **Social Security.** All full-time faculty members are subject to the provisions of the Federal Social Security Act. Contribution rates for employees and employers are established by the federal government.
5. **Unemployment Insurance.** Premiums are paid by Dalton State College.
6. **Workers' Compensation.** Premiums are paid by Dalton State College.
7. **Professional Liability.** Premiums are paid by Dalton State College.
8. **Campus Parking.** No charge to employees. Reserved areas for faculty parking between 7:00 a.m. and 4:30 p.m., with some spaces reserved on a 24-hour basis.
9. **Long-term Disability Insurance.** Full-time faculty are eligible to purchase coverage at group rates.
10. **Payroll Direct Deposit.** Faculty members may request direct deposit of their payroll checks to several banks at no cost.
11. **Tax-sheltered Annuities.** Faculty members may establish payroll deduction contribution plans with approved vendors under provisions of the 1954 Federal Internal Revenue Code, Section 403(b).
12. **Holidays.** The University System authorizes twelve official paid holidays each year. Dates for the observance of those which are discretionary are approved by the President.

13. Sick Leave. All regular full-time employees of the University System accrue paid sick leave at the rate of one working day per calendar month of service. Faculty members earn one working day of paid sick leave per month on their academic year contract and additional prorated days if they teach during the summer term. Sick leave may be accumulated and transferred to another unit of the University System.
14. Other Leave. Faculty members may be eligible for sick leave without pay, educational leave with or without pay, military and emergency leave with pay, maternity leave, family leave, and other forms of leave as authorized by the Board of Regents in Sections 8.2.7 in the *Policy Manual*.
15. Vacation. Faculty members employed on an academic year basis do not earn vacation time. Faculty members employed on a twelve-month basis earn vacation time at the rate of one and three-fourths working days per month. These days may be accrued up to 360 hours, at which time they must be taken or be lost.
16. Credit Union. Employees of Dalton State College are eligible to join the Georgia Federal Credit Union. Direct deposits and payroll savings and loan payments are available.
17. Charitable Contributions. Employees may establish payroll deductions for a variety of charitable agencies through the State Charities Fund.
18. Enrollment in Courses. With the permission of their academic supervisor, full-time faculty members may enroll in job-related college credit classes. Individuals planning to take classes at Dalton State College or another institution in the State of Georgia may apply for the Tuition Assistance Program (TAP). Information is available at [www.usg.edu/employment/benefits/tuition](http://www.usg.edu/employment/benefits/tuition)

## FUND RAISING POLICY AND GUIDELINES

### GENERAL POLICY

- A. Dalton State College operates on a fiscal year from July 1 through June 30. The Annual Fund Drive is coordinated through the Office of Institutional Advancement in conjunction with the Dalton State College Foundation. Alumni, friends, trustees, faculty, staff, corporations, foundations, and others are solicited for gifts on an annual basis, and these prospective donors may designate gifts for unrestricted or restricted purposes. The Annual Fund Drive, which includes funds raised through the James and Sis Brown Fellowship, is extremely important to the College, especially for support of the scholarship program.
- B. The Office of Institutional Advancement, through the DSC Foundation, is responsible for coordinating all fund raising or solicitation activities at DSC. The Office has responsibility for the entire development process, including the identification, cultivation, and solicitation of sources of potential financial support for DSC, as well as the valuation, recording, and acknowledgment of gifts received.
- C. All efforts within the College to raise funds from private sources--including corporations, foundations, individuals, or other non-public entities--must be approved by the President or Director of Institutional Advancement prior to their initiation. This policy applies to faculty members, administrators, and any others who are or who may become involved in soliciting or receiving gifts for any purpose.
- D. Prior to the initiation of a formal request for solicitation approval, the Office of Institutional Advancement is available to consult with those who wish to approach potential funding sources. The Office will assess the appropriateness and timing of such a solicitation in light both of institutional priorities and any known financial commitments by those considered to be potential donors.
- E. This policy does not apply to grant or contract proposals submitted to any governmental agency or government organizational entity.
- F. Only officially recognized student organizations will be authorized to conduct fund raising projects at Dalton State College and at other approved locations. As an adjunct to fund raising, organizations may accept but not solicit dues. All fund raising project proposals must be submitted to the Office of Student Activities for approval at least two weeks prior to the proposed event. Forms for project approval can be obtained from the Director of Student Activities. Proposals should be made in writing and detail the project, its goals, and planned use of funds. For more details on student fund raising policies and procedures, please refer to the *Student Handbook*.

## GRADES AND SYMBOLS

The assignment of course grades is the responsibility of faculty members. The uniform grading system of the University System is defined in the *Catalog* and includes the customary "A," "B," "C," "D," and "F" grades. In addition, any student who officially withdraws from your courses by submitting a properly completed Schedule Adjustment Form to the Enrollment and Student Services Office by the published "Last Day to Drop Classes" receives the non-punitive symbol "W" (Withdrawn).

After the midterm withdrawal date, a "W" can only be assigned because of extreme hardship. The student is responsible for initiating the request for a Hardship Withdrawal by submitting a written request and, if possible, third party documentation (from physician, employer, etc.) of serious illness, accident, transfer, etc. which necessitates withdrawal from your classes. Your dean or Department chair will assist you in obtaining the form (Request For Hardship Withdrawal) on which you recommend the Hardship "W".

If a student simply stops coming to your classes without officially dropping or withdrawing, you should assign the grade "F" ("U" in Learning Support). No drop, add, or withdrawal is official unless the student submits the appropriate, correctly completed form to the Enrollment Services Office.

The symbol "I" (Incomplete) may be assigned in unusual situations involving a student who was passing your course, but for non-academic reasons (illness, accident, etc.) was unable to attend the last few class meetings, complete course requirements, or take the final. Reasons for giving the "I" should be recorded in your gradebook or other class record document. If the "I" is not removed by the end of the student's next term of enrollment or after one calendar year regardless of enrollment, it automatically becomes an "F."

If a student satisfies the remaining requirements, you will submit a Request for Change of Grade form to remove the "I" and record the grade earned. The instructor who assigns an "I" is responsible for providing the student adequate opportunity to complete the unmet requirements. See REQUEST FOR GRADE CHANGE in the Appendix.

The Uniform Grading System also includes grading symbols used in Learning Support courses: "S" (student has satisfactorily completed the course), "IP" (student is making progress but must repeat the course), and "U" (student has not made satisfactory progress-failure).

The symbol "K" is used to signify credit awarded by examination (CLEP, AP, institutional examination). The symbol K carries an award of credit hours only. It does not compute in the grade point average or carry quality points.

"V" is used to indicate audit status in a course and carries no quality points or credit hours; however, audit enrollments are subject to regular matriculation fees. By System policy, enrollment status cannot be changed from audit to credit or credit to audit after the end of the add period.

Each faculty member is free to develop a grading system which can be converted to the University System's uniform grades and symbols. In the written syllabus you distribute to your students at the first class meeting, you should indicate how letter grades will be awarded, including the value of each graded assignment or exercise. These values should be conscientiously recorded in a class gradebook or other secure document.

Grades are normally entered by each faculty member via BANNER web. It is most important to observe the deadlines announced by Enrollment Services for turning in grades.

Graded assignments and examinations should be reviewed with your students. Any graded material that the student has not had an opportunity to examine should be retained until after the published midpoint of the next academic term, the last date for the appeal of course grades. The use of make-up examinations is determined by each faculty member in the absence of a Departmental or School policy. The protocol for student appeals of grades is from the instructor to the dean or Department chair, to the Vice President for Academic Affairs, to the President. The Board of Regents does not entertain grade appeals.



## **GRADEBOOKS**

You may use the gradebook available from your dean or Department chair or an Instructional Services Office or any comparably secure, clear, legible recording document. No student should have access to any information in your gradebook about another student. See **PRIVACY OF STUDENT RECORDS**.

At the conclusion of your employment at Dalton State College your original gradebooks or clearly legible photocopies thereof should be submitted to the Office of Enrollment Services for permanent depository in the College's vault.

## GRADUATION

Graduation ceremonies are held at the end of the Fall semester in December and the end of the Spring semester in May, and each faculty member is expected to attend at least one of these. Permission to be absent can only be obtained from the President. If you do not own the cap and gown appropriate for this ceremony, you can obtain them through the Campus Bookstore.

The academic advisor of a prospective graduate must verify that the student has met the requirements for graduation. For your advisees who plan to graduate, you must verify that these requirements are met. The student must choose the appropriate catalog and program of study for graduation (see CATALOG). All students who begin their course work under the quarter system but complete their program under semesters are eligible to claim either the quarter or the semester version of their program of study. The check list of required courses for graduation may include courses already taken for credit, courses in which the student is currently enrolled, and those for which the student plans to advance register for the final academic term. The Vice President for Enrollment and Student Services can help with this process. A copy of the student's current transcript may be obtained from the campus Internet site. The graduation average, as described in the *College Catalog and Student Handbook*, must be 2.0 ("C") or higher for the courses used to fulfill the graduation requirements. Once you have determined that the student can meet the requirements after the final academic term, you should sign the application indicating that the student can qualify to graduate. See GRADUATION APPLICATION in the Appendix.

The student should ensure that the application is turned into the Office of Enrollment and Student Services. Graduates application's normally should be submitted in the semester **prior** to the semester in which all graduation requirements will be met.

Advisors should submit requests for course substitutions to the appropriate division chair whose division "owns" the course required for graduation. Any substitution requests should be submitted at the earliest possible time so that graduation will not be hindered while awaiting resolution. The Office of the Vice President for Academic Affairs renders the final decision on all requests for course substitution. Appropriate documentation concerning course descriptions may be required from the student for courses taken at other institutions. See COURSE SUBSTITUTION form in the Appendix.

## **GUEST SPEAKERS**

Faculty members may invite guests to address their students on topics related to the content of their courses. Prior to issuing an invitation, you must obtain the permission of your dean or Department chair who will advise the Vice President for Academic Affairs of your plans. For liability containment, you or another member of the faculty or administration approved by your dean or chair should be present when a guest addresses your classes.

Most speakers who address multiple class sections or a campus-wide audience are sponsored by the Student Affairs Council or a chartered campus organization or club and are funded in wholly or partly through the "School Proposals" budget of the SAC and/or the budget of a campus organization or club. If you are interested in bringing such a speaker to campus, contact your dean or Department chair and the Director of Student Activities. Campus speakers must be approved in advance by the Vice President for Enrollment and Student Services and/or the President.

## HAZARDOUS CHEMICALS

The State of Georgia "Public Employee Hazardous Chemical Protection and Right to Know Act of 1988" provides employees with the right to know of any exposure to hazardous chemicals in their work areas, information about any hazardous chemicals to which they are exposed, appropriate training programs, and immunity from discrimination. The Act also requires that each member of the faculty attend a training session and sign a Certificate of Training for the State of Georgia Office of Human Resources. This training is conducted on-line at <http://www.usg.edu/ehs/training/rtkbasic/>. Dr. Tricia Scott, Assistant Professor of Chemistry, serves as the Right to Know Coordinator and training officer for the Dalton State College faculty. Right to Know training is conducted **annually** for all College personnel. New employees must take the training within two weeks of their hiring date. Certificates of Training should be forwarded to the Payroll Office for inclusion in the employee's file.

## INFORMATION TECHNOLOGY RESOURCES

There are a number of information technology resources available to Dalton State College faculty. Computer service and assistance with all information technology resources is provided by the Office of Computing and Information Services (OCIS) at (706) 272-2611:

- DSConnect Portal – Single sign-on access to the BANNER student information system, email, calendaring, messaging, course and group homepages. Accounts are provided to all students, faculty, and staff. Faculty are encouraged to connect with their students via this resource.
- GeorgiaVIEW – Online course development and delivery platform.
- Office PCs and printers are provided to all faculty.
- Shared departmental color laser printers.
- Instructor PCs and projection systems are available in all classrooms.
- Computer labs – There are 11 general purpose and 14 specialized computer labs available to faculty. A uniform and comprehensive set of software applications is available in these labs. Requests to have additional software installed in these labs must be made to OCIS during the semester prior to when it will be needed (reminders will be sent out each semester). To schedule the computer labs for class use, contact the Office of Enrollment Services.
- Equipment Checkout – Laptop computers and portable projection systems are available to checkout for up to one week. Contact OCIS for advance reservations.
- Internet access is available on all faculty office, classroom, and computer lab PCs via the DSC network and Peachnet.
- Faculty web pages are available to all faculty on the DSC website. Contact OCIS for assistance.

The appropriate use of these resources is governed by the College's "Computer and Network Usage Policy": [http://www.daltonstate.edu/ocis/policies/use/computer\\_use\\_policy.htm](http://www.daltonstate.edu/ocis/policies/use/computer_use_policy.htm)

In particular, faculty members are reminded that the use of any college information technology resources for personal business or profit is a violation of state law.

In order to assure adequate and necessary access to computing resources by the college community, the following administrative policy statement was adopted in April, 1993.

### ADMINISTRATIVE POLICIES FOR COMPUTING RESOURCES

Dalton State College endeavors to provide adequate computing resources to support the institution's management and administrative functions and to fulfill its stated purpose and goals. In the event that needs exceed the fiscal or physical resources of the college, the allocations of funds and space and the scheduling of usage shall reflect the priorities of the institution's established goals.

#### I. Priority Allocation of Resources

- A. To support University System and State of Georgia mandated programs such as the Student Information Reporting System (SIRS) Faculty Information System (FIS) and various fiscal reporting systems
- B. To support credit curricula<sup>1</sup>
- C. To support local academic and administrative support services
- D. To support non-credit curricula
- E. To support academic and institutional enrichment functions

## II. Priority Scheduling of Usage

### A. Administrative

1. System and state-mandated systems
2. Local functions

### B. Academic<sup>1</sup>

1. Computer-based credit courses
2. Computer-assisted credit courses
3. Open-lab access for enrollees in 1. and 2. above<sup>2</sup>
4. Non-credit computer-based/assisted courses

<sup>1</sup> Some funds to support computer, computer-based, and computer-assisted instruction in the School of Technology are provided by the Technical College System of Georgia. The Dean of the School is responsible for allocations to support individual programs and for scheduling usage.

<sup>2</sup>Including computer resources in the Library

## **LEGAL REPRESENTATION**

Institutions in the University System receive legal advice from the Board of Regents' legal staff. Individuals who require legal representation as defendants in actions brought against them as employees of Dalton State College are represented by the Office of the Attorney General of Georgia. In your capacity as an employee of Dalton State College, you should not deal directly with or respond to an attorney representing a student. All legal inquiries should be referred to your dean, the Vice President for Academic Affairs, or the President. Advice will be sought from the Regents' legal staff who will, in turn, if they deem it appropriate, confer with the Attorney General's staff.

## DERRELL C. ROBERTS LIBRARY

Information about all Roberts Library resources and services can be found on the Library's homepage <http://www.daltonstate.edu/library>.

Faculty are eligible to check out circulating *print* materials for as long as needed during the semester. Summer is considered one semester. All materials should be returned and/or renewed at the end of each semester. Media items have a 3 week circulation period. We ask that faculty return media in a timely manner because students often ask to view media once shown in class and they have no circulation privileges and media items are often used by fellow instructors. If you discover that a needed media item (or any other circulating material) is checked out, you can place a recall on that item and you will be notified when that item has been returned. We are unable to provide instructors with information about a specific patron's circulation information. Faculty can also place a hold on materials if they just want to be informed when the material has been returned but do not require the material before its circulation period has expired.

Faculty are eligible for faculty circulation privileges as soon as they are appointed. Please visit the Roberts Library and obtain your library card at your convenience. If you have any questions about your library card or circulation of materials, please contact Circulation staff at 706.272.4583.

You are encouraged to schedule an Information Literacy class or tour of the Roberts Library. These classes are custom tailored to your course assignments and objectives. The Library's Instruction Classroom is equipped with 25 wireless laptops and a teacher workstation and projector. Information Literacy sessions generally focus on searching, locating, and evaluating research materials in the collection using online resources. Faculty may specify if certain library materials should be emphasized along with search techniques and online resources. Please contact the Reference Desk (706.272.4575) to schedule your classes. We ask that you give us a week's notice so that we can properly prepare for your class but we can take classes on shorter notice. Also, if you are teaching a class at Catoosa Center or elsewhere, we can come to your class with a week's notice.

The Circulation Staff can place materials on Course Reserve for your classes. Personal and library owned materials can be placed on Course Reserve unless they are already part of a non-circulating collection like Reference or Periodicals. Items placed on Course Reserve may be limited to in-house use only or have shortened periods for circulation. Please note, Course Reserves will be managed in accordance with U.S. Copyright Law. For additional information regarding Course Reserves, see the Roberts Library Course Reserve Policy.

[http://www.daltonstate.edu/library/forfaculty/course\\_reserves.htm](http://www.daltonstate.edu/library/forfaculty/course_reserves.htm)

Faculty are encouraged to make suggestions for library resources that support teaching and course objectives. Requests may be sent by e-mail or by campus mail to the Library Director or left with staff at the Circulation Desk. For more information about Collection Development, please see the Roberts Library Collection Development Policy.

<http://www.daltonstate.edu/library/forfaculty/pdf/Collection%20Development.pdf>

Faculty may want to take advantage of the Library's Interlibrary Loan and GIL Express services. These services enhance Roberts Library holdings by allowing faculty to obtain articles and other materials that we do not have access to or own. GIL Express is a University System of Georgia Resource Sharing service that allows USG patrons to directly borrow circulating materials from other USG schools. You identify the material in the GIL Universal Catalog and initiate the loan yourself. Materials will be delivered to the Roberts Library. For additional information about Interlibrary Loan and GIL Express borrowing, please go to the Roberts Library Services page.

<http://www.daltonstate.edu/library/services.htm>

In addition to our purchased books, media, periodicals, and online resources, the Roberts Library offers selected Federal Documents as a selective depository of the United States Government Printing Office. More and more government documents are being formatted electronically and may be directly linked



from the GIL (online catalog). For items not linked and not available as part of our collection, faculty may request items through Interlibrary Loan.

The Roberts Library has color and black & white printers, a digital scanner, and color and black & white photocopiers available for patron use. If you need to make copies for your classes using Library copiers, there will be no charge if they are not substantial in number. If you need to make more than a few copies, check with staff about replacing paper.

The Roberts Library has several public workstations near the Circulation Desk for both public and student use. The Roberts Library Learning Commons provides printing and over 40 workstations for student use only in a separate area. The Learning Commons also includes a Practice Studio with a workstation, projector, dvd/vhs player, and vhs camcorder. Students may reserve the Practice Studio to rehearse individual or group presentations. A current Student DSC ID is required to use the Learning Commons.

Faculty and students have access to a wide selection of online resources through GALILEO and provided directly by the Roberts Library. Over 50,000 e-books (available through GIL) are part of our online offerings. All online resources are not only available on campus but remotely with an appropriate username and password. Faculty may access online resources by using their DSConnect username and password and then clicking on "off-campus access". GALILEO passwords only provide access to GALILEO provided databases. The DSConnect method provides access to all Roberts Library databases. For more information about Roberts Library Resources, please go to the Roberts Library Resources page at <http://www.daltonstate.edu/library/researchresources.htm>. We are happy to schedule a one-on-one session with faculty regarding GALILEO and other library resources. Send a request via e-mail or call (706.272.4527).

Library hours are posted throughout campus, at the Roberts Library entrance, and are viewable online through GIL at <http://gil.daltonstate.edu/calreq.php>. Fall and Spring semester hours are 7:30 a.m. to 10:00 p.m. Monday through Thursday, 7:30 a.m. to 5:00 p.m. Friday, 10:00 a.m. to 4:00 p.m. Saturday, and 1:00 p.m. to 7:00 p.m. Sunday. Summer term hours are the same with the exception of Sunday. Summer Sunday hours are 2:00 p.m. to 6:00 p.m. Intersession hours will be posted in the usual places and are typically the same as campus office hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, closed Saturday and Sunday. Our virtual library at <http://www.daltonstate.edu/library> is open 24/7.

The Roberts Library is a comfortable place for study and relaxation where you have access to academic resources and leisure time reading materials. We encourage your students working in groups to take advantage of our group study rooms which come equipped with a marker board and wireless access. Generally, the study rooms are for two or more students and are first-come, first-served. Faculty who are interested in using one of the study rooms with a group of students may reserve one by calling the Circulation staff at 706.272.4583. With numerous quiet alcoves, a substantial collection of resources, and nice woodland views, we hope that you find the library to be an essential part of your DSC experience.

SEE MEDIA

## **MAIL SERVICE**

Each full-time member of the faculty is provided a space either in an Instructional Services office or in the School's area for receiving U.S. Mail, Intercampus Mail, and other materials. U.S. Mail is received on the campus in the morning and in the early afternoon Monday through Friday. United Parcel Service (UPS) makes a daily delivery. Federal Express and other services deliver items to the campus as they are received.

You may send messages to other members of the faculty, administration, staff, and students through the Intercampus Mail system or through electronic mail (e-mail). Reusable mailers for the Intercampus Mail system are available from your dean or Department chair, the Instructional Services offices, and all secretarial offices on campus.

As a courtesy to Dalton State College employees, the Bookstore will ship parcels and packets by UPS.

Official College correspondence is metered in the Fiscal Affairs Office. Identify all official mail with your name and School. Postage charges are billed to the Schools monthly. State law prohibits the use of College postage, materials, supplies, and personnel time for personal purposes or gain.

Personal outgoing mail may be placed in the U.S. Postal Service box in front of the Westcott Building.

## MEDIA

Projectors, VCR's, TV monitors, and DVD players are distributed throughout campus. Remote controls for these devices can be obtained from your school/department administrative assistant. Library media may be checked out directly from the Library, and media may be placed on Course Reserve for use in the Library building. You may also check materials out yourself from the Roberts Library.

Many other services are available to faculty including scanning images, tape and DVD duplication (in compliance with U.S. Copyright Law), editing tapes and graphics, and the development of program posters and other marketing materials.

Media materials available for classroom use are easily identifiable through GIL (online catalog). Librarians can help identify media materials in the collection and for purchase. Faculty are encouraged to make suggestions for library resources that support teaching and course objectives. Requests may be sent by e-mail or by campus mail to the Library Director or left with staff at the Circulation Desk. For more information about Collection Development, please see the Roberts Library Collection Development Policy.

<http://www.daltonstate.edu/library/forfaculty/pdf/Collection%20Development.pdf>

Faculty are encouraged to return media in a timely manner (3 weeks) because students often request to view media items that have been shown in class and they have no media circulation privileges.

See DERRELL C. ROBERTS LIBRARY

## OFFICE HOURS

Regular faculty-student interchange is a defining characteristic of all colleges, and the term "office hours" is to be construed as scheduled time when a faculty member is in (or close by) his or her office and available to see students whether or not they have appointments. Formal appointments, however, may be scheduled during this period, as well as at other mutually convenient times. On certain occasions, such as registration week, drop-add days, and the mid-term period, students often need additional opportunities to meet with faculty members in their roles as instructors or advisors.

In general, full-time Dalton State College faculty members are expected to post and maintain a minimum of eight regularly scheduled office hours per week during the Fall and Spring semesters, distributed across at least three days per week at times convenient for students enrolled in all classes taught each academic term. Part-time faculty should plan to offer at least one office hour per week per class taught. Exceptions to this model may be arranged by a full-time or part-time faculty member by agreement with his or her dean or Department chair. Also, during the Summer term, when teaching responsibilities are likely to be less, office hours may be reduced proportionately.

Special considerations may be necessary for faculty members who have extensive duties off campus, are teaching by distance learning, or hold clinical responsibilities, and these should be determined in advance through discussions between the affected faculty member and his or her dean or Department chair. Specific provisions should be made to provide students enrolled in off-campus classes "with structured access to and interaction with full-time on-campus faculty members" as required by the Criteria for Accreditation of the SACS Commission on Colleges, whether in face-to-face or electronic environments.

Faculty members are provided with a form for posting scheduled office hours and class times and locations on their office doors each academic term. Office hours, as well as other means students can use to contact the faculty member, should also be published in each class syllabus and on the faculty member's webpage.

## **OPEN RECORDS**

In the Georgia Open Records Act, a public document is defined to broadly include most visible, auditory, or electronic documents created by or received by employees of state agencies in the discharge of their duties. The Act also creates broad rights for these records to be accessed by the public.

Requests for any of your students' records should be referred immediately to your dean or Department chair, the Vice President for Enrollment and Student Services, the Vice President for Academic Affairs, or the President. Current advice will then be secured from the Regents' legal staff about how to respond and under what conditions, if any, to "open" the records requested. In all cases, the Act allows the employee and the agency a reasonable, specified period of time in which to respond. You are not required to release records "on the spot," regardless of the source of the request (e.g., individual, attorney, or a local, state, or federal government employee/agent).

## **OUTSIDE ACTIVITIES**

Policies of the Board of Regents state that no faculty member shall "engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties." When outside employment is justified and does not violate the above stipulations, such employment may be undertaken with the full knowledge and written approval of the dean or Department chair and the Vice President for Academic Affairs. Annually, all contract employees of the College complete an "Outside Activities" form, which is to be updated if the employee proposes new or additional outside activities during the contract year. See OUTSIDE ACTIVITIES in the Appendix.

For the purposes of this policy, consulting activities for personal compensation are considered as an outside activity. Those contemplating entering into consulting activities must follow the provisions of the outside activities policy and must receive prior written approval from the appropriate division chair and the Vice President for Academic Affairs prior to engaging in such activities. In those instances in which officially approved consulting or other outside activities involve the use of College equipment, facilities, personnel, or materials, the faculty/staff member shall receive prior written approval from the appropriate dean or Department chair and the Vice President for Academic Affairs. The faculty/staff member shall keep a log and such other pertinent documentation as may be requested to verify the use of such institutional resources, and shall reimburse the College for the use of these resources at a rate and schedule to be determined in advance by the Vice President for Fiscal Affairs. Typically, the rate and schedule for reimbursement shall be in accordance with the standard practice for charging external groups or persons.

Under no circumstances may outside activities undertaken by a faculty or staff member involve a conflict of interest. Prior to engaging in outside activities, such activity must pass a conflict of interest test as adjudicated by the Vice President for Academic Affairs and the Vice President for Fiscal Affairs. For the purposes of this policy, the conflict of interest test shall be strictly and conservatively applied so that not even the appearance of a conflict of interest will be allowed.

The Board of Regents closely governs the employment of a full-time employee of the University System by another unit of the System or another state agency. These guidelines are available in the Office of Fiscal Affairs.

## **PARKING**

Parking areas are reserved for faculty and staff until 4:30 p.m. in reserved lots and areas marked by red curbs. These areas are located in front of Westcott, at the north side of Liberal Arts, in front of and north of the Technical Building, in the Sequoya-Student Center lot, and east of the Library. Spots marked as reserved for Day and Night faculty and staff are reserved after 4:30 p.m. If these are filled, you are welcome to use any other spaces except those reserved for visitors or the handicapped.

All faculty, staff, and students are required to register each vehicle driven to campus. A parking hang tag for your vehicle is available at no cost in the Public Safety Office located adjacent to the Game Room on the upper level of the Student Center. Vehicles without parking hang tags are subject to traffic violation citations. Each registered vehicle must be covered by liability insurance, and each operator must have a valid driver's license.

## **PART-TIME FACULTY**

Dalton State College publishes a comprehensive *Handbook* for part-time faculty, which is available at <http://www.daltonstate.edu/hndbkpdf/part-time/09/PTHandbook09.pdf> .

Part-time faculty members are employed for specific assignments on an as-needed basis and are compensated at a per-course or contact hour rate.

Part-time faculty carry the rank of Part-time Instructor, a nontenure track designation in the University System, and are not eligible for fringe benefits or the accrual of annual leave, sick leave, or paid holidays.

Re-employment of part-time faculty members is at the discretion of the College. Employment may be terminated at any time such action is deemed to be in the best interest of the institution, its students, or the faculty member.



## **PAYROLL**

Faculty members on full-time contracts receive regular payroll disbursements on the last working day of each month. Ten-month academic year contracts are paid at the rate of one-tenth per month, August through May. Fiscal year contracts are paid in equal installments, July through June.

Appropriate adjustments are made in the payroll periods and amounts for any contract issued for only a portion of the academic or fiscal year and for any contract which is terminated prior to the end of the contract period.

All full-time faculty members receive an annual contract and an accompanying exhibit which identifies the dates and amounts of each payroll installment in that contract. One copy of the contract and accompanying exhibit must be signed by the employee and returned to the Office of the President to activate payroll authorization for the term of the contract.

Direct deposit of pay to employee accounts can be arranged through the Payroll Office.

## **PRE- AND POST-TENURE REVIEW**

In accordance with system-wide Faculty/Staff Development Recommendations on promotion and tenure, Dalton State College implemented a system of pre- and post-tenure review during the 1997-1998 academic year. These multi-year evaluations are designed to assist faculty members in reaching their full potential in service to the institution. Furthermore, they are vehicles for rewarding meritorious service and for identifying performance deficiencies. Details of the pre- and post-tenure review process may be found in the Dalton State College Pre- and Post-Tenure Review Policy (see Appendix).

## PRIVACY ACT/OFFICE SECURITY

The Family Education Rights and Privacy Act of 1974, often called FERPA or the Buckley Amendment, affords extensive rights to students enrolled in post-secondary institutions with respect to their academic records. In general, the College is not permitted to release any information about a student or former student to any third party (including parents, guardians, or spouses) other than the student's enrollment status and major without the express consent of the student.

This means, for example, that as a faculty member you cannot discuss a student's grades, performance, or attendance in your classes with any third party unless that student is present and gives you express consent to release that information or provides you with notarized written permission.

Counsel for the Board of Regents has explicitly advised faculty members not to post student grades in any form. You should also exercise care not to reveal a student's grade to anyone else in the class in the process of returning graded assignments. Your grade book or other class record document must, of course, be zealously guarded. To this end Dalton State College requires gradebooks and/or other class record documents including all copies of student transcripts and records to be kept in a locked drawer or file cabinet when you are not actually working with them. Faculty offices must be locked when you are absent from the office. Access to your office by another colleague/student worker must be authorized by the dean of the School or chair of the Department.

The FERPA does allow access to student records by certain third parties without permission of the student, including accrediting agencies, federal and state auditors, and college personnel on a need-to-know basis. If you receive requests for student information or need access to a student's record, you should contact the Vice President for Enrollment and Student Services, who is responsible for the administration of this federal measure and from whom you can obtain a copy of it.

See OPEN RECORDS and RECORDKEEPING.

## PROFESSIONAL ETHICS

Dalton State College endorses the following Statement originally adopted as policy by the American Association of University Professors in 1966 and revised in 1987.

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## PROGRAMS OF STUDY

**BACHELOR'S DEGREES.** Dalton State College offers fourteen bachelor's degrees in nine major fields. The baccalaureate degrees currently offered by DSC include the following:

Bachelor of Business Administration with a major in Accounting, which focuses on the accounting aspects of business and prepares students to be effective decision-makers with the organization.

Bachelor of Business Administration with a major in Management, which prepares students for careers leading to leadership roles in business and other management settings.

Bachelor of Business Administration with a major in Management Information Systems, which prepares students to manage business computer systems and to produce information for managerial decision-making.

Bachelor of Business Administration with a major in Marketing, which prepares students for positions in marketing, professional sales, market research, advertising, e-tailing, and e-commerce.

Bachelor of Business Administration with a major in Operations Management, which prepares students for management careers in manufacturing environments.

Bachelor of Applied Science in Technology Management, which enables technical students holding the A.A.S. degree to earn the baccalaureate by adding two years of management-related coursework using a 2+2 concept.

Bachelor of Science in Biology, which prepares students planning to attend professional and graduate school in the biological sciences and related health fields to teach biology in the secondary schools and to seek employment in the high-technology workplace.

Bachelor of Science in Chemistry, which prepares students planning to attend professional and graduate school in the chemical sciences to teach chemistry in the secondary schools and to seek employment in the high-technology workplace.

Bachelor of Science in Criminal Justice, which prepares students for careers in the judicial and law enforcement systems.

Bachelor of Science in Education with a major in Early Childhood Education, which prepares teacher education candidates to teach children in pre-kindergarten school settings through fifth grade. This degree program consists of 129 semester hours of credit, plus physical education as required.

Bachelor of Arts in English, which prepares students planning to attend graduate school in English and the language arts and to teach English in the secondary schools.

Bachelor of Arts in History, which prepares students planning to attend graduate school in history and to teach history in the secondary schools.

Bachelor of Science in Mathematics, which prepares students planning to attend professional and graduate school to teach mathematics in the secondary schools and to seek employment in the high-technology workplace.

Bachelor of Social Work, will prepare students to enter generalist social work practice under professional supervision in a variety of social service and health care settings.

With the exception of the B.S. in Early Childhood Education, each of these degree programs consists of 120 semester hours of credit, plus physical education as required.

Individuals with questions about these programs of study should be directed to the Dean of the School of Business for the B.B.A. and B.A.S. programs; to the Dean of the School of Liberal Arts for the B.A. in English, B.A. in History, and B.S. in Criminal Justice programs; to the Dean of the School of Sciences and Mathematics for the B.S. in Biology, B.S. in Chemistry, and B.S. in Mathematics programs; to the Dean of the School of Social Work for the B.S.W., or to the Dean of the School of Education for the B.S. in Education.

**ASSOCIATE DEGREES.** Dalton State College offers two types of associate degree programs: two-year transfer and two-year career.

The transfer programs fulfill the University System's Core Curriculum (the first two years of a baccalaureate program), and each program is fully transferable within the 35-institution System in the same major field. If a student changes majors, some hours may not apply to the new degree objective, and/or other hours may be required.

Undecided pre-baccalaureate students, those pursuing majors not listed in the CATALOG, and those planning to transfer to non-System colleges and universities can "tailor" most of their curriculum through the extensive elective choices in the A.A. and A.S. General Studies programs.

Students with questions or concerns about the transfer of credits within the University System should contact the Vice President for Academic Affairs.

The two-year Associate of Applied Science (A.A.S.) degree is offered in Business, Health, Services, and Technology, with several options or areas of specialization in each of these four broad fields. These curricula are designed to provide at least entry-level competency and potential employment for students in their chosen fields. Although only a portion of the credits in these programs are Core Curriculum transfer hours, many institutions accept some of the technical courses.

The two-year Associate of Science in Nursing prepares students to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

**CERTIFICATES AND MINI-CERTIFICATES.** The College offers numerous occupational training programs through the School of Technology, designed to provide entry-level competency in skilled areas. None of the hours in these programs is intended for transfer toward a bachelor's degree; however, the occupational course hours can be applied to major field requirements or electives in some of the A.A.S. programs.

Dalton State College graduates in Business Administration (A.S.), Social Work (A.A.), and Teacher Education (A.S.) may enter the corresponding Dalton State College baccalaureate programs as Juniors. Graduates holding the A.S. in Nursing with clinical employment experience may receive the equivalent of more than two years' credit through a combination of transfer courses and competency examinations.

## PUBLIC SAFETY/SECURITY

The College maintains Public Safety services twenty-four hours a day. The Public Safety Office, open from 8:00 a.m. to 9:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday, is located in Room 29 on the lower level of the School of Technology Building. Extended office hours are maintained on registration days to accommodate the registration of evening students' vehicles.

Dalton State College Public Safety can be reached from any campus extension at **4461** or from any phone at **706-272-4461**, twenty-four hours a day, seven days a week.

Dalton State College Public Safety officers have complete police authority to apprehend and arrest anyone involved in illegal acts on and immediately adjacent to the Dalton State College campus. If minor offenses involving College policies or rules and regulations are committed by a student, the Public Safety Officer may also refer the individuals to the Vice President for Enrollment and Student Services. Major offenses are reported to the local police, and joint investigations are conducted.

Dalton State College Public Safety personnel work closely with local police agencies and have direct radio communications with the City of Dalton Police. All criminal actions or suspected criminal actions which occur on the campus of Dalton State College should be reported immediately to the Office of Public Safety. All complaints will be investigated by a State Certified Police Officer, and appropriate action will be taken.

The Public Safety Office should be contacted concerning any accident or emergency situation on the campus of Dalton State College. All Dalton State College officers are trained in emergency first aid and C.P.R. The officers on duty will determine the best course of action regarding the patient's health and safety, and appropriate action will be taken.

You should be thoroughly familiar with the **Dalton State College Emergency Procedures Handbook**. Students are responsible for familiarizing themselves with the Traffic Code and the Conduct Information and Regulations sections of the College *Catalog and Student Handbook*.

Dalton State College is obligated, through campus and University System policies and federal regulations, to provide a drug-free workplace and campus. The possession, use, consumption, and sale or other distribution of alcohol or controlled substances is strictly forbidden on the campus of Dalton State College. Violations subject students and employees to immediate disciplinary action, including but not limited to suspension or termination. The use of tobacco products on the campus is also prohibited except in private vehicles.

The Federal Crime Awareness Act of 1989 requires the institution to notify annually prospective and enrolled students and prospective and current employees of all crimes reported on campus. This monthly statistical report is recorded for use in the FBI's Uniform Crime Report and is available in the Office of the Department of Public Safety.

Annually updated two-year summaries of "Crimes Reportable to the FBI" are available at the Office of Enrollment and Student Services, and the Public Safety Office.

See EMERGENCY PROCEDURES

## RECORDKEEPING

Gradebooks (or equivalent records) for all classes taught should be securely maintained and kept indefinitely. When a faculty member leaves the College, the gradebooks (or equivalent records) or legible photocopies thereof should be submitted to the Enrollment and Student Services Office for permanent safekeeping.

All graded materials that you retain, including those not reviewed by the students, should be held at least until the middle of the following academic term (the last day to appeal a grade). All graded materials related to an Incomplete ("I") should, of course, be retained until the "I" is removed by the student's completion of the work, or until it is administratively changed to an "F."

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA, or the "Buckley Amendment"), you should exercise due diligence in protecting the privacy of all graded materials and grade and course records. See PRIVACY OF STUDENT RECORDS.

Students enrolled under the auspices of some state or federal programs may be required to submit class attendance documentation signed by their instructors. In those cases, you will need to maintain records that would support an audit by the governmental agencies involved.

Other records will be retained as follows:

Recruiting pool and search records: 3 years after the position is filled or the search is cancelled, including individual applications.

Employee Personnel Records: 7 years after employee separation, including all employees except students.

Student Evaluations of Faculty: 7 years for summary reports, 1 year for individual student evaluation forms.



## RECRUITMENT AND HIRING POLICIES AND PROCEDURES

### INTRODUCTION:

The recruiting and hiring policies of Dalton State College operate within the policies and procedures of the Board of Regents of the University System of Georgia. Dalton State College is an Affirmative Action/Equal Opportunity Employer and ensures that its recruiting and hiring procedures follow the guidelines of the Office of Federal Contract Compliance Programs. The Vice President for Academic Affairs and the Director of Human Resources are responsible for adherence to affirmative action policies at the institution. Appropriate institutional policies and procedures are available in the Office of Academic Affairs and the Office of Human Resources. The College also adheres to the provisions of the Americans with Disabilities Act in its hiring and employment practices.

Dalton State College distinguishes between faculty and staff recruitment in its hiring methods, and this document will treat them separately. In general, the point of origination for staff employment resides with the appropriate administrative officer under the general guidance of the Vice President for Fiscal Affairs. The point of origination for faculty employment resides with the appropriate academic School dean or Department chair under the supervision of the Vice President for Academic Affairs. Administrators at the level of director or higher are recruited and employed using faculty guidelines.

### STAFF:

#### ***Maintenance of Necessary Records***

*Compiling and maintaining thorough and detailed documentation of the recruitment and selection process.*

The individual responsible for conducting staff searches will maintain thorough documentation on the search and selection process including official correspondence information submitted by the candidates and records of how the screening process was conducted. The search files should be maintained for three years and then should be disposed of by shredding. Those responsible for conducting searches should coordinate the maintenance of documentation with the Fiscal Affairs Office.

#### ***Recruitment Preparation***

*Approving requisition to fill vacancy.*

Requisitions to fill staff vacancies or to authorize new positions must be approved in writing through the Fiscal Affairs Office with the concurrent approval of the administrative officer of the affected unit.

*Creating job description which specifies duties and minimum and preferred qualifications, and address ADA considerations such as physical requirements, essential and non-essential job duties, etc.*

In each case a detailed job description will be prepared which specifies duties and minimum qualifications for the position subject to the approval of the administrative supervisor and the Human Resources Office. Any special physical requirements should also be noted. Depending upon the nature of the position, a formal vacancy announcement may be deemed necessary.

*Assigning salary range.*

The salary range for vacant positions will be agreed upon in advance by the responsible administrative officer and the Vice President for Fiscal Affairs. When hiring actually occurs, the salary offered may not exceed the upper level of the salary range. If the job description does not include a published salary range, a clear understanding needs to exist on what the upper salary will be.

*Developing a recruiting plan, and identifying applicant sources (search firm, internal posting, newspaper and journal advertisements, etc.)*

Typically, recruiting plans for staff positions will include ads in local newspapers, posting with the Georgia Department of Labor, campus posting, and in special cases, other methods as may be deemed necessary. Advertisements should be channeled through the Fiscal Affairs Office.

*Determining interviewers and selection committee members, if appropriate.*

The exact method of interviewing and selection will be left to the discretion of the administrative officer responsible for the hiring. It should be understood that if the vacancy involves a position which has supervisory authority, a selection committee should be employed. When selection committees are used, they function as a recommending body only.

### **Recruitment**

*Advertising jobs internally and externally.*

In most cases vacancies will be advertised externally as well as internally. However, in extraordinary cases, it may be regarded as necessary to advertise only within the institution. Any request for an internal search should be approved in writing by the President.

*Collecting applications (or resumes/CVs when appropriate) and information necessary for Affirmative Action recordkeeping requirements.*

The exact nature of the information to be collected from the applicants should be set forth in the vacancy announcement. This information will be the responsibility of the individual in charge of the search process and should be maintained on each applicant.

### **Evaluation of Candidates**

*Conducting necessary tests, such as typing and other skills tests.*

Whether to conduct typing or other skill tests in conjunction with the evaluation of candidates will be left to the discretion of the employing supervisor.

*Evaluating candidates based on job description criteria.*

Candidates should be evaluated based on the minimum requirements of the position and the job description. In subsequent screening, differences in the quality of the experiences should be taken into consideration. When the finalists for the position have been identified, they must be brought to the campus for formal interviews. In no case may an individual be offered a position for which he or she does not meet at least the published minimum requirements.

*Performing appropriate background checks, such as reference and transcript evaluations.*

Search committees or the appropriate supervisor will conduct background checks on all candidates for staff positions. Background checks may include reference checks, transcript evaluations, background and pre-employment drug testing, and criminal background and credit checks. At a minimum, references must be contacted.

### **Selection of Candidates**

*Justifying selection of top candidate and rejection of other candidates.*

The individual responsible for the search will provide a written evaluation of the candidates

interviewed and a justification of the selection of the top candidate to the Fiscal Affairs and Human Resources Offices.

*Defining terms of the offer, and extending the offer.*

The administrative officer responsible for the position will define the terms of the offer in writing to the successful candidate and will procure a written acceptance from the individual selected. A copy of the letter of offer will be forwarded to the Fiscal Affairs and Human Resources Offices at the time the offer is extended. All offers will be provisional pending the satisfactory results of a criminal background check.

*Notifying all candidates of the hiring decision.*

All applicants for the position will be notified of their status in writing. If the search involves multiple screenings, letters will be sent following each screening.

## **FACULTY:**

### ***Maintenance of Necessary Records***

*Compiling and maintaining thorough and detailed documentation of the recruitment and selection process.*

The individual responsible for conducting faculty searches will maintain thorough and detailed documentation on the search and selection process including official correspondence information submitted by the candidates, and records of how the screening process was conducted. The search files should be retained in the appropriate School office for three years and then should be disposed of by shredding. Those responsible for conducting searches should coordinate the maintenance of documentation with the Office of Academic Affairs.

### ***Recruitment Preparation***

*Approving requisition to fill vacancy.*

Requests to fill faculty vacancies or authorized new positions must be made in writing by the appropriate School dean and approved by the Vice President for Academic Affairs.

*Creating a job description which specifies duties and minimum and preferred qualifications, and addresses ADA considerations such as physical requirements, essential and non-essential job duties, etc.*

In each case a vacancy announcement will be prepared which specifies required teaching areas and other qualifications for the position. The vacancy announcement must be approved by the Academic Affairs Office. Any special physical requirements should be noted in the announcement.

*Assigning a salary range.*

The vacancy announcement should either show a salary range or include a statement that the salary is "commensurate with qualifications and experience." If the vacancy announcement does not include a salary range, an understanding should exist between the School Dean and the Vice President for Academic Affairs about what the upper limit will be.

*Developing a recruiting plan, and identifying applicant sources (search firm, internal posting, newspaper and journal advertisements, etc.)*

Typically, recruiting plans for faculty positions will include vacancy announcement flyers disseminated to colleges and universities across the nation, posting with the University System Clearinghouse, and as deemed necessary, advertising in national publications such as *The Chronicle of Higher Education*.

*Determining interviewers and selection committee members, if appropriate.*

Appropriate search-and-screen committees will be appointed by the School dean in collaboration with the Vice President for Academic Affairs. A majority of committee members should come from the School or Department in which the vacancy exists. If the search involves filling an administrative position in an area other than academics, the appropriate senior administrator will be responsible for appointing the search committee.

### **Recruitment**

*Advertising jobs internally and externally.*

In most cases vacancies will be advertised externally as well as internally. However, in extraordinary cases, it may be regarded as necessary to advertise only within the institution. Any request for an internal search should be approved in writing by the President.

*Collecting applications (or resumes/CVs when appropriate) and information necessary for Affirmative Action recordkeeping requirements.*

Information required of applicants for faculty positions should include at a minimum a letter of interest, current resumé, and the names of at least three references. At some point prior to the extension of an employment offer, official transcripts will be required from the finalists. These transcripts must be sent directly from institution to institution without passing through the applicants' hands. At the discretion of the search committee, additional materials may be required.

### **Evaluation of Candidates**

*Evaluating candidates based on job description criteria.*

Candidates should be evaluated based on the minimum requirements of the position and the job description. In subsequent screening, a search-and-screen committee should also consider differences in the quality of relevant experience, as well as the candidate's performance in a mock classroom presentation to campus faculty during the formal interview process. In no case may an individual be offered a position for which he or she does not meet at least the minimum published requirements. Appropriate steps should also be taken to ensure that candidates are proficient in the use of the English language.

*Performing appropriate background checks, such as reference and transcript evaluations.*

Background checks will consist chiefly of contacting references supplied by the applicant and evaluating academic transcripts. Contacting references in addition to those supplied by the applicant is desirable, but the written permission of the applicant must be secured beforehand.

*Travel and interview expenses*

All travel expenses--airlines, rental cars, meals, lodging, etc.--are on a reimbursement basis. No expenses shall be charged to the College. University System of Georgia travel regulations are the premise for all reimbursements even though candidates are not employees of the University System. Candidates' travel reimbursement forms must be approved by the appropriate School dean, who will also designate the budget unit to which the expenses should be charged. Candidates do not need to use the motel/hotel state tax exemption form since they are not state employees. Except for meals, original receipts, including boarding passes, are required for all expenses. If a candidate is taken out

for a meal, an expense form with itemized receipts, a candidate itinerary, and a list of persons at the meal must be submitted with the School dean's approval in order to reimburse the person paying the bill. The candidate should not show this meal expense on his or her reimbursement form.

**Reimbursement for this meal will be limited to four individuals (including the candidate) and a maximum reimbursement of \$60 (\$15 per person) will be allowed.** Under no circumstances are alcoholic beverages ever accepted for reimbursement.

Completed expense forms, with correct mailing addresses and social security numbers, should be sent to the Office of Fiscal Affairs for payment.

### ***Selection of Candidates***

*Justifying selection of top candidate and rejection of other candidates.*

The individual responsible for the search will provide a written evaluation of the candidates interviewed and a justification of the selection of the top candidate to the Vice President for Academic Affairs.

*Defining terms of the offer, and extending the offer.*

The administrative officer responsible for the position will forward a memo to the Vice President for Academic Affairs recommending a candidate. The Vice President for Academic Affairs will send to the President a memo recommending the appointment, and upon his approval, will issue an official letter of offer. All offers of employment shall be provisional pending the satisfactory completion of a criminal background check, after which a formal contract will be issued. If the search involves filling an administrative position in an area other than academics, the appropriate senior administrator will approve the particulars of the offer.

*Notifying all candidates of the hiring decision.*

All applicants for the position will be notified of their status in writing. If the search involves multiple screenings, letters will be sent following each screening.

### **PART-TIME EMPLOYMENT**

Upon occasion it may be necessary to employ part-time personnel. In such instances, permission must be secured from the appropriate administrative officer (Vice President for Fiscal Affairs or Vice President for Academic Affairs). Part-time employees are legally considered temporary, and may include student employees. It is expected that part-time positions will be filled on the basis of a search, though in emergency situations the search may be waived. The College's part-time employment procedures are consistent with related policies of the Board of Regents of the University System of Georgia.

Part-time faculty are required to provide official transcripts to DSC before employment starts. Part-time faculty are required to conduct a teaching demonstration to campus faculty, staff and students (if feasible). The attached Part-Time Instructor Agreement is required for each part-time faculty.

### **CORE OF COMMON INTERVIEW QUESTIONS**

1. Why are you interested in this position?
2. What are your career expectations?  
or  
What do you expect to be doing 10 years from now?

3. What do you consider to be your professional and personal strengths?
4. What do you consider to be your weaknesses?
5. Do you consider yourself to be more creative or more detail-oriented?
6. To which academic segment of the class do you teach: lower, middle, or upper?
7. What would you do if you found a student cheating in your class?
8. What would you do if a student challenged you on a point you had made in your lecture/ presentation/demonstration?
9. Give us your definition of what "academic excellence" means to you.
10. How do you think a college can have an open admissions policy and at the same time expect academic excellence?
11. Do you deal differently with traditional students and non-traditional students?
12. If at mid-term over half of the students in your class were failing the course, what would you do?
13. How would your colleagues describe you and your personality to other people?

**QUESTIONS THAT YOU MAY NOT ASK  
AN APPLICANT FOR EMPLOYMENT**

1. The candidate's age.
2. The candidate's religious affiliation.
3. The candidate's political preferences.
4. The candidate's relatives.
5. The candidate's membership in clubs, fraternities, or organizations of a social, political, or religious nature.
6. The spouse's occupation.
7. The candidate's financial history.
8. The candidate's national origin or ancestry.

# DALTON STATE COLLEGE

## Part-Time Instructor Agreement

TO: \_\_\_\_\_ DATE \_\_\_\_\_

Congratulations on your selection as a part-time instructor. President Schwenn has authorized me to offer you this letter of intent for the coming semester. If you have not previously done so, you will need to provide Dalton State College with official transcripts from each institution you attended (both undergraduate and graduate), a Biographical Data Form, a signed loyalty oath/security questionnaire, and make an appointment with the Personnel Office.

The course you will teach is:

Course: \_\_\_\_\_ Meeting Days: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Dates: Begin \_\_\_\_\_ End \_\_\_\_\_

Please understand employment is subject to the following:

- a. Satisfactory enrollment; in the event course enrollment IS LOW, the decision to proceed with the course will be determined by the Vice President for Academic Affairs.
- b. Further, should enrollment and budget restraints dictate, a full-time instructor MAY be assigned this class. In this event, this letter of intent will be withdrawn, and you will be notified prior to the beginning of the first class.

Payment for your services will be by check in four equal installments (September-December or February-May) on the last working day of each month with the final check available on the 15<sup>th</sup> of the month (December or May) after grades are turned in at the Enrollment Services Office. Part-time employment does not include a benefits package.

Notwithstanding any other provision of this appointment, for Fiscal Year 2009-2010, the Board of Regents has authorized the President to implement a mandatory furlough program. If such a program is implemented at Dalton State College, you will be required to have your salary reduced by not more than 10 days. In the event it becomes necessary for the President to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor.

This agreement is subject to the applicable state and federal laws and to the statutes and regulations of this institution and to the bylaws and policies of the Board of Regents, all of which are available for your inspection upon request. Board of Regents policy 102 stipulates that part-time faculty be employed less than full-time at a single USG institution or at more than one USG institution and are subject to the following conditions:

1. Are not accruing time toward tenure
2. Are considered temporary appointees, requiring reappointment from year to year
3. Are not the same as adjunct (courtesy) faculty appointments
4. Are not issued contracts
5. Are not eligible for USG benefits
6. A part-time faculty member's employment cannot exceed more than one-half time for the year at a single USG institution. A part-time faculty member teaching at more than one USG institution must limit his/her employment to less than half-time employment across all USG institutions. Upon appointment at a USG institution, part-time faculty will be asked to verify in writing that they are in compliance with this policy.

Please signify your acceptance, under the terms set forth, by signing and returning promptly to Dr. Sandra S. Stone, Vice President for Academic Affairs, 650 College Drive, Dalton, Georgia 30720.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Instructor

## REFUND OF STUDENT FEES

The student fee refund policy of Dalton State College is that authorized by the Board of Regents of the University System. Although the policy is clearly defined in the *Catalog*, students frequently ask questions about it. A brief summary may help you to respond.

Refunds are issued in the following cases:

1. If a student advance registers and then officially reduces his/her course load or completely withdraws during the Drop/Add period (using the Dalton State College Schedule Adjustment Form), the student will receive a full refund of all applicable fees. After the Drop/Add period, there will be no refunds for dropping a class.
2. If a student completely withdraws officially after the Drop/Add period, a partial refund is issued on the basis of the date of the official withdrawal. Withdrawal after the first 60% (in time) of the period of enrollment = 0%.
3. If the College cancels a course for which a student has registered, alters its meeting times, days, or dates from what has been published in the "Schedule of Classes," or misadvises a student for a course, and no applicable, acceptable substitute course is available, a full refund of the applicable fees is issued.



## RESEARCH

### RESEARCH

Those faculty members whose primary responsibility is for junior/senior level course work may be required to engage in research and/or produce a scholarly record in their discipline. The nature of the research and/or scholarly record will be determined in consultation with the School dean or Department chair. For other faculty, research activities and/or a scholarly record can be an integral part of a faculty member's "professional development." Research at Dalton State College follows several principles:

1. Any research that is associated with the institution in any identifiable way is subject to policies found here, in the DSC *Statutes*, and in the University System Board of Regents *Policy Manual*. This means that if there is an identifiable link to the institution, including such things as the utilization of DSC equipment or classified personnel in research activities, recruitment of subjects involving the use of DSC affiliation, publication of research results with DSC affiliations included, DSC email addresses associated with research, publicity concerning the research that includes DCS affiliation, etc., the research is subject to institutional and USG policies. Only research that is completely independent of institutional affiliation is not subject to such policies.
2. The dean or Department chair and the Vice President for Academic Affairs must be notified of the intention to engage in research. Research done by students in a normal classroom setting under the direction of a faculty member (e.g., interview a family member for a history class project) is an exception to the notification policy. Such research is subject to section 5. below.
3. Research that results in intellectual property is subject to institutional and University System of Georgia intellectual property policies (see "Dalton State College Intellectual Properties Policy").
4. Faculty members (or any other person associated with Dalton State College) conducting any type of research involving human subjects must complete the **Application Package for Research with Human Subject Participation** (see Appendix) and obtain approval from the Human Subjects Institutional Review Board (IRB), formerly known as the Human Subjects Committee, and the Vice President for Academic Affairs prior to beginning any research project. Classroom research done by students for class credit or extra credit is not generally subject to IRB review (see 5. below). As described in the application package, subjects must be apprised of the nature of the project and of their participation, and written permission must be obtained from each subject before conducting the research. Students may not be required to participate in research as a subject to fulfill a class requirement, although extra credit may be offered for such participation.

Much of the research involving human subjects performed at Dalton State College is exempt from ongoing IRB review and the need for signed consent forms. However, only the IRB can designate a project as being exempt, so all non-classroom research activities involving human subjects must be submitted to the IRB for consideration. See the DSC *Statutes* and the "Application Package for Research with Human Subjects Participation" for a more detailed explanation of IRB review.

Research that involves subjects engaging in illegal activity is a special circumstance that requires researchers to be particularly careful. Research with human subjects generally requires that participants be assured that their data are either anonymous or will remain confidential. However, certain illegal activities must be reported to legal authorities (e.g. child abuse) and other illegal activities are subject to disclosure required by law.

Therefore, a researcher cannot guarantee confidentiality to a subject when it involves illegal activities. A researcher who is considering a study involving subjects who are or who have engaged in illegal activities that are part of the research question should consult with the Vice President for Academic Affairs or the chairperson of the IRB concerning appropriate safeguards for the researcher, DSC, the University System of Georgia, and the research participant, prior to submitting an application to the IRB, and to carefully read the relevant section of the Human Subjects IRB application.

5. Research that is performed by students as part of normal classroom activities (e.g. interviews of family or community members for a history class; surveys or interviews of community members for a business class), is not generally subject to IRB policies since it does not meet the federal definition of research as “a systematic investigation designed to contribute to generalizable knowledge.” However, the faculty member making the assignment for the class is responsible for the rights and welfare of all subjects that are utilized by students in the class. The faculty member shall fully inform students of the rights of research subjects. Students must respect the rights of research subjects in all classroom projects associated with Dalton State College.

To be exempt from IRB review, classroom projects **must** involve the following:

- a. **No minors:** the project cannot include minors or any other vulnerable populations such as pregnant women, prisoners, those who lack the capacity to consent, non-English speaking individuals, etc.

Exception: Research conducted in established or commonly accepted educational settings involving normal educational practices, such as: research on regular and special education instructional strategies, or research on the effectiveness of, or the comparison among instructional techniques, curricula, or classroom management techniques.

- b. **No more than minimal risk:** “Minimal risk” is the probability and magnitude of harm normally encountered in the daily lives of healthy individuals. This also precludes the study of any illegal activities in classroom research.

- c. **No deception:** The project cannot include any deception. Individuals must be fully informed and given the opportunity to voluntarily consent to participation.

- d. **No publication:** Data from student projects approved under this policy cannot be used for publication.

- e. **No major student projects:** This policy is only for normal classroom activities. It does not apply to senior projects, capstone projects, and thesis or dissertation research. Such research must be submitted to the IRB for review.

- f. **Limited taping:** Video taping is only allowed if the subject cannot be visually identified. Audio taping is allowed. Taping is only allowed under the understanding that the recording will be erased or destroyed upon transcription or no later than the end of the semester if transcription is not done.

Classroom projects that do not meet all of these conditions must be presented to the IRB for review.

## SALARY ADMINISTRATION

At the time of initial appointment, faculty members receive letters of offer and, once accepted in writing, contracts detailing the terms of employment, total salary, and payment schedule are issued subsequent to ratification by the Board of Regents. Additional information regarding requirements for initial and continued employment, promotion and tenure, and non-renewal and termination can be found elsewhere in this *Handbook*, in the *College Statutes*, and in the *Policy Manual* of the Board of Regents.

Each spring the Board of Regents issues a Wage and Salary Administration policy which establishes the general parameters for annual merit salary increases among continuing academic year and fiscal year employees. Within these parameters, salary increases for faculty members are recommended from the dean or Department chair to the Vice President for Academic Affairs and to the President. Salary increases are based on merit and are linked directly to the faculty member's annual performance evaluation covering the preceding academic year. Policies and procedures governing faculty annual performance evaluations are described elsewhere in this *Handbook*.

Beyond merit-based salary increases, certain other salary adjustments may be made. These include:

- Promotion in rank adjustments
- Equity adjustments
- Adjustments upon completion of a terminal degree

Any such adjustments are determined on a case-by-case basis.

For academic year employees, summer employment and compensation decisions are determined separately and are driven by student demand. Procedures governing summer compensation are described under SUMMER TEACHING in this *Handbook*.

## **SEPARATION CHECKOUT**

Faculty and staff personnel who are terminating their employment with Dalton State College are required to complete a Faculty and Staff Checkout Form (see Appendix) in order to receive final paychecks.

## **SEXUAL ASSAULT**

Victims of sexual assault are afforded rights that are recognized by Dalton State College. Those rights include assistance by the College to help the victim. Dalton State College's "Policy for Victims of Sexual Assault" is available in the Enrollment and Student Services Office and in the Public Safety Office. In the event that you or one of your students is the victim of sexual assault, please contact one of these offices so that assistance can be rendered. Counseling for victims is also available through the Academic Resources Center.

## SEXUAL HARASSMENT

Dalton State College seeks to provide an environment that supports effective teaching and learning, mutual respect among students, faculty, and staff, and productive, congenial working relations. The College is subject to state and federal legislation and University System policies that prohibit sexual harassment of employees and students. An offender is subject to dismissal or other sanctions after compliance with procedural due process requirements.

Discrimination on the basis of race, religion, color, sex, national origin, or handicap is unacceptable on this campus. Sexual harassment, whether overt or subtle, is a form of discriminatory behavior incompatible with institutional commitments and is a violation of policies of the Board of Regents (*Policy Manual* 8.2.16) and federal legislation (Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Educational Amendments).

Legal guidelines published in 1980 by the Equal Employment Opportunity Commission provide the following definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or (b) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or (c) such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment may occur between individuals of different status or authority in the institution or between peers. Members of the college community are encouraged to resolve sexual harassment situations as informally as possible. Unresolved problems should be reported immediately to a supervisor, a member of the administrative staff, or to the Equal Opportunity Officer (Vice President for Academic Affairs). Every effort will be made to protect the rights, privacy, and confidentiality of both the complainant and the accused and to protect the complainant from reprisals or other discrimination.

The "Dalton State College Policies and Procedures Statement on Sexual Harassment" provides additional guidance in interpreting legislative language, identifies typical instances of sexual harassment within the academic community, and delineates recommended and required procedures for dealing with sexual harassment on the campus. You are strongly encouraged to read this document. Copies are available in the offices of the President, the Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, the Vice President for Fiscal Affairs, the Director of Human Resources, and in the Library.

If you or your students feel that you are the victim of sexual harassment, you are encouraged to contact any member of the administration with whom you would be comfortable discussing your situation.

## SICK LEAVE

Sick leave with pay is a privilege and is not meant to be used simply to take additional time off. Abuse of this privilege may be considered a serious offense and could be grounds for termination.

Employees should notify their supervisor immediately should they be unable to report to work due to illness or a death in the family. Those failing to "call in" might have the absence charged against annual leave or considered as leave without pay, depending upon their supervisor's recommendation. Ten month faculty will not accrue annual leave.

All regular full-time employees accumulate sick leave at the rate of one working day per calendar month of service. Regular part-time employees working one-half time or more will accumulate sick leave in an equivalent ratio to the percentage of time worked. Sick leave for all employees is cumulative. If sick leave is claimed for a continuous period of more than three days, a physician's statement will be required.

In the event that the balance of sick leave is insufficient to compensate the hours required for time taken, annual leave will compensate the difference. If the balance of annual leave is insufficient, the leave will be considered sick leave without pay.

Although there is no limit to the amount of sick leave you accumulate, you will not be paid for such leave when you terminate your employment. Upon the movement of an employee among institutions of the University System, accumulated sick leave, if there is no actual break in service, will be transferred. Also, upon retirement a TRS participating employee may receive credit for accrued unused sick leave.

Sick leave may be requested for the following reasons:

1. Illness or injury to the employee
2. Medical and/or dental treatment or consultation
3. Illness, injury, or death in the employee's immediate family requiring the employee's presence.
4. Maternity/birth

"Immediate family" for the purpose of sick leave; spouse, child, parent, brother, sister.

"Immediate family" for the purpose of funerals; all of the above plus grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law.

Time allowed for funerals for immediate family; up to five days. Special circumstances requiring additional time will be evaluated on an individual basis.

## SICK LEAVE WITHOUT PAY

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay with the President's approval for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits and the institution will continue its share of the cost for such period. All other benefits are prohibited which otherwise would accrue to the employee.

Policies governing sick leave without pay, maternity leave, and family leave are published in Section 8.2 of the Board of Regents *Policy Manual*.

## FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA leave is unpaid (employers are not required to grant such leave as paid time off). However, employees may elect to utilize - or the institution may require that employees utilize - their accrued paid sick leave and/or annual leave, as appropriate for such absences. (Exception: If your FMLA leave is a result of an on-the-job injury, you have the option of using unpaid leave even if you have paid leave available.)

## SOLICITATION ON CAMPUS

The orderly and efficient operation of Dalton State College requires certain restrictions on solicitation of employees and the distribution of materials and information on campus.

### A. Outside Business Solicitations

No lists of DSC employees should be made available to anyone outside of DSC except as may be required by law. All requests for student lists should be submitted to the Office of Enrollment and Student Services. No off-campus-generated material will be placed in campus mailboxes except that which is sent through U.S. mail services.

### B. Distributions or Solicitations by Employees

Personal solicitations or the distribution of information to employees are not permitted if they interfere with or interrupt other employees engaged in work.

### C. Distributions or Solicitations by Non-employees

1. Non-employees have no presumptive right to enter the campus, including parking lots, for the purpose of soliciting or distributing any material to DSC employees or students. Violations should be reported to Public Safety as appropriate.
2. Prior approval of the Vice President for Fiscal Affairs or his/her delegate is required for any solicitations or marketing on campus other than those conducted by regularly authorized auxiliary enterprises or parties with whom the College has contractual agreements.
3. Employees may make specific appointments to meet salespeople in campus offices. However, employees are not authorized to obligate DSC to any acquisition that requires processing through normal procurement channels.
4. The following forms of solicitation, when approved by the Office of Student Activities, are permitted:
  - Fund-raising activities by an organization related to the College
  - Distribution of information in a specified area
5. Solicitation in the following forms is strictly prohibited at all times:
  - Distribution of handbills on vehicles or to individuals\*
  - Posting on bulletin boards without the appropriate approval from Student Activities (NOTE: Department bulletin boards are under the jurisdiction of individual department heads.)

\*Charges for cleanup will be billed accordingly

6. The annual State Charitable Contributions Program and the annual Dalton State College Foundation Campaign are exempt from this policy.



## STUDENT EVALUATION

The Board of Regents requires each institution, as a part of its annual evaluation of faculty, to "utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations" (*Policy Manual*, Section 8.3.5). The faculty adopted the following "Guidelines for Administration" in 1991 to implement this requirement.

1. The following statement will be printed at the beginning of each instrument for student evaluation of faculty:

"In an effort to maintain the high quality of teaching effectiveness, Dalton State College employs a system of student evaluations. Your participation in this process is of vital importance to you and to your instructor, and your honest and thoughtful responses will be greatly appreciated. They will provide feedback to your instructor so that you will continue to receive the best educational opportunities available."

2. All instruments used for student evaluation of faculty at Dalton State College will include the quantifiable component common to the entire campus which was included as Appendix A of the report of the 1989-1990 Ad Hoc Committee on Student Evaluation. In addition, each division may use its own specific component suitable for use with the campus-wide component.
3. Evaluation instruments will be administered by another faculty member, who will read a standard, prepared introduction without additional comment, monitor the completion of the instruments, collect the responses, and deliver them to the appropriate dean or Department chair or, upon the request of either the dean or chair or the faculty member being evaluated, to the Office of the Vice President for Academic Affairs.
4. Evaluations for courses running a full semester will be administered no earlier than the tenth week and no later than the fourteenth week of the term. Evaluations for classes running less than a full semester will be administered according to a timetable established by the dean or Department chair and the instructor. The timing of the evaluation both within this four-week period and within the class period shall be at the discretion of the instructor. No advance notice of the specific date of the evaluation will be given to the class.
5. Each faculty member will be evaluated in at least three 3-hour courses or their equivalent. The three courses to be used will be determined in the following manner:
  - 1) one course (from any academic term) chosen by the faculty member;
  - 2) one course (from any academic term) chosen by the dean or Department chair;
  - 3) one course (from any academic term) chosen by mutual agreement of the faculty member and the division chair.

Each School will be free to establish the details of the selection process. It is to be understood that any course chosen from spring semester will count toward the annual faculty evaluation of the following academic year.

Faculty members may also conduct student evaluations in additional courses for their own use if they desire. However, methods of administration and dispositions of responses must follow all stated guidelines.

Part-time faculty will be evaluated using the same instruments and procedures as the full-time faculty.

6. Deans or Department chairs will be responsible for supervising the processing of the objective part of the evaluation instruments and the transcription or

photocopying of the subjective comments. Student assistants shall not be used in processing subjective comments. The results will be delivered to the individual faculty member within the first ten working days after the beginning of the subsequent academic term.

7. Each faculty member and division chair will prepare a written analysis of the student responses that will be used as part of the faculty member's annual evaluation. This analysis should include (but not be limited to) a description of strengths which should be maintained and an identification of areas where improvement is necessary or desirable. These written analyses should be used as a basis of discussion of the faculty member's teaching effectiveness during the annual evaluation conference.

Deans or Department chairs may request additional student evaluations of faculty members during their first year of employment and will require student evaluations of all part-time faculty during their first academic term of teaching at Dalton State College. See CAMPUS-WIDE STUDENT EVALUATION in the Appendix.

## STUDENTS WITH DISABILITIES

Dalton State College (DSC) desires to provide appropriate and effective Disability Support Services (DSS), that meet the needs of students and that comply with all federal, state, local, University System of Georgia, and Dalton State College mandates and guidelines.

There are two laws that protect persons with disabilities in postsecondary education: ***The Rehabilitation Act of 1973 (Pub. L. No. 93-112, as amended), and the 1990 Americans with Disabilities Act (Pub. L. No. 1001-336).***

***Title V. Of The Rehabilitation Act of 1973*** is generally regarded as the first civil rights legislation on the national level for people with disabilities. Section 504 of The Rehabilitation Act is a program access statute. It prohibits discrimination on the basis of disability in any program or activity offered by an entity or institution receiving federal funds. Section 504 states (as amended):

*No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.*

Under Section 504, institutions were required to appoint and maintain at least one person to coordinate its efforts to comply with the requirements of Section 504. This individual or office has the ongoing responsibility of assuring that the institution/agency/organization practices nondiscrimination on the basis of disability and should be included in any grievance procedures developed to address possible instances of discrimination brought against the institution. At Dalton State College, the established office is the Office of the Vice President of Academic Affairs/ADA Coordinator.\*

***The Americans with Disability Act (ADA)*** is a federal civil rights statute that prohibits discrimination against people with disabilities. There are four sections of the law: employment, government, public accommodations, and telecommunications. The ADA provides additional protection for persons with disabilities in conjunction with the Rehabilitation Act of 1973. The ADA is designed to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to persons without disabilities.

***The ADA in Relation to Section 504 of the Rehabilitation Act:*** Institutions that receive federal funds (such as Dalton State College) are covered under Section 504. The ADA does not supplant Section 504, but in those situations where the ADA provides greater protection the ADA standards apply. Therefore, postsecondary institutions must adhere to both the Rehabilitation Act and The Americans with Disabilities Act.

### **ON BEHALF OF STUDENTS AT DALTON STATE COLLEGE, DISABILITY SUPPORT SERVICES (DSS) STRIVES TO:**

*Inform* students of the availability of DSS at DSC.

*Help* students *understand* how to request DSS.

*Guide* students through the process of obtaining documentation that supports a request for services.

*Educate* students regarding their role in *asking for and planning* reasonable accommodations with instructors.

*Recommend* steps to effective utilization of accommodations.

*Promote* the use of adaptive technology that is available on campus.

*Introduce* students to, and encourage students to participate in, *all* support services available to *all* students on campus.

*Teach* students self-advocacy skills.

*Encourage* students (verbally and in writing) to remain in contact with DSS during each term.

*Encourage* students (verbally and in writing) to ask for help with any aspect of DSS at any time.

**ON BEHALF OF FACULTY AT DALTON STATE COLLEGE, DSS STRIVES TO:**

*Inform* faculty of the availability of DSS and the resources that are available.

*Identify* the faculty, student, and DSS roles in the provision of accommodations.

*Educate* faculty regarding their role and the appropriate and effective use of accommodations.

**ON BEHALF OF STUDENTS, FACULTY, AND STAFF AT DALTON STATE COLLEGE:**

DSS *promotes* open communication with all individuals involved in the process of providing Disability Support Services. Feedback, regarding all aspects of the provision of DSS, is *intentionally* solicited on an ongoing basis. The following evaluation tools provide the opportunity for students to express and address concerns each term and academic year that services are received:

*Verbally inquiring* about the satisfaction with services for each class, at the time students return completed accommodation forms to DSS.

*Providing* an opportunity for students to give written and verbal feedback regarding satisfaction with services at the end of each semester.

*Conducting* annual DSS student and faculty surveys at the end of each academic year.

*Incorporating* feedback from students and faculty into reviews of practices, procedures, and policies of DSS. Information is shared with other offices on campus, when applicable.

Inquiries and recommendations about the provision and implementation of Section 503, Section 504, and ADA may be addressed to the ADA Coordinator. Inquiries and recommendations about the provision and implementation of accommodations should be addressed to the Disability Support Services Facilitator, in the Academic Resources Center.

Grievances regarding the provision and implementation of Section 503, Section 504, and the ADA are managed through the Disability Support Services Grievance Policy, published in the College Catalog and Student Handbook, and the *Disability Support Services Handbook*, available in brochure format from the ADA Coordinator, and the Academic Resources Center.

All faculty are strongly advised to ***thoroughly read and understand*** the *Disability Support Services Handbook*, distributed annually at the fall Faculty Retreat, and available upon request from the ADA Coordinator, and the Academic Resources Center.

**Contact Information:**

ADA Coordinator  
Dr. Sandra Stone.  
Office of the Vice President for Academic Affairs  
Westcott Building, Room 166  
706-272-4421

Director, Human Resources  
Ms. Faith Miller  
Office of Human Resources  
Memorial Hall, Room 122  
706-272-2034

Vice President for Enrollment and Student Services  
Ms. Jodi Johnson  
Office of Enrollment Services-Westcott Building  
706-272-4475

Director, Academic Resources Center  
Ms. Linda Wheeler  
Academic Resources Center  
Lower Level, Pope Student Center, Room 11  
706-272-4545

Disability Support Services Facilitator  
Ms. Andrea Roberson  
Academic Resources Center  
Lower Level, Pope Student Center, Room 09  
706-272-4429

The mailing address for each of the individuals listed is: 650 College Drive, Dalton, GA 30720

References: Rehabilitation Act of 1973  
Americans With Disabilities Act of 1990

### **Acknowledgement:**

Portions of this section have been extracted, by permission, from a template that was developed and made available for this purpose, through funding provided by the Postsecondary Education Consortium located at The University of Tennessee, Knoxville, through a grant from the U.S. Department of Education, Office of Special Education and Rehabilitative Services.

### **PROCEDURES FOR ARRANGING TESTING SERVICES FOR STUDENTS WITH DISABILITIES:**

The Dalton State College Testing Center may be contacted as follows:

Ms. Cathy Jackson, Testing Center Specialist  
Room 103, Lorberbaum Liberal Arts Building  
706-272-2606 [cjackson@daltonstate.edu](mailto:cjackson@daltonstate.edu)  
Monday-Friday, 8:00 a.m.-5:00 p.m.

It is the student's responsibility to:

- Take the signed Accommodation Agreement form(s) to the Testing Center
- Complete planning for accommodated testing with one of the Testing Center Specialists
- Schedule each test **no less than 48 hours in advance** of the time Testing Center services are needed. Tests will only be administered between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
- Inform the instructor of the scheduled test time for each exam.
- Arrive on time on the scheduled testing date.
  - \*Students arriving **more than 10 minutes late** for testing with accommodations may forfeit their accommodation.
  - \*If a student is absent for a scheduled test administration, he or she should contact the instructor to discuss options for rescheduling and then contact the Testing Center.

It is the faculty's responsibility to:

- Discuss with the student the specific test proctoring/accommodation needs and plans for each examination.
- Complete and sign the Accommodation Agreement form (provided by the student) and return the form to the student.
- Complete a proctoring form for each test. This is available on the Testing Center website, [http://www.daltonstate.edu/ar/testing\\_center/proctor%20form%20modified.pdf](http://www.daltonstate.edu/ar/testing_center/proctor%20form%20modified.pdf)
- Provide complete proctoring instructions for the test on the proctoring form, as well as how and where the instructor can be contacted during the exam should circumstances arise.

- **Deliver the exam and proctoring form to the Academic Resources Center by 3:00 p.m the day before the exam is to be taken.** The exam/assignment should be delivered in a sealed envelope. For security reasons, *please* do not send exams via interoffice mail.

It is the Testing Center's responsibility to:

- Provide the student with the specified accommodations;
- Ensure tests are administered utilizing Proctor form guidelines provided by the instructor issuing the test.
- Ensure test security.
- Hand-deliver the completed exam/assignment in a sealed envelope to the instructor's office or mailbox within 24 hours.

Special Circumstances:

- A 72-hour notice is necessary to schedule a test administration that requires one or more of the following services:

Reader

Scribe

Interpreter

Adaptive Technology

Adaptive Equipment

Permission for a personal attendant

If Rest Breaks are to be provided as an accommodation, Disability Support Services, the Testing Center Specialist, and the student will determine the number and frequency of breaks needed. The instructor may be asked to separate the test into an appropriate number of sections that can be administered separately.

## SUMMER TEACHING

For faculty on academic year appointments, summer teaching opportunities are driven by student demand for courses offered. While there are no guarantees of summer employment, every effort will be made, in advance, to arrange prospective summer teaching schedules among those interested. A final determination of summer teaching, however, cannot be made until after registration for the summer has been completed. Faculty scheduled to teach summer courses will be notified of the status of their teaching assignments as soon thereafter as possible, and letters detailing the exact nature of summer employment will be sent to faculty members within the first week of class.

The following compensation schedule for summer courses will apply, provided that each course has a headcount enrollment of at least 20.

For full-time faculty within the School of Technology, the total compensation for "cohort groups" teaching assignments will be 20 percent of the previous academic year contract salary. The total compensation for "independent" courses will be 3 percent of the previous academic year contract salary per credit hour, provided, however, that 4 credit hour courses will be capped at 10 percent.

Thus,

Cohort course groupings = 20 percent

2 credit hour courses = 6 percent

3 credit hour courses = 9 percent

4 credit hour courses = 10 percent

For full-time faculty within the School of Nursing, the total compensation for summer courses taught will be negotiated in advance, dependent upon the number of credit and contact hours per course and the number of instructors assigned to each course. However, the total compensation for any faculty member will not exceed 20 percent of the previous academic year contract salary.

Full-time faculty in all other Schools and Departments, the total compensation for summer teaching will be 3 percent of the previous academic year contract salary per credit hour, provided, however, that 4 credit hour courses will be capped at 10 percent.

Thus,

1 credit hour courses = 3 percent

2 credit hour courses = 6 percent

3 credit hour courses = 9 percent

4 credit hour courses = 10 percent

In an effort to provide as many faculty as possible with summer teaching opportunities, DSC follows the practice of limiting summer compensation to no more than 20 percent of the previous academic year contract salary. Exceptions may be made if student demand and faculty supply mandate such a course of action.

In the event that an individual course or cohort group should have an enrollment of less than 20 at the conclusion of summer term registration, compensation will be prorated on a proportional basis. For faculty members teaching six credit hours or less, the following formula will be applied:

$$\text{Summer compensation} = \frac{\text{number enrolled}}{20} \times \text{credit hours} \times 3\% \text{ of previous year salary}$$

For faculty members teaching seven more credit hours, ad hoc arrangements will be negotiated in advance, dependent upon the number of credit and contact hours per course. In no case may summer compensation exceed 20 percent of the previous academic year contract salary.

Courses numbered 3000 or above are not subject to the rule requiring a headcount enrollment of 20. Other exceptions to this pro rata policy, which may be driven by special factors related to health-related cohort groups, must be approved by the Vice President for Academic Affairs.

In the event that a summer course is subject to cancellation because of inadequate enrollment, the division chair and the affected faculty member will confer before a final decision is made.



## **TELEPHONE PROCEDURES**

Each full-time member of the faculty is provided an individual telephone and telephone number whenever possible. The last four digits of the number are also the campus extension number, which can be dialed directly among all campus extensions.

To place off-campus local calls, dial 9 to get an outside line.

To place long distance calls, dial 9 to get an outside line, then dial 1, area code, and number.

Long distance tolls are billed to your School's budget and must be incurred only for College-related business.

Requests for telephone repairs should be placed through your dean or Department chair.

## TENURE AND PROMOTION

The minimum standards and policies of the Board of Regents governing tenure and promotion are detailed in Section 8.3. of the *Board of Regents Policy Manual*. Tenure is construed as the College's responsibility to employ a tenured individual on a continuing basis until retirement, dismissal for cause, or release because of financial exigency or program modification as determined by the Board. Promotion within the professional ranks is viewed as distinctive recognition of exceptional contributions to the life, mission, and effectiveness of the College.

Tenure and promotion candidacies are considered by advisory Peer Review Committees in the respective Schools or Departments and by a campus-wide Promotion and Tenure Committee, both of which are composed of tenured faculty members. School deans and Department chairs are ineligible to sit on these committees.

Proposals for tenure or promotion must include all of the following:

- an updated CV or completed template providing current teaching, professional development and service information
- student evaluations since hiring or since last promotion
- evidence of professional development, including a list of activities (more information should be made available upon request)
- a letter of support from the School dean or Department chair which includes the report from School Peer Review Committee, a summary of promotion points earned since hiring or since the last promotion, and evidence of the faculty member's having fulfilled the standard faculty responsibilities as outlined in the faculty evaluation process
- a narrative prepared by the faculty member detailing his/her accomplishments and goals.

### Tenure

Tenure may be awarded only to full-time faculty members who hold Regents-approved ranks of Assistant Professor, Associate Professor, or Professor. Instructors and faculty members who hold adjunct, part-time, temporary, or non-tenure track appointments are not eligible for tenure.

Tenure may be awarded after the completion of a probationary period of at least five years of continuous full-time service at the rank of Assistant Professor or higher at Dalton State College.

Tenure is normally awarded after seven years of continuous, meritorious service at the rank of Assistant Professor or higher. If tenure is not recommended, the faculty member may be offered a terminal, eighth-year contract. A faculty member may not serve without tenure for more than ten years in any combination of full-time ranks (including Instructor, but an eleventh-year terminal contract may be offered if a tenure proposal is denied by the President of the institution..

Tenure resides at the local institution and cannot be transferred among units of the System, nor can tenure be awarded until the minimum probationary period has been served at Dalton State College. Probationary credit and tenure are lost upon resignation or termination from the institution or the position in which the credit or tenure was held.

During the probationary period, non-tenured faculty members in tenure-track positions who are to be renewed for the following year will receive no special notification and will be given their contracts in the same manner as tenured faculty members. Non-tenured faculty members in tenure-track positions who are not being renewed for the following year will be notified to that effect according to the following schedule:

1. at least three months before the termination date of an initial, one-year contract;
2. at least six months before the termination date of a second one-year contract; and

3. at least nine months before the termination date of a third one-year contract and of each one-year contract thereafter.

Until the award of tenure, all faculty members in the ranks of Instructor, Assistant Professor, Associate Professor, and Professor receive one-year contracts. Board of Regents policy specifically identifies those grounds on which a member of the faculty, tenured or non-tenured, may be dismissed before the end of the contract term. Additionally, the sexual harassment policy of the University System and of the College provide for sanctions that may include dismissal.

Each fall, the President of the College notifies the Vice President for Academic Affairs of the dates by which recommendations for the award of tenure effective in the following contract year must be received, of the information that should be provided in support of nominations, and of any specific criteria the Board of Regents is currently emphasizing. The Vice President for Academic Affairs conveys this information to the School deans and establishes dates by which recommendations must be received. A candidate for tenure will be reviewed by an advisory Peer Review Committee within his or her respective School or Department, which shall make a recommendation to the School dean or Department chair for award, postponement, or denial of tenure. A decision by the Peer Review Committee will be forwarded by the dean or chair, accompanied by a letter of support or dissent, to the campus-wide Promotion and Tenure Committee, composed of tenured faculty members from each School, which will make an advisory recommendation for review by the Vice President for Academic Affairs. If endorsed by the Vice President for Academic Affairs, a recommendation for tenure will be submitted to the President for his or her evaluation and approval or rejection.

Further information on tenure may be found in the *Faculty Annual Evaluation Process Manual of Procedure*.

## **Promotion**

Initial rank is determined by the credentials and experience of the faculty member. In traditional academic fields, the master's degree is the minimum credential for appointment as Instructor, and the doctorate is required for initial appointment as Assistant Professor. If the appointee is engaged in or committed to a doctoral program, the appointment is typically in a tenure-track position, if available, with tenure dependant on (although not guaranteed by) completion of the program. Otherwise, the appointment is usually as a Temporary Instructor or a non-tenure track Instructor. Appointments as Associate Professor or Professor are extended only to persons who have achieved those ranks in other units of the University System or in highly recognized institutions and whose credentials, experience, and record of teaching and academic achievement are comparable to those of faculty members at Dalton State College who hold those ranks.

In technical and occupational fields, initial rank is determined by the normally expected credentials, certifications, and work experience in each field. In some cases, "special competence in the fields in which [the faculty members] teach" may mean that "little formal education beyond high school" may suffice (SACS *Criteria for Accreditation*) In others, a master's degree plus some work or teaching experience may be the norm.

In all fields, promotion is the recognition of the faculty member's fulfillment of the Regents' minimum criteria for all professional ranks:

1. Superior teaching.
2. Outstanding service to the institution
3. Academic achievement.
4. Professional growth and development.
5. Length of service to the institution.

While "noteworthy achievement" in each of the four qualitative areas is not required, all promotions must be based on a record of outstanding teaching effectiveness at Dalton State College, a quality that encompasses preparation, classroom performance, academic advisement, accessibility, collegiality, and other qualities that, in combination, contribute to a successful teaching-learning experience. In addition, each member of the faculty is expected to demonstrate a commitment to the mission and purpose of the College through involvement in the life of the institution--its governance, organization, services, and programs. Faculty members have the opportunity and responsibility to report accomplishments in each area on the Faculty Member's Annual Report form.

The criterion of academic achievement applies primarily to those who did not hold the terminal degree in their fields at the time of initial appointment. In occupational and technical areas, appropriate academic achievement may entail earning a degree other than the doctorate or achieving specialized certification or licensure.

All members of the faculty are expected to "take the initiative in promoting their own growth as teachers, scholars, and especially in professional and occupational fields, practitioners." (SACS *Criteria for Accreditation*). See FACULTY DEVELOPMENT.

Each fall, the President of Dalton State College notifies the Vice President for Academic Affairs of the dates by which recommendations for promotion effective in the following contract year must be received, of the information that should be provided in support of nominations, and of any specific criteria the Board is currently emphasizing. The Vice President for Academic Affairs conveys this information to the School deans and establishes dates by which recommendations must be received. A candidate for promotion will be reviewed by an advisory Peer Review Committee within his or her respective School or Department, which shall make a recommendation to the School dean or Department chair for award, postponement, or denial of promotion. A decision by the Peer Review Committee will be forwarded by the dean or chair, accompanied by a letter of support or dissent, to the Campus-wide Promotion and Tenure Committee, made up of tenured faculty members from each School, which will make an advisory recommendation for review by the Vice President for Academic Affairs. If endorsed by the Vice President for Academic Affairs, a recommendation for promotion will be submitted to the President for his or her evaluation and approval or rejection.

In general, more documentation is required for each higher rank to substantiate the faculty member's noteworthy accomplishments in each performance area.

Regents' policy permits the retention of a faculty member in the rank of Instructor for a maximum of seven years unless the President rejects a recommendation for promotion. In that case, a terminal eighth-year contract may be offered. For promotion within the professorial ranks, a faculty member is expected to present outstanding accomplishments in at least two of the performance areas over a period of five or more years. Neither the possession of a doctorate, nor longevity of service is a guarantee *per se* of promotion.

Further information on promotion may be found in the *Faculty Annual Evaluation Process Manual of Procedure*.

## **TESTING CENTER**

The Dalton State College Testing Center provides a variety of testing services for DSC faculty and students, including administration of the SAT, ACT, COMPASS examination, Regents' Test, and make-up tests requested by faculty. It also provides appropriate testing environments for students requiring accommodation for special needs or disabilities. The Center is located in Room 103 of the Lorberbaum Liberal Arts Building. The telephone number is (706) 272-2606 and the hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Ms. Cathy Jackson is the Testing Center Specialist.

See STUDENTS WITH DISABILITIES.

## TEXTBOOKS

Each School has established policies for the adoption of textbooks and other required or recommended instructional materials. The campus Bookstore should be notified of all adoptions and recommendations well in advance of each academic term. Delivery from the publishers often takes six to eight weeks. The Bookstore establishes deadlines for ordering materials each academic term.

Forms for requesting desk copies and a directory of publishers' addresses are available in the Bookstore. Faculty are requested to place their textbook orders electronically to the DSC Bookstore via the Bookstore's website. The Bookstore is not authorized to order desk copies or to advance copies from their stock.

All sales of books and other course materials on campus must be conducted through the Bookstore, except for "casual" sales between students.

If any of your students is unable to purchase a required textbook because of delays in shipment or inadequate stocks in the Bookstore, contact your dean or Department chair immediately to make arrangements for the photocopying of assigned material until the books arrive. These materials are provided without charge to the affected students only until such time as they are available in the Bookstore. (CAUTION: copyright laws prohibit the distribution of unauthorized photocopied materials *in lieu* of requiring the purchase of textbooks or other marketed materials.)

## **TOBACCO POLICY**

All of the Dalton State College campus became tobacco-free on August 1, 2009. This includes all property owned, leased, and controlled by Dalton State College and used by students, faculty, staff, and visitors, including but not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas.

- Smoking and all other uses of tobacco products are prohibited on the main campus, at the Dalton State College Gilmer County Center, within the Wood Valley at Dalton State College Apartments, and in all other areas not designated for tobacco use. .
- Signage posted in appropriate places indicates Dalton State College is a tobacco-free workplace.
- Tobacco use is allowed in private vehicles and in the designated tobacco-use area at the Wood Valley at Dalton State College Apartments.
- The College offers programs and referral options for tobacco-use reduction or cessation to all students, faculty, and staff.
- Faculty and staff will be informed and reminded of this policy as part of pre-employment processes, new employee orientation, and other general employee communication.

### **ENFORCEMENT**

All students, faculty, and staff are expected to follow this tobacco-free initiative and be good role models for visitors to campus.

- The monitoring and enforcement of the tobacco-free workplace policy is the responsibility of all Dalton State students, faculty, and staff. Any infraction of this policy should be consistently and politely brought to the attention of the person or persons observed violating the policy.
- All Dalton State College supervisors must inform subordinate staff members of this policy and its effective date. This includes informing them that failure to comply may be grounds for penalties and disciplinary action.
- Visitors, vendors, or contractors, and others not specifically employed by Dalton State will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting the Office of Public Safety. If the situation cannot be remedied, then the Office of Public Safety will be asked for assistance.
- Visitors who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, up to and including the legal termination of a contract.

### **RESPONSIBILITIES**

Administrative Council – Responsible for the oversight of adoption and communication of the Tobacco Policy

Vice President for Enrollment and Student Services – Responsible for informing current and prospective students of the Tobacco Policy

Director of Human Resources – Responsible for communicating the Tobacco Policy to current and new faculty and staff

All Dalton State supervisors – Responsible for informing subordinate faculty/staff members of the Tobacco Policy and the consequences of non-compliance

All Dalton State students, faculty, staff – Responsible for adhering to the policies of Dalton State College including responsibility for monitoring and enforcing the Tobacco Policy

## **PENALTIES**

For Students:

- In the event of the first offense, the student violator will be fined \$25.00.
- Each additional offense will result in a \$50.00 fine for the student.
- After the third offense, the student will be subject to a mandatory Disciplinary Committee hearing.

For Faculty and Staff:

- In the event of the first offense, the faculty/staff member will be fined \$25.00.
- Each additional offense will result in a \$50.00 fine for the faculty/staff member.
- The third offense and each offense thereafter will result in a report to the supervisor and to the Office of Human Resources. This may result in additional penalties and disciplinary action.



## TRAVEL

Regulations of the Board of Regents governing the travel of employees on official business are published on the DSC website at [www.daltonstate.edu/businessoffice/travel.htm](http://www.daltonstate.edu/businessoffice/travel.htm) or under Information for Faculty and Staff. The following summary is provided for your ready reference.

### 1. Travel Authorization

Employees must receive prior approval for travel, by completing the Dalton State College Travel Request form, in order to be covered by Worker's Compensation while traveling and to be eligible for the reimbursement of allowable and approved expenses, if any.

### 2. Reimbursable Expenses

- a. Meal expenses, where applicable, including tip and taxes, are reimbursed up to the limit authorized each year. The Fiscal Affairs Office notifies employees of the maximum allowance approved each year by the State Audit Department.
- b. Reasonable lodging expenses are reimbursed. You should secure an Excise Tax Exemption Form from the Fiscal Affairs Office before leaving campus to avoid paying county or municipal excise tax on lodging. See EXCISE TAX EXEMPTION FORM on the above website under Forms and in the Appendix.

You should make advance reservations whenever possible using "minimum rate accommodations" and asking for special rates for state employees or commercial travel.

When a room is shared by two or more state employees on travel status, the reimbursement may be prorated among the employees. If you share a room with anyone who is not a state employee on travel status (e.g., spouse, child), you are entitled to reimbursement only at the applicable single room rate.

**Original receipts are required for the reimbursement of lodging expenses.**

- c. You are entitled to reimbursement for the use of your personal vehicle at the per mile rate allowed by the General Assembly of Georgia. The Comptroller will notify the employees of the College whenever this rate changes.

To draw the mileage allowance, you must report actual odometer readings, excluding any personal mileage incurred while on travel status. The point of departure is your home or the campus, whichever is closest to your destination.

The mileage rate includes all operating expenses (gas, oil, repairs, depreciation, insurance, etc.) except parking and toll charges. **Receipts are expected for the reimbursement of tolls and parking fees.**

You are responsible for any liabilities incurred in the use of your personal automobile. The System's professional liability coverage specifically excludes all claims arising from the use and operation of privately owned or leased vehicles.

- d. When you use a common carrier, you can be reimbursed for shuttle or taxi service (whichever is less expensive) and baggage handling services.
- e. You are also entitled to a reimbursement of registration fees for workshops, seminars, or conferences which you are authorized to attend. **Receipts are required.** If the registration fee includes a meal, you are not entitled to claim additional expenses for that meal.

### 3. Claims for Reimbursement

You should file an expense report using the electronic PeopleSoft reporting system within one week of completing authorized travel. A hard copy of the report will also be required, with the original approved Dalton State College Travel Request form and all required receipts attached.

Faculty members teaching at extended campus sites may elect to submit travel claims once a month or at the end of the academic term. Remember to complete a Dalton State College Travel Request Form before your off-campus course begins!

## **VACATION/ANNUAL LEAVE**

Faculty members employed on fiscal year contracts accrue annual leave at the rate of one and three-fourths working days per month. Annual leave may be scheduled, with the permission of the employee's supervisor, at times which will not compromise the discharge of assigned responsibilities. Annual leave is requested on the electronic ADP payroll system.

Annual leave may be accrued to a maximum of 360 hours. The accounts are adjusted on December 31 to remove any accumulation over 360 hours.

Contact the Fiscal Affairs Office for information about the transfer or payment of accumulated annual leave and/or sick leave if you accept a position with another unit of the University System and about the settlement of your annual leave account if you terminate, resign, or retire.

## **WITHDRAWAL FROM THE COLLEGE**

If a student advance registers and then officially withdraws from all classes by executing a Dalton State College Schedule Adjustment Form prior to the end of the official Drop/Add period, the registration is canceled (without any notation on the student's permanent record) and all fees are refunded.

If a student officially withdraws from all classes by submitting a properly executed Dalton State College Schedule Adjustment Form to the Enrollment and Student Services Office after the last date to add classes but no later than "Last Date to Drop or Withdraw," the symbol "W" is entered on the student's permanent record. This symbol does not compute in the student's grade point average, nor do the corresponding courses count as hours attempted.

If the above action takes place before the end of the first 60% (in time) of the period of enrollment, the University System has provisions for refunding a pro-rated portion of the student's fees. See REFUND OF STUDENT FEES.

If a student officially withdraws from one or more classes after the last date to drop or withdraw, a "W" can only be assigned if the student has been approved for a Hardship Withdrawal. See DROPPING AND ADDING CLASSES and GRADES.

If a student does not officially withdraw from one or all classes by submitting the appropriate, correctly completed forms to the Enrollment and Student Services Office or simply stops attending classes, a grade of F (or U in Learning Support courses) must be recorded. Students have the right to appeal all grades and symbols through the next midterm date in the Academic Calendar.

Students initiate complete withdrawals at either the Office of Academic Resources (Pope Student Center), or in the Academic Advising Center (107 Liberal Arts Building) if that is where the student goes for advisement. Students meet with a staff member or advisor prior to withdrawing. Students then finalize the withdrawal process in the Financial Aid Office. In order to minimize student inconvenience, students leave the withdrawal form in the Financial Aid Office.

## **APPENDIX OFFICIAL COLLEGE DOCUMENTS**

**Administrator Evaluation Questionnaire** - This form is used to evaluate the Vice President for Academic Affairs and deans/department chairs. It is anonymously submitted to the appropriate administrator on or about March 1 of each year.

**Annual Evaluation Forms** - These forms are used by the faculty for their annual evaluation to their dean/department chair.

**Campus-Wide Student Evaluation Form** - This form is used in the faculty evaluation by students and is part of the faculty member's annual evaluation. Each faculty member must be evaluated in at least three courses per year.

**Course Substitution Form** - This form is used for approval to substitute courses for courses required in any program of study. The form covers course substitutions requested for courses taken at DSC or elsewhere. Appropriate documentation should be attached. Course substitutions should be requested as soon as possible so as to not hinder any student's graduation.

**Dalton State College Foundation Acceptance Letter** - This letter from the President indicates the amount of support awarded by the Dalton State College Foundation and conditions of the award. The faculty member signs one copy of the letter to indicate acceptance of the award and conditions. It is then returned to the Vice President for Fiscal Affairs.

**Dalton State College Foundation Faculty Enrichment Award Application Information/Instructions** This form is used to apply for the competitive award which releases a faculty member from teaching responsibilities to pursue professional development activities. An elected Faculty Enrichment Award Committee makes the selection each spring.

**Excise Tax Exemption** - This form is used when paying for reimbursed lodging in Georgia. It is submitted to the lodging agents informing them of Act. No. 621 which exempts state employees from paying county or municipal excise tax on lodging. Forms are available from the Office of Fiscal Affairs.

**Faculty and Staff Checkout Form** - This form must be completed by all faculty and staff leaving the employ of Dalton State College.

**Graduation Application** - This form must be completed by a potential graduate 30 days before the candidate registers for the last academic term of enrollment. The student's faculty advisor is responsible for advising the student of courses currently in progress and those needed next academic term to complete degree requirements.

**Outside Activities** - This form is completed annually by all faculty members. The dean and Vice President for Academic Affairs indicate approval or disapproval of any outside activities reported on this form. One completed copy is returned to the faculty member, and one copy is filed in the Office of the Vice President for Academic Affairs. This form is also used to report changes in outside activities during the year. Forms are available in the Office of the Vice President for Academic Affairs.

**Pre- and Post-Tenure Review Policy** - This is the institutional policy which governs the annual pre- and post-tenure review process.

**Release and Waiver of Liability** - This form must be completed by participants in extra-curricular programs and activities. It releases the College and College personnel from liability arising from injury to person or property in connection with such activities. Forms are available from the Vice President for Enrollment and Student Services.

**Request for Grade Change** - This form is completed when a final assigned course grade must be changed. Forms are available in the Instructional Services offices or the Office of Enrollment and Student Services.

**Request for Hardship Withdrawal** - This form is used when a student needs to withdraw after midterm because of exceptional circumstances. The student (or agent of the student) must provide documentation as to why continued enrollment is not possible. Approval of all instructors and relevant deans/chairs must be obtained. The forms and supporting documentation are then submitted to the Vice President for Academic Affairs for approval. Forms are available in the Instructional Services offices.

**Research with Human Subjects Participation: Application Package.** This package includes information and forms used to verify consent of any human subjects used for research purposes.

**Sample Course Syllabus** - This form is provided as an example of all the necessary information a syllabus should include.

**Schedule Adjustment Form** - This form is completed when a student adds and/or drops courses or withdraws from school. The Course Reference Numbers (CRN) for all courses being changed should be entered on this form. The student submits the completed form to the Office of Financial Aid. Forms are available at the Enrollment and Student Services Office. Faculty members do not receive copies of this form. Faculty members should regularly check their rolls on Banner. If a class section is filled, the teaching faculty member's initials are necessary before a student can enroll in a closed section.

**Travel Request** - This form is used to obtain authority to travel on official college business. Authorization to travel must be received prior to departure. When approved, this form will be returned and the original (white) copy is submitted with the Travel Expense Statement. Forms are available from School chairs or the Office of Fiscal Affairs.

**Tuition Assistance Program Application** - This form is used by full-time employees to request assistance with payment of fees for credit courses related to the pursuit of advanced degrees or professional growth and development at colleges and universities in Georgia.

# ADMINISTRATOR EVALUATION QUESTIONNAIRE

Administrator Evaluated \_\_\_\_\_ Date \_\_\_\_\_

As one who works with this administrator, you can provide valuable information regarding his/her effectiveness and assistance to you, your division, and the institution in fulfilling our common mission. Please complete this questionnaire and return it within one week to the Vice President for Academic Affairs' Office. Your responses will remain anonymous.

I. In the space provided below, indicate the frequency with which the administrator exhibits the following characteristics.

		Almost Never	Some- times	Usually	Almost Always
1.	VERBAL FLUENCY: Does the administrator express ideas smoothly? Is he/she articulate?				
2.	CONSIDERATION OF OTHERS: Is the administrator patient, understanding, courteous?				
3.	ATTITUDE TOWARD JOB: Does the administrator show interest & enthusiasm toward job?				
4.	TECHNICAL COMPETENCE: Does the administrator have a thorough knowledge and understanding of the job?				
5.	PLANNING: Does the administrator have the initiative & persistence needed to accomplish meaningful goals?				
6.	SUPPORTIVENESS: Does the administrator support those responsible to him/her?				
7.	ADAPTABILITY: Does the administrator react well to new responsibilities: Is he/she flexible?				
8.	PERFORMANCE UNDER STRESS: Does the administrator function well under pressure?				
9.	OPENNESS: Does the administrator consider divergent views?				
10.	STAFF DEVELOPMENT: Does the administrator encourage professional growth & development?				
11.	ABILITY TO DELEGATE: Does the administrator distribute work evenly and fairly?				
12.	INNOVATIVENESS: Is the administrator willing to try new approaches or methods?				
13.	COMMUNICATING EXPECTATIONS: Does the administrator clearly define and explain what is expected?				
14.	FAIRNESS: Does the administrator treat faculty & staff in an unbiased and impartial manner?				
15.	STAFF MORALE: Does the administrator create a feeling of unity and enthusiasm?				
16.	SENSE OF HUMOR: Does the administrator have a sense of humor?				
17.	DECISION-MAKING ABILITY: Is the administrator able to make constructive decisions?				
18.	EVALUATING ABILITY: Does the administrator evaluate faculty & staff objectively?				
19.	MANAGERIAL ABILITY: Does the administrator coordinate the efforts of others so that the division operates effectively?				
20.	CONCERN: Is the administrator concerned about the problems that exist on your level?				
21.	SELF-CONTROL: Does the administrator maintain appropriate control of emotions?				
22.	APPEARANCE: Is the administrator's grooming and attire in good taste?				
	OVERALL PERFORMANCE: Consider all the factors above and then grade the OVERALL execution of duties as a composite evaluation by circling the appropriate grading symbol. You may include a plus or a minus.	<b>F D C B A</b>			

PLEASE RESPOND TO QUESTIONS ON REVERSE SIDE.

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**II What are the strengths of this administrator?**

**III What could this person do to improve his/her performance as an administrator?**

**IV How could this administrator assist you and your division in fulfilling your responsibilities for the mission of the college?**

**V. Other comments.**

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<b>ANNUAL EVALUATION: STATEMENT OF GOALS</b>		
	<b>Goal</b>	<b>Assessment of Goal</b>
<b>TEACHING</b>		
1		
2		
3		
4		
<b>PROFESSIONAL DEVELOPMENT</b>		
1		
2		
3		
<b>SERVICE</b>		
1		
2		
3		

I feel these goals are worthy of consideration for:  High Professional Performance  
 Standard Professional Performance

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL ACCOMPLISHMENTS**

**Teaching**

**Professional Development**

**Service**

**ADDITIONAL COMMENTS**

<b>STANDARD FACULTY RESPONSIBILITIES</b>		
	<b>ACCEPTABLE</b>	<b>NOT ACCEPTABLE</b>
Attends classes as scheduled		
Maintains scheduled office hours		
Fulfills advisement responsibilities as assigned		
Receives satisfactory teaching evaluations		
Attends departmental & general faculty meetings		
Serves on committees as assigned		
Completes projects and paperwork as assigned		
Behaves in a professional manner that is neither disruptive to the educational process nor contrary to the mission of the College, when working with students, colleagues, and administrators.		
<b>CHAIRPERSON SUMMARY</b>		

TENURED \_\_\_\_\_ NON-TENURE \_\_\_\_\_ TEMPORARY \_\_\_\_\_ TENURE TRACK \_\_\_\_\_

If tenure track, years of credit at Dalton State College \_\_\_\_\_

**CURRENT YEAR'S PROGRESS TOWARD TENURE:**

High     Standard     Needs Improvement     N/A

YEARS IN RANK: INST \_\_\_\_\_ ASTP \_\_\_\_\_ ASOP \_\_\_\_\_ PROF \_\_\_\_\_

**PROGRESS TOWARD PROMOTION:**

High     Standard     Needs Improvement     N/A

Points for current year \_\_\_\_\_ Total Points in Rank \_\_\_\_\_

Signature of Faculty Member: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson \_\_\_\_\_

Date: \_\_\_\_\_

# DIVISION ANNUAL REPORT: NUMERICAL SUMMARY

## FACULTY DATA FORM

FROM \_\_\_\_\_ TO \_\_\_\_\_

Please provide the appropriate **number** for the items listed below.

	ACTIVITY	NUMBER
1.	New courses you offered	
2.	Advisees	
3.	Memberships in professional organizations	
4.	Professional or academic meetings attended	
5.	Books published	
6.	Books in progress	
7.	Articles published	
8.	Papers and presentations	
9.	Research projects underway	
10.	Professional journals on which one served as reviewer, referee, or editorial board member	
11.	Graduate courses taken toward a degree	
12.	Graduate courses taken other than for a degree	
13.	Student groups for which you act as an advisor	
14.	Memberships on USG committees or task forces	
15.	Memberships on campus-wide committees	
16.	Memberships on division-level committees	
17.	System sponsored training workshops or conferences attended	
18.	Local training sessions attended	
19.	Community organizations you provided services for (excluding churches)	
<b>Identify any use of technology in the classroom. Note if it is the first time you are using it.</b>		
<b>OTHER SIGNIFICANT ACCOMPLISHMENTS OR FUTURE ENDEAVORS</b> (i.e. received a grant, won an award, received special recognition, developed or completed any other special project or accomplishment)		

# CAMPUS WIDE STUDENT EVALUATION FORM

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## Statement of Purpose

In an effort to maintain the high quality of teaching effectiveness, Dalton College employs a system of student evaluations. Your participation in this process is of vital importance to you and to your instructor, and your honest and thoughtful responses will be greatly appreciated. They will provide feedback to your instructor so that you will continue to receive the best educational opportunities available.

## Instructions:

For each of the following questions, choose your response and mark the appropriate column on the machine gradeable form.

### STUDENT SELF-EVALUATION SECTION

1. My level of preparation for this course (through high school or other college courses) could best be described as:

- |                       |                 |
|-----------------------|-----------------|
| a. Excellent          | d. Inadequate   |
| b. More than adequate | e. Non-existent |
| c. Adequate           |                 |

2. The average amount of time per week that I have studied/prepared for this course (outside of class) was:

- |                       |          |
|-----------------------|----------|
| a. More than 12 hours | d. 3 – 6 |
| b. 9 – 12             | e. 0 – 3 |
| c. 6 – 9              |          |

3. Prior to enrolling in this course my level of interest in the subject matter was:

- |              |                 |
|--------------|-----------------|
| a. Very high | d. Low          |
| b. High      | e. Non-existent |
| c. Moderate  |                 |

4. As of this date, my interest level in the subject matter is:

- |              |                 |
|--------------|-----------------|
| a. Very High | d. Low          |
| b. High      | e. Non-existent |
| c. Moderate  |                 |

5. Prior to enrolling in this course my level of knowledge of this subject matter was:

- |              |                 |
|--------------|-----------------|
| a. Very high | d. Low          |
| b. High      | e. Non-existent |
| c. Moderate  |                 |

6. As of this date, the final grade that I anticipate making in this course is:

- |           |            |
|-----------|------------|
| a. A      | d. D or IP |
| b. B      | e. F or U  |
| c. C or S |            |

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### INSTRUCTOR EVALUATION SECTION

7. The instructor has used class time effectively:

- |                     |           |
|---------------------|-----------|
| a. Almost always    | d. Rarely |
| b. Most of the time | e. Never  |
| c. Occasionally     |           |

8. The instructor's discussion/presentation of the grading procedures, syllabus, and other course policies was such that I know what was expected of me:

- |                     |           |
|---------------------|-----------|
| a. Almost always    | d. Rarely |
| b. Most of the time | e. Never  |
| c. Occasionally     |           |

9. The instructor's presentations of the course material have been organized and clear:

- |                     |           |
|---------------------|-----------|
| a. Almost always    | d. Rarely |
| b. Most of the time | e. Never  |
| c. Occasionally     |           |

10. The instructor provides opportunities to ask questions:

- |                     |           |
|---------------------|-----------|
| a. Almost always    | d. Rarely |
| b. Most of the time | e. Never  |
| c. Occasionally     |           |

11. The instructor has evaluated my performance or graded my work fairly:

- |                     |           |
|---------------------|-----------|
| a. Almost always    | d. Rarely |
| b. Most of the time | e. Never  |
| c. Occasionally     |           |

12. The instructor's attitude toward the class has been courteous and conducive to a good learning environment:

- |                     |           |
|---------------------|-----------|
| a. Almost always    | d. Rarely |
| b. Most of the time | e. Never  |
| c. Occasionally     |           |

13. On the whole I would rate my instructor as being:

- |                     |                           |
|---------------------|---------------------------|
| a. Highly effective | d. Adequate               |
| b. Very effective   | e. Inadequate/Ineffective |
| c. Effective        |                           |

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**PLEASE ANSWER ANY OF THE FOLLOWING THAT APPLY TO YOU.**

1. Write down things you liked about this course.
2. Write down any changes that you think could improve this course.
3. Write down things you liked about this instructor.
4. Write down any changes that this instructor could make to improve student learning.
5. Write down any additional comments.



**REQUEST FOR COURSE SUBSTITUTION**  
(Internal and External Substitutions)

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Intended Degree: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Expected Term of Graduation: \_\_\_\_\_

**Name of Advisor Making Request:** \_\_\_\_\_

(Request must be accompanied by documentation, such as a course description or syllabus from the institution where the course was initially taken).

Required DSC Course: \_\_\_\_\_

Substituted Course Designation and Title: \_\_\_\_\_

Institution: \_\_\_\_\_ Grade: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Department Chair for Required DSC Course:** Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean of the School (please initial):** Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

**Vice President for Academic Affairs:** Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution:**

Advisor/Student

VP for Enrollment Services (if approved)



Dear:

I am pleased to advise you that the Executive Committee of the Dalton State College Foundation, Inc., has approved the following stipend to help pay part of the cost of tuition and material for:

I hope you can agree to the following stipulations in accepting the stipend:

1. That you will return to Dalton State College for the year following the receipt of your stipend or return the stipend to the Dalton State College Foundation, Inc.
2. That you will use the stipend for the purpose of acquiring college or university credits during the specified time.
3. That you will provide the Vice President for Academic Affairs with a copy of a transcript covering credits earned.

If these conditions are acceptable, please sign the second copy of this letter and return it to the Vice President for Fiscal Affairs. Meanwhile, if you have questions concerning this matter, please let me know.

Sincerely,

James A. Burran  
President

bb  
xc VP for Academic Affairs  
Director of Institutional Advancement  
VP for Fiscal Affairs

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Signature

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Date

# INVITATION

TO: All Dalton State College Faculty

FROM: Faculty Enrichment Committee, J. Doe, Chair

DATE: March 14, 20XX

The Dalton State College Foundation Faculty Enrichment Award Committee is soliciting proposals for the Year 200X Faculty Enrichment Award. The deadline for the receipt of applications and proposals is Friday, April 2X, 20XX. The committee will meet shortly after to vote on our recommendation for the recipient of the award. The award is for the Spring Semester 2007, unless otherwise designated.

Applications and instructions are attached to this announcement. If you desire any further information, please contact me or any other committee member (Don Davis, Cheryl Grayson, Marilyn Helms, or Sharon Hixon).

Previous award winners and their projects:

- 1991 MICHAEL JORDAN - Research into the use of computer graphics in textile carpet design. Development of workshops and short-term classes for carpet designers, colorists, manufacturing engineers, and carpet marketing.
- 1992 HUBERT KINSER - Performed calculations for P-wave scattering of an electron from a screened coulomb potential. Gave a paper describing results at the annual meeting of the Georgia Academy of Science.
- 1993 DORIS SHOEMAKER - Updated skills and new methods used currently in clinical laboratories through visits to various area laboratories specializing in these new methods.
- 1994 TOBY DIRKS - Developed instructive video programs on a variety of anatomical subjects and dissection demonstrations supportive of human anatomy and physiology laboratory exercises.
- 1995 BETH BIRON - Determined the resources available for increasing International Awareness at Dalton College, including opportunities abroad for faculty and students.
- 1996 TOM DEATON - Studied the infrastructure of Dalton, Georgia, 1945-1980, which supported the growth of the carpet industry, e.g., utilities, government, medical, transportation, and education.
- 1997 VINCE POSTELL - Created a web site for Computer Science 125 that provides multiple benefits for both students and faculty, while keeping the computer science course current.
- 1998 REBECCA BUTLER - Completes the final stages of development and revision of a composition textbook, consolidation of class notes and student guide sheets, and develop a home page for the "Short Timed Essay."

- 1999 DONALD DAVIS - Collected archival photographs for the photographic exhibit entitled "The Land of Ridge and Valley" which was the basis for a book by the same title.
- 2000 JAMES ADAMS - Established a Georgia Lepidoptera Website.
- 2001 No award was made.
- 2002 KEVIN DOHENY - Developed programs in the JAVA language.
- 2003 CHRISTY PRICE - Will review the available literature and conduct original research on teacher techniques that motivate college students. The findings of the study will be made available to faculty members interested in increasing motivation levels among their students.
- 2004 KELSON SMITH - To acquire materials and skills to facilitate a combination of instructor assisted on-campus and student directed off-campus learning.
- 2005 JUDY CORNETT – Gathered and reviewed materials for a new Appalachian history course.
- 2006 No award was made.
- 2007 ROBIN CLEELAND – Project focusing on the Northwest Georgia Healthcare Partnership
- 2008 No award was made.
- 2009 No award was made.

# DALTON STATE COLLEGE FOUNDATION

## FACULTY ENRICHMENT AWARD

### APPLICATION INFORMATION AND INSTRUCTIONS

#### Eligibility for This Award Includes:

1. Five or more years of service at Dalton State College
2. A regular teaching assignment of twelve or more credit hours, or its equivalent in contact hours, per semester.
3. Holding an appropriate terminal degree.
4. A commitment to return to Dalton State College for a minimum of one year beyond the period of the award.

#### Possible Activities for this Award Might Include:

Post-graduate course work; research; work experience in business, industry, or agencies on a non-remunerative basis (or on a coordinated basis not to exceed the contract salary); independent study; curriculum development or revision; guest lectureship or consultancy without pay (or on a coordinated basis not to exceed the contract salary); interdisciplinary guest lectureship or consultancy on campus; special interest course offerings; lectures or seminars for superior students or other campus or community groups; other activities of academic or professional value to the faculty member and the college.

#### Instructions:

1. Type all application materials.
2. The application form is to be used as a cover sheet for the completed proposal.
3. The proposal should be double-spaced; use at least one-inch margins.
4. In the proposal itself, indicate the following:
  - a. what you are going to do
  - b. the estimated length of the project
  - c. travel involved, if applicable
  - d. anticipated benefits to you and the college community
  - e. how you will share the results or benefits with your colleagues and other members of the college community
5. Submit five copies of the proposal to one of the committee members (see attached memo).
6. If a recipient of the award, submit five copies of a summary and evaluation of the project to the committee chairperson that made the award no later than the midpoint of the next Fall Semester.
7. A successful candidate may not win the award for two consecutive years, but may apply again after that period.

**DALTON STATE COLLEGE FOUNDATION**

**FACULTY ENRICHMENT AWARD**

**APPLICATION FORM**

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Academic background, degrees and majors, schools attended:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of first full-time employment at Dalton State College: \_\_\_\_\_

Award requested for semester/year \_\_\_\_\_ If other than Spring semester  
attach a rationale for your request.

Brief summary of proposal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If I receive the Dalton State College Foundation Faculty Enrichment Award, I agree to return to Dalton State College for a period of one academic year, or refund the Foundation any monies expended on my behalf during the period of my award.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Dean's signature \_\_\_\_\_ Date \_\_\_\_\_

Application received \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Committee Member)

# GEORGIA HOTEL AND MOTEL OPERATORS

On April 2, 1987, Act no. 621 amending section 48-13-51 of the Georgia Code became effective. This Act provides that Georgia state or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a state agency from appropriated funds. Upon verification of the identity of the state official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this notification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the Fiscal or Accounting Office of the department or agency employing the individual identified below.

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## STATE OF GEORGIA EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX

CERTIFICATION: THIS IS TO CERTIFY THAT THE LODGING OBTAINED ON THE DATE(S) IDENTIFIED BELOW WAS REQUIRED IN THE DISCHARGE OF MY OFFICIAL DUTIES FOR THE STATE AND QUALIFIES FOR EXEMPTION OF THE LOCAL HOTEL/MOTEL EXCISE TAX UNDER O.C.G.A. CHAPTER 48-13. (AMENDED BY ACT 621).	
SIGNATURE OF OFFICIAL OR EMPLOYEE _____	DATE _____
PRINTED OR TYPED NAME OF OFFICIAL OR EMPLOYEE _____	(TITLE) _____
AGENCY REPRESENTING _____	
ACCOUNTING/FISCAL OFFICE CONTACT _____	PHONE _____
DATE(S) OF LODGING _____	

**DALTON STATE COLLEGE  
FACULTY AND STAFF CHECKOUT FORM**

**Important notice to separating employee: Before your final paycheck can be issued, this form MUST be completed by the proper authorities and returned to the payroll department. Whether or not you have dealt with any of the departments listed below, we MUST have verification from each department listed. If this form is not properly completed, your last paycheck may be held until all signatures are obtained.**

Name: \_\_\_\_\_ Last four digits of SS#: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Separation Date: \_\_\_\_\_ Title: \_\_\_\_\_



Cleared all A/R Balances  
(Business Office)

\_\_\_\_\_  
Signature and Title                      Date

Return all keys  
(Plant Operations)

\_\_\_\_\_  
Signature and Title                      Date

Return all books and Materials  
to the Library  
(Library)

\_\_\_\_\_  
Signature and Title                      Date

Return Procurement Card  
(Purchasing)

\_\_\_\_\_  
Signature and Title                      Date

Cancel e-mail, Banner, Web Accounts,  
Peoplesoft  
(OCIS)

\_\_\_\_\_  
Signature and Title                      Date

Return Parking Pass, Badge, ID card, etc.  
(Public Safety)

\_\_\_\_\_  
Signature and Title                      Date

Return all tools, equipments, laptops  
file and desk keys, uniforms etc. to your  
immediate supervisor.

\_\_\_\_\_  
Immediate Supervisor's Signature                      Date

Supervisor, once the separating employee has turned in all DSC property, please sign below.

\_\_\_\_\_  
Immediate Supervisor (for final clearance)

\_\_\_\_\_  
Date



- Cleared office of books, personal belongings, etc.
- Turned in grades.
- Turned in Roll Books.

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Date

# APPLICATION FOR GRADUATION FOR DEGREE OR CERTIFICATE DALTON STATE COLLEGE

For Administrative Use Only

_____ Learning Support/Developmental Studies	_____ All Reg. Completed
_____ History	date _____
_____ Constitution	_____ All Reg. Completed
_____ Regents Testing Program	date _____
_____ College Preparatory Curriculum	
_____ Residency Requirements (18 Semester hours at DSC satisfied excluding credit by exam)	_____ Graduation GPA

**YOU WILL NOT BE CONSIDERED FOR GRADUATION UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE REGISTRAR'S OFFICE. ALL FEES MUST BE PAID PRIOR TO SUBMITTING THIS FORM. THIS APPLICATION MUST BE FILED 30 DAYS BEFORE THE CANDIDATE REGISTERS FOR THE LAST TERM.**

I. Name of Applicant, EXACTLY as you want it to appear on the Diploma: **PLEASE PRINT!**

_____ Last name	_____ First	_____ Middle	_____ Social Security Number
_____ Mailing Address		_____ City	_____ State
		_____ Zip	
_____ County	_____ Phone Number	_____ Race	_____ Age
(Information for H.E.W. reports ONLY)			

DEGREE: _____ Bachelor	PROGRAM OF STUDY (MAJOR): _____
_____ Associate of Arts	
_____ Associate of Science	
_____ Associate of Science in Nursing	
_____ Associate of Applied Science	
_____ Certificate	

Year of catalog under which student is graduating \_\_\_\_\_ { \_\_\_\_\_ Quarter Program     Semester Program }

Date degree requirements are to be completed:    Semester \_\_\_\_\_    Year \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_    Date: \_\_\_\_\_

By completing this graduation application, you authorize DSC to include your name in the graduation program. If you do **NOT** wish for your name to appear, please initial below:

**DO NOT** publish my name in the graduation program.    \_\_\_\_\_    \_\_\_\_\_  
Initial    Date

Have any course substitutions been submitted to academic affairs?    Yes    No

Are there any approved PE exemptions? If so, please list Yes. Night students and earned AS degree.

II. List below any courses that will be used toward residency (for transfer students) or subsequent degree requirements (excluding credit by exam).

**Subsequent degree: 4-year degree** = min. 36 hrs. upper division credit    **2-year degree or certificate** = min. 18 hrs.  
**Residency: 4-year degree** = min. 30 hrs. upper division credit    **2-year degree** = min. 20 hrs. **certificate** = min. 18 hrs.

_____	_____	_____	_____
_____	_____	_____	_____

APPROVED: \_\_\_\_\_    DATE: \_\_\_\_\_  
Signature of faculty advisor



III. The student's faculty advisor will list below the courses currently in progress and those needed next term to complete degree requirements.

COURSES NOW IN PROGRESS

OTHER COURSES NEEDED TO GRADUATE

Semester: Fall Spring Summer - \_\_\_\_\_ Year

Semester: Fall Spring Summer - \_\_\_\_\_ Year

Course Number Hours

Course Number Hours

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



IV. **WHEN COMPLETED, THIS FORM MUST BE SUBMITTED TO THE OFFICE OF ENROLLMENT SERVICES ALONG WITH THE DIPLOMA FEE. TO BE TAKEN TO THE BOOKSOTORE TO PAY THE DIPLOMAT FEES.**

DIPLOMA FEE: \$ \_\_\_\_\_ AMOUNT \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_ COMPTROLLER

You will be contacted at a later date about ordering your cap and gown for graduation.



V. Check below or write in what you pan to do after you complete the requirements for a degree or certificate at Dalton State College.

\_\_\_ I plan to continue working toward an advanced degree in \_\_\_\_\_ (major and level)

at \_\_\_\_\_ (College or University).

\_\_\_\_\_ I plan to become employed as a \_\_\_\_\_ at \_\_\_\_\_

Other \_\_\_\_\_

STUDENT REMARKS: I plan on becoming employed in a manufacturing co. using my IOMG degree.

\_\_\_\_\_  
\_\_\_\_\_

## OUTSIDE ACTIVITIES

This form is required of all full-time faculty members in fulfillment of policy requirements of the Statutes and Faculty Handbook of Dalton State College, the POLICY MANUAL of the Board of Regents, and the Criteria of the College Delegate Assembly of the Southern Association of Colleges and Schools.

- \_\_\_\_\_ 1. I am not presently engaged in any outside activities for profit or compensation or which would interfere with the performance of my duties as a full-time member of the faculty of Dalton State College.

Should I consider undertaking such activities, I will submit proper notification and request for approval.

Signed \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 2. I am (presently engaged/desire to engage) in outside activities for profit or compensation. For evaluation by my chairperson and other members of the administration, I am providing the following information.

Nature of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Extent of Activity (days/hours): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am aware of the regulations governing outside employment/activities and agree to terminate either these activities or my employment at Dalton State College should such outside activity interfere with the performance of my duties as a full-time member of the faculty, violate the policies established for the faculty of the College, or represent a conflict of interest. I shall also promptly inform my chairperson of changes in any outside activity for which I receive approval.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Division Chairperson: If Number One is checked above, sign and date below to indicate receipt of information and forward to the Vice President for Academic Affairs for the employee's file.

Signed \_\_\_\_\_

Date \_\_\_\_\_

If Number Two is checked above, indicate recommendation, sign and date, and forward to the Vice President for Academic Affairs for further action.

Recommendation: \_\_\_\_\_ Approve                      \_\_\_\_\_ Deny

(Please explain; use separate sheet if needed)

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Signed \_\_\_\_\_

Date \_\_\_\_\_

**DALTON STATE COLLEGE  
PRE- AND POST-TENURE REVIEW POLICY  
(Revised – September, 2009)**

**PRE- AND POST-TENURE REVIEW**

In response to requirements made by the Board of Regents in April and May, 1996, Dalton State College has established the following criteria and procedures to be used in conducting pre-tenure and post-tenure reviews of all full-time teaching faculty, including School deans and Department chairs with teaching responsibilities. Originally produced by an *ad hoc* subcommittee of the Faculty Evaluation Committee and the Division Chairs, this policy was revised by the Pre- and Post-Tenure Review Committee in 1998, 1999, and 2004. The present revision accommodates the College's academic reorganization in 2007 whereby the former Divisions became Schools, and it also incorporates changes arising from the establishment of promotion and tenure review committees at the School and campus-wide levels.

According to the *Academic Affairs Handbook* published by the Board of Regents, the purpose of the pre-tenure review is to "assess a faculty member's progress toward tenure." The main objective of the post-tenure review is "to enable a faculty member to identify opportunities to reach his or her full potential in service to System institutions." While the nature of the pre-tenure review is inherently evaluative, the nature of the post-tenure review is "retrospective and prospective, encouraging a careful look at possibilities for different emphases at different points in a faculty member's career."

**Criteria**

The criteria for pre- and post-tenure reviews are similar to those established for the award of tenure and promotion. They are as follows:

- 1) Teaching effectiveness – The faculty member is to be reviewed on the basis of observations of classroom teaching, student evaluations, a summative evaluation from the Dean/Department Chair, and other written materials.
- 2) Service to the institution and the community – Appropriate items in this category include student advisement, serving on campus and system committees, club sponsorship, work with civic organizations, etc.
- 3) Professional development and academic achievement – Membership in professional associations, participation at professional meetings, research and publications, pursuit of graduate and post-graduate studies, and curriculum development are examples of noteworthy activities in this area.

While accomplishments in all service areas are important, teaching is recognized as the most important responsibility of all faculty members and will therefore be accorded more weight in the review process than the other two criteria. It is understood that contributions in areas 2 and 3 will vary somewhat from one person to another, reflecting the differing responsibilities and backgrounds of individual faculty. In their administrative roles the deans of Schools are evaluated by the Vice President for Academic Affairs and the Department chairs are evaluated by the deans of their Schools.

**Schedule of Pre- and Post-Tenure Reviews**

All non-tenured faculty will undergo a pre-tenure review during their third year of service in a tenure-track position and again in their fifth year if tenure has not been previously awarded. All tenured faculty will undergo a post-tenure review every five years unless they are promoted during the period, in which case the next review will be conducted five years after the promotion. While probationary credit for prior service at other institutions may be considered in making tenure and promotion decisions, the timing of pre-tenure reviews will be based on the number of years a faculty member has been employed at Dalton

State College. If an individual is on leave from the institution during the review year, he or she will be reviewed the year after returning.

### **Personnel Conducting the Review**

In each academic School, pre- and post-tenure reviews will be conducted by a School Peer Review Committee, the constitution of which is determined by the School. This Committee should consist of six to eight tenured faculty members from that School, with equal representation of any Departments within the School. Exceptions may be made depending on the availability of tenured faculty within the School. If it is deemed desirable, one member may come from another School. The chair of the committee may be elected by its members or by the full faculty of the School. Elected members of the committee shall serve staggered three-year terms and may succeed themselves. Should a member be replaced prior to completing a term, the new member will serve the remaining time and be eligible for election to a full term. School deans and Department chairs are ineligible to sit on the Committee.

For each individual faculty member under review, classroom observations will be conducted by a Pre-tenure or Post-tenure Peer Review Subcommittee, each consisting of three members. For pre-tenure review, this subcommittee will include two persons chosen by the reviewee from the membership of the School Peer Review Committee and one other tenured faculty member from the School. For post-tenure review, the subcommittee will consist of one person chosen by the reviewee from the membership of the School Peer Review Committee and two other persons chosen by the reviewee from the tenured faculty in any of the College's Schools.

Peer review committee reports should be turned in to the dean of the School. Since these are formative in nature, they are not to be used to determine promotion points awarded for that year. If deficiencies are cited during the post-tenure review, the faculty member should work with the School dean (or Department chair where one is present) on a three-year plan to remedy the problems (as required by the *Academic Affairs Handbook*, Section 4.6). The School Peer Review Committee will conduct the formal review session with each reviewee during the Spring semester.

### **Documentation and Procedure**

Prior to the formal meeting of the reviewee and the School Peer Review Committee and in accordance with a schedule to be determined by the School, each reviewee shall submit the following documentation to the committee:

- 1) a current curriculum vitae
- 2) one set of official student evaluations from each year of the review period
- 3) a statement, with appropriate supporting documentation, summarizing accomplishments and future goals in each of the three service categories, i.e., teaching effectiveness, service to the institution and community, professional development and academic achievement
- 4) additional materials at the discretion of the reviewee

The reviewee's complete file will also contain the following:

- 5) a summative evaluation from the Department chair, where applicable, or the School dean, covering the faculty member's performance for the years under review. A copy of this evaluation must be given to the faculty member prior to its being sent to the Peer Review Committee.
- 6) the reviewee's Peer Review Subcommittee report on classroom evaluations. These evaluations may be based on direct observation or on videotaped segments of class sessions, whichever may be preferred by the reviewee. Prior to the evaluation, the reviewee will supply

Peer Evaluation Subcommittee with course materials including syllabi, sample tests, handouts, a statement of teaching philosophy and instructional goals, and other related materials the reviewee wishes to submit. If classroom visits are conducted, each member of the subcommittee will visit individually on at least one occasion, with specific dates and times to be arranged with the reviewee in advance. Additional visits may be included at the discretion of the reviewee, with the total number of visits not to exceed six. If the reviewee chooses to submit a videotape, it should include excerpts from at least three and not more than six class meetings, with each excerpt lasting a minimum of 30 minutes. When the Peer Evaluation Subcommittee has completed its review of all materials, the reviewee may meet with the subcommittee to discuss the results of the evaluation before they are forwarded to the School Peer Review Committee.

### **Nature of the Reviews**

The purpose of the pre-tenure review is to assess a faculty member's progress toward tenure. As such the review is necessarily evaluative. The School Peer Review Committee will determine whether a faculty member does or does not meet the *Dalton State College Faculty Standards* and also whether a faculty member has any deficiencies which might impede his or her progress toward tenure. Based on the final report of the School Peer Review Committee, the dean or Department chair may give a commendation to the reviewee.

The purpose of the post-tenure review is to identify opportunities that will enable a faculty member to reach his or her full potential in service to the institution. The School Peer Review Committee will determine whether a faculty member does or does not meet the *Dalton State College Faculty Standards* and will also determine whether or not a faculty member has any deficiencies. Based on the final report of the School Peer Review Committee, the dean or Department chair may give a commendation to the reviewee.

### **Feedback**

Constructive and timely feedback regarding contributions and areas in need of improvement is viewed as an essential component of the pre- and post-tenure review process. The School Peer Review Committee shall provide a written summary of its findings to each reviewee not later than two weeks before the end of the semester in which the review occurs. Upon receipt of the findings, the faculty member under review may request an interview with the committee to discuss the results, which will then be reported to the dean of his or her School and to the Vice President for Academic Affairs.

The findings of the School Peer Review Committee will indicate that the faculty member under review does or does not meet the standards of Dalton State College as stated in the document "Dalton State College Faculty Standards." Those who meet the Standards will receive candid feedback as to their particular areas (if any) of distinction and particular areas (if any) where performance can be improved.

Tenured faculty members who do not meet the Standards will receive candid feedback as to their particular area(s) of deficiency. The reviewee will work with his or her dean or Department chair to develop a three-year development plan for improvement which will include specific goals or outcomes, activities, timetables for accomplishing goals, and strategies for monitoring progress. By Board of Regents policy, if a faculty member has not remedied the identified deficiencies after three years, he or she may be subject to dismissal for cause.

Non-tenured faculty members who do not meet the Standards will receive candid feedback as to their particular area(s) of deficiency. The reviewee will confer with his or her chair about identified deficiencies. Annual renewal of nontenured faculty is subject to Board of Regents policy.

The review by the School Peer Review Committee is separate from the process of awarding tenure and review for promotion.

**DALTON STATE COLLEGE  
DALTON, GEORGIA**

**NOTICE TO ALL PERSON PARTICIPATING IN  
ATHLETIC OR RECREATIONAL ACTIVITIES  
ASSUMPTION OF RISK AND INSURANCE CERTIFICATION**  
(READ CAREFULLY BEFORE SIGNING)

Many recreational activities and athletic programs involve substantial risks of bodily injury, property damage, and other dangers associated with participation in such activities. Dangers related to such activities include but are not limited to: hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, heart attack, and heat exhaustion.

Each participant in such activities should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, qualifications, preparations, and training.

The undersigned acknowledges that this Georgia College does not warrant or guarantee in any respect the competency or mental or physical condition of any trip leader, vehicle driver, or individual participant in any athletic or recreational activity. All participants in voluntary recreational activities and athletic programs will be required to sign the attached **Release, Waiver of Liability and Covenant Not to Sue** form.

I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in such voluntary athletic or recreational activities. In this regard, I certify that I am covered by a 24-hour health and accident insurance policy.

**RELEASE, WAIVER OF LIABILITY AND  
COVENANT NOT TO SUE**

The undersigned hereby acknowledges that participation in athletic programs and recreational activities involves an inherent risk of physical injury and assumes all such risks. The undersigned hereby agrees that for the sole consideration of this Georgia College allowing the undersigned to participate in voluntary recreational programs or athletic activities and in connection therewith, making available to the undersigned for his/her use while participating in such programs or activities, certain equipment, facilities, grounds, or personnel of the institution, the undersigned participant does hereby waive liability, release, and forever discharge the Institution and the Board of Regents of the University System of Georgia, its members individually, and its officers, agents and employees of and from any and all claims, demands, rights and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from my voluntary participation in or in any way connected with such recreational programs and athletic activities.

I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in recreational programs or athletic activities.

I understand that the acceptance of this release, waiver of liability and covenant not to sue the Institution or the Board of Regents of the University System of Georgia or any agent or employee thereof, shall not constitute a waiver, in whole or in part, of sovereign or official immunity by said Board, its members, officers, agents, and employees.

Further, I understand that this release, waiver of liability, and covenant not to sue shall be effective during the entire period of my enrollment or employment at the institution.

I have received a copy of this document, which I have read and understand. I accept and assume all risks, hazards and dangers involved in any such activities in which I may elect to participate, including the training, preparation for and travel to and from the site of such activities. I certify that I am \_\_\_\_\_ years of age and suffering under no legal disabilities.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Print Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Signed in the presence of:

\_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_



## REQUEST FOR GRADE CHANGE

DSC ID# \_\_\_\_\_

STUDENT'S FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CRN \_\_\_\_\_ COURSE NUMBER \_\_\_\_\_ CREDIT HOURS \_\_\_\_\_

SEMESTER/YEAR \_\_\_\_\_

GRADE RECORDED \_\_\_\_\_ GRADE REQUESTED \_\_\_\_\_

REASON FOR GRADE CHANGE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FACULTY MEMBER \_\_\_\_\_ DATE \_\_\_\_\_

ACADEMIC AFFAIRS \_\_\_\_\_ DATE \_\_\_\_\_

REGISTRAR \_\_\_\_\_ DATE \_\_\_\_\_



## **GUIDELINES FOR HARDSHIP WITHDRAWAL**

All requests for Hardship Withdrawal must be fully documented. A request which consists solely of the Hardship Withdrawal form will not be considered fully documented. Supporting documentation must include a letter from the student stating their case for requesting the Hardship Withdrawal. All requests for Hardship Withdrawal shall be initiated by the student no later than the last day of the term in which the course was taken. When the student is failing classes and a Hardship Withdrawal is approved, the student will receive a grade of WF for those classes. Hardship Withdrawals typically require that the student withdraw from all courses not yet completed at the time the request is initiated. An example where an exception will be considered for a withdrawal from only a portion of the student's schedule would be in a situation where a work shift change still allowed the student to continue to attend some classes. Grades received in courses that may have been completed earlier in the semester shall stand as earned.

### **Acceptable Reasons for Hardship Withdrawals**

Health: fully documented by a physician giving the expected impact upon schooling, and/or dates of hospitalization.

Military Service: fully documented with military orders showing dates of active service. In accordance with Board of Regents policy, students who are on active duty or who serve in the Reserve or National Guard and who receive emergency orders, shall be withdrawn.

Job conflict: fully documented by the employer on company letterhead, with points of contact and appropriate telephone numbers. Letter should demonstrate that there was a change in work hours that took place during the semester.

Other Reasons: Circumstances may exist other than the areas described above. Each must be fully documented.

### **Unacceptable Reasons for Hardship Withdrawals**

There are many individual situations which may cause students to believe they should receive a hardship withdrawal. Oftentimes these situations do not rise to the level of hardship. Two of the more frequently cited circumstances are a lack of knowledge by the student about the mid point of the semester deadline for dropping classes and transportation failures. Neither of these reasons constitutes the basis for approval of a hardship withdrawal. Other circumstances may exist which also fail to reach the hardship standard.

## **PROCESS FOR HARDSHIP WITHDRAWAL**

1. The process begins when a professor is approached by a student with circumstances that may warrant a hardship withdrawal. The professor should provide the student with one copy of the hardship withdrawal form for each class the student is enrolled.
2. The student should then submit to each professor a hardship withdrawal form with appropriate information completed, a letter explaining the circumstances which have caused the request for withdrawal, and supporting documentation such as military orders, physician statements, etc. Only when this information is provided to the professor is the process considered initiated.
3. Each professor should make his recommendation, his comments, note whether the student was passing the course on the withdrawal form, and forward the packet to their Department Chair. The Department Chair should make his recommendation with any necessary comments and forward the information to their Dean.
4. The Dean should make his recommendation and forward the packet to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs takes final action and notifies the student of the status of his request. The Vice President for Academic Affairs forwards any grade changes necessary to the Vice President for Enrollment Services.
6. Financial Aid/Business Office shall be notified of all approved Hardship Withdrawals.

Rev. 7/08



**REQUEST FOR HARDSHIP WITHDRAWAL**

**1. STUDENT:** \_\_\_\_\_

STUDENT ID/SOCIAL SECURITY # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**STUDENT MUST ATTACH SUPPORTING DOCUMENTATION TO THIS FORM WHEN REQUEST IS SUBMITTED.**

-----  
**2. INSTRUCTOR:**

DATE REQUEST INITIATED BY STUDENT \_\_\_\_\_

DATE STUDENT LAST ATTENDED CLASS \_\_\_\_\_

COURSE REFERENCE NUMBER (CRN) \_\_\_\_\_

COURSE PREFIX, NUMBER & SECTION \_\_\_\_\_

WAS STUDENT PASSING COURSE AT TIME OF LAST ATTENDANCE? YES \_\_\_\_\_ NO \_\_\_\_\_

**INSTRUCTOR RECOMMENDATION: APPROVAL/DISAPPROVAL/NO RECOMMENDATION**

COMMENTS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**3. DEPT CHAIR RECOMMENDATION: APPROVAL/DISAPPROVAL/NO RECOMMENDATION**

COMMENTS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**4. DEAN:** \_\_\_\_\_ APPROVED / DISAPPROVED DATE: \_\_\_\_\_

**5. VPAA:** \_\_\_\_\_ APPROVED / DISAPPROVED DATE: \_\_\_\_\_

**6. FINANCIAL AID** \_\_\_\_\_ **6.VPES:** DATE RECORDED \_\_\_\_\_

## **Dalton State College**

### **Application Package for Research with Human Subjects Participation**

Dalton State College will comply with all federal laws and regulations and the University System of Georgia regulations governing the use of humans in research. All of the information requested in the **Application Package for Research with Human Subjects Participation** meets some part of our regulatory obligation.

**All research activities** involving human subjects and associated with Dalton State College must be reviewed by the Dalton State College Human Subjects Institutional Review Board (IRB) regardless of the category of research or location of the research. The only exception to this is research that is performed by students as part of normal classroom activities such as interviews with family members for a history class assignment (see “Research” in the DSC Faculty Handbook). The Human Subjects IRB was formerly known as the Human Subjects Committee. The IRB meets on an as-needed basis to review research protocols. A Microsoft Word version of this application is on the DSC Campus server in the “IRB; Human Subjects” folder. The application form should be typed or printed. Be sure to answer all questions, and state "not applicable" (N/A) rather than leaving a question blank. If more space is needed, additional sheets may be attached. Be sure to identify the question addressed on any attached pages.

Please note that much of the research involving human subjects performed at Dalton State College is exempt from ongoing IRB review and the need for signed consent forms. You should review the section of this package entitled, “Categories of Research Exempt from IRB Review” prior to developing your research proposal. **However, only the IRB can designate a project as being exempt, so all research activities involving human subjects must be presented to the Human Subjects IRB for consideration.** If you believe that your research project is exempt, fill out the first page of the application and attach an overview of your project explaining why you believe it is exempt. If the IRB can determine that your project is exempt from your explanation, it will so notify you and the VPAA. If it determines that your project is not exempt, the IRB will request a full application package be submitted.

If the protocol is being submitted in conjunction with a grant application, a copy of the grant application must be submitted to the IRB for review.

Applications must be signed by the principal investigator. Student applications must have the signature of a faculty sponsor (as Principal Investigator); the student will serve as co-investigator and must sign the application as such.

**Submit the original signed application and supporting materials and three additional copies** to one of the IRB committee members. Alternately, you can mail the complete package, including all four copies to:

**Dalton State College  
Human Subjects Institutional Review Board  
c/o Vice President for Academic Affairs  
650 College Dr.  
Dalton, GA 30720**

**Upon receipt of an application, the Human Subjects Institutional Review Board will consider the application and make a written recommendation to the Vice President for Academic Affairs as noted in the Dalton State College Statutes. The VPAA will make a final decision as to approval or disapproval of the research project and will notify the principal investigator in writing.**

**The Office of the VPAA shall serve as the administrative Human Subjects IRB Research Office and will maintain all records concerning the application and approval of the research project, including the original approved application, any relevant comments from the IRB, a list of the IRB members, records of continuing review activities, statements of significant new findings provided to subjects, and original copies of signed consent forms.**

**Materials provided in this Application Package include:**

**Human Subjects IRB Application Form**

Required application form for all research activities involving human subjects.

**Categories of Research Exempt from IRB Review**

**Informed Consent Instructions and Sample Form**

Included in this document are the required elements of Informed Consent and a sample Dalton State College Informed Consent form.

**Dalton State College  
Human Subjects IRB Form**

**Application for Approval of Research  
With Human Subject Participant**

**Research and project information:**

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Co-Investigator

Faculty\_\_\_\_ Other\_\_\_\_\_

Faculty\_\_\_\_ Student\_\_\_\_ Other\_\_\_\_\_

\_\_\_\_\_  
Division/Department

\_\_\_\_\_  
Division/Department

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Signature of Co-Investigator

\*Your signature indicates that you are familiar with and agree to abide by the ethical principles concerning human research subjects as noted in this application package and as delineated in the 1979 Belmont Report as published by the U.S. Dept. of Health, Education and Welfare (<http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.htm>) and as published in Federal Regulations (<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>). It further indicates that you are fully aware of all procedures to be followed in the proposed research, will monitor the research, and will notify the IRB of any significant problems or changes in the research protocol.

Proposal Title \_\_\_\_\_

Grant title (if different) \_\_\_\_\_

Proposed start date \_\_\_\_\_ Expected end date of data collection \_\_\_\_\_

\*Note-period of approval does not typically extend beyond one year; if more time is needed, the study must be renewed with a new application, unless specifically stated by the IRB.

Do you think that this research proposal is exempt from IRB review? Yes\_\_\_\_ No \_\_\_\_

IRB action \_\_\_\_\_

VPAA letter necessary? Yes\_\_\_\_ No\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

# **Dalton State College**

## **Application for Approval of Research With Human Research Participant**

Carefully answer all questions. Add your response following the section title (e.g. "Problem Abstract." Make sure you address each part of the question. If a question does not apply, type the section title and answer "Not Applicable." Do not answer any questions with "see attachments." Remember that the Human Subjects Institutional Review Board (IRB) is made up of people from different specialties; therefore, we ask that all information be relayed in layman's terms, rather than professional jargon. Sign the application cover sheet, and if a student, have a faculty sponsor sign in the appropriate space as Principal Investigator.

Deliver or send your original application packet to a member of the Human Subjects Institutional Review Board or mail it to the address listed on the front of this package. While all applications are reviewed as quickly as possible, a conclusion may take several weeks to reach. Failure to follow instructions will delay the review process.

1. **PROBLEM ABSTRACT**: State rationale and research question or hypothesis (why is this study important and what do you expect to learn?).
2. **DESIGN**: Identify your research design and specific factors or variables, conditions or groups in your study, and any control conditions. Indicate the number of research participants assigned to each condition or group, and describe plans for data analysis.
3. **RESEARCH PARTICIPANTS**:
  - a. List approximate number of participants, targeted age group (specified in years), and targeted gender.
  - b. Method of selection/recruitment of research participants -- specify each source of participants and researcher(s) working relationship, if any, with the participants. NOTE: If you are recruiting research subjects/participants from an institution(s) other than the DSC, include authorization letter from the appropriate official(s) of the institution(s) with your application.
  - c. Describe any incentives, follow-ups or compensation to be used with individual participants. This includes payment, gifts, extra credit, etc. NOTE: Extra credit must not be offered unless there are equal non-research participation options available to students.
4. **PROCEDURES**: State in chronological order what the research participant is expected to do and what the researcher will be doing during the interaction.
5. **MATERIALS**: List in sequence all questionnaires and/or tasks given to the research participants. Attach a labeled copy of all written instruments to each copy of the

application. Each attachment should be identifiable from your description given here. If an interview will be conducted, you must include an interview script or set of questions.

6. **RISK**: The IRB seeks information about risks that a research participant may encounter as a result of data collection and any that may arise in the future as a direct result of the research. In both cases, carefully describe any such risks and how you plan to minimize them. The latter must include the availability and limits of treatment for sustained physical or emotional injuries. (NOTE: any incident directly related to research participation causing significant discomfort, stress or harm should be reported to the IRB or the VPAA immediately):

a. **CURRENT RISK**: Describe any psychological, social, legal, economic or physical discomfort, stress or harm that might occur to the participants as a result of their research participation. How will these be held to the absolute minimum?

b. **FUTURE RISK**: How are all research participants protected from potentially harmful future use of the data collected in this project? Specify whether the results of participation will be anonymous or confidential (it cannot be both). By “anonymous,” the IRB means that the researcher does not know the results of the subject's participation. If there is any way for the researcher to identify data as related to a specific individual, then only confidentiality may be promised. “Confidential” means the researcher may be able to identify a participant's results but will not reveal the participant's identity to anyone else. Person-to person interviews are never anonymous. Describe your plans to maintain confidentiality and state who will have access to the data and in what role. Be sure to provide specific measures planned to remove any direct identifiers, as well as data storage. You must justify retention of identifying information on any data or forms. **DO NOT ANSWER THIS QUESTION WITH "NOT APPLICABLE"**.

7. **BENEFIT**: State the benefits the participants will gain from the study and the benefits that humankind will receive. In some cases, the participants will receive credit toward some course requirement. Most, hopefully, will derive educational benefits, especially if they are students. You must also indicate how your project will benefit humankind, e.g., advance our knowledge of some phenomenon or help solve a practical problem. As in the RISK section, you must acknowledge the benefits of your study for the IRB to judge whether benefit exceeds risk to the participant. You **MUST** list benefits in order for your study to be approved. Potential benefits of the research must outweigh any risk associated with research participation.

a. Identify any potential beneficial effects on the participants that might result from the research;

b. You must identify any potential benefits that humankind in general will gain from this research.



8. **CONSENT FORM**: How will legally effective informed consent be obtained from all research participants and, when applicable, from parent(s) or guardian(s)? If DECEPTION is used in your study, describe how participants will be deceived, why it is necessary, and how you will debrief the participants. Provide the IRB with a copy of a written debriefing. Also include in the consent form a statement such as, "In order to make this study a valid one, some information about my participation will be withheld until completion of the study." In certain instances, such as mail-out surveys, a cover letter may be used, but it should include at least the information shown in the consent form. This is known as implied consent format. If written consent will not be obtained, a full explanation of the reasons must be submitted for approval, including assurance that risk to the participant will be minimal. Be sure to answer this question and supply the appropriate consent document. Refer to the IRB Human Subject Consent Form below for additional information and the required consent format. A checklist is available to help you ensure that you have included all the necessary components.

9. **VULNERABLE PARTICIPANTS including MINORS**: If minors or other vulnerable participants are involved, outline procedures to obtain their agreement (assent) to participate, in addition to the consent of parent(s) or guardian(s). Describe in any other special procedures that will be used to minimize risk to these vulnerable subjects. When you use MINORS or other VULNERABLE POPULATIONS, informed consent must be obtained from parent(s) or guardian(s), or a clear justification must be provided so that the IRB can determine if they will approve to waive the requirement. An understandable explanation of your procedures should also be presented to minors and other vulnerable participants, and they should be given an opportunity to volunteer their participation. This is called "assent" for people who cannot give "legally effective informed consent." An assent script or form should be attached to the application submitted to the IRB.

10. **ILLEGAL ACTIVITIES**: Participants must be assured their data are either anonymous or will remain confidential. If the data will be confidential you must inform research participants that you may not be able to guarantee confidentiality if disclosure should be required by law. Some ILLEGAL ACTIVITIES must be reported, (e.g., child abuse). When anonymous questionnaires are used but written informed consent is necessary, consent forms may be signed and returned separately. This procedure avoids any possibility of linking names to the data. Note whether the data to be collected relate to illegal activities. If yes, explain.

11. Note all of the following that apply to this application:

This application is being submitted for a class assignment.

This application is being submitted to conduct a pilot study.

The protocol described in this application project involves the use of audio-taping.

The protocol described in this application project involves the use of video-taping.

This application is for Thesis Research, exit exam research or an applied project.

This application is being submitted for Dissertation Research.

The activity described in this application involves another institution(s).

(EXAMPLES: school, university, hospital, prison, agency).

Recruitment flyers or advertisements will be utilized. (Attach for review).

**Dalton State College**  
**Human Subjects Institutional Review Board (IRB)**

**Categories of Research Exempt from IRB Review**

**FEDERAL CRITERIA FOR STUDIES EXEMPT FROM IRB REVIEW**

**45 CFR 46.101(B) Rev. 11/13/01**

(see: <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm#46.101>)

The following are considered as exempt from IRB review. **However, such exemptions must be determined by the IRB after application by the principal investigator.**

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior unless (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability or reputation.

*This exemption does not apply to research with children except for research involving observations of public behavior when the investigator(s) do not participate in the activities being observed.*

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under paragraph (2) of this section if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads, and which are designed to study, evaluate or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

**NOTE:** These exemptions do not apply to research involving prisoners, fetuses, pregnant women or human *in vitro* fertilization.

# **Dalton State College**

## **Human Subject Consent Form**

### **Instruction Sheet**

This instruction sheet has been prepared to help Dalton State College researchers develop consent forms to be used in research involving human subjects. Consent forms must be easy to read. Use familiar terms and explain unfamiliar ones. Keep scientific jargon to a minimum. The subject should understand the consent form before signing it. The principal investigator (PI) must reinforce the written consent form with a verbal explanation.

A copy of the completed, signed and dated consent form must be given to the subject. The PI must provide the original signed and dated consent forms on file with other official project records to the Human Subjects IRB Research Office housed in the VPAA's office. Remember that informed consent is a process, and the consent document serves to facilitate the communication process.

### **Elements of Informed Consent**

Federal regulations require that certain information be included in the consent form. Those regulations can be found in 45 CFR 46.116(a) (see: <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm#46.116>). The required elements are listed below.

#### **The basic elements of informed consent include:**

1. a statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures which are experimental;
2. a description of any reasonably foreseeable risks or discomforts to the subject;
3. a description of any benefits to the subject or to others which may reasonably be expected from the research;
4. a disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject;
5. a statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained;
6. for research involving more than minimal risk, an explanation as to whether any compensation and an explanation as to whether any medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained;
7. an explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related injury to the subject; and

8. a statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.

**Additional elements of informed consent may be required. When appropriate one or more of the following elements should also be provided to the subject:**

1. a statement that the particular treatment or procedure may involve risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant) which are currently unforeseeable;
2. anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent;
3. any additional costs to the subject that may result from participation in the research;
4. the consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject;
5. a statement that significant new findings developed during the course of the research which may relate to the subject's willingness to continue participation will be provided to the subject; and
6. the approximate number of subjects involved in the study. If you have questions regarding the informed consent document or the consent process, please contact a member of the Human Subjects Institutional Review Board or the Vice President for Academic Affairs.

# Dalton State College Sample Consent Form

## **1. Title of Research Project**

## **2. Principal Investigator (include names of Co-PIs)**

Note that for student projects, the faculty sponsor must be the PI and the student(s) the Co-PI(s).

## **3. Introduction/Purpose(s) of the Research**

This section should include an opening statement that says, "You are being asked to volunteer for a research project..." Explain why the subject is being asked to volunteer. Give approximate number of subjects to be involved in the research and how they will be selected. Indicate the expected duration of the subject's participation in the study. If you intend to involve participants who cannot read or understand the consent form, describe how you will communicate the protocol and ensure informed consent.

## **4. Procedures**

Explain procedures that will be performed on the subject. Identify procedures that are experimental. All responsibilities and expectations of the subject should be explained thoroughly. Be sure to communicate the following: who the subject will interact with, where the research will be done, when it will be done, how often the procedures will be performed, and how much of the subject's time will be involved.

## **5. Foreseeable Risks or Discomforts**

Every study will involve some risk. *Minimal risk* means that the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life during the performance of routine physical or psychological examinations or tests. If appropriate, include the statement: "Due to the investigational nature of this study, there may be other risks that are currently unknown."

## **6. Benefits**

Describe expected benefits to the subject or to others. If there is no benefit to the subject, say so. Benefit to society is appropriate. Do not refer to financial compensation, class credit, free treatment, etc., in this section.

## **7. Compensation/Costs**

Describe any compensation (e.g. reimbursement of expenses, compensation for participation, extra class credit) or costs relevant to the subject.

## **8. Alternate Procedures (if applicable)**

Describe alternate procedures that would be advantageous to the subject. If the research is not for treatment for an illness and involves healthy volunteers, this section is not necessary.

## **9. Confidentiality**

This section should describe the extent to which confidentiality of records identifying the subject will be maintained, to the extent permitted by law. An example is: "All information concerning you will be kept private. If information about you is published, it will be written in a way that you cannot be recognized. However, research records, like hospital charts, may be obtained by court order."

## **10. Financial Disclosure (if applicable)**

Describe any situation where the PI and/or the spouse and dependent children of the PI have a significant financial interest in any business or legal entity whose financial interests would reasonably appear to be affected by the research.

## **11. Injury/Adverse Reactions**

*Include the following statement on the consent form:*

Reports of injury or reaction should be made to \_\_\_\_\_ (PI) at \_\_\_\_\_ (phone number). Neither Dalton State College nor the principal investigator has made provision for payment of costs associated with any injury resulting from participation in this study.

## **12. Contact Persons**

*Include the following statement on the consent form:*

If you have questions about the research, call or write \_\_\_\_\_ (PI) at \_\_\_\_\_ (phone number and campus address).

## **13. Voluntary Participation/Withdrawal**

Explain medical consequences of withdrawal, if any. Explain any circumstances which participation may be discontinued by the investigator. Describe procedures for orderly termination of a subject's participation.

*Include the following statements on the consent form:*

You have rights as a research volunteer. Taking part in this study is completely voluntary. If you do not take part, you will have no penalty. You may stop taking part in this study at any time with no penalty. If you have any questions about your rights as a research volunteer, call or write:

Dalton State College  
Human Subjects Institutional Review Board  
c/o Vice President for Academic Affairs  
650 College Dr.  
Dalton, GA 30720  
Phone: (706) 272-4420

## **14. Signatures**

*Include the following statements on the consent form:*

A copy of this form will be given to you. Your signature below indicates that the researchers have answered all of your questions to your satisfaction and that you consent

to volunteer for this study.

Subject's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person Obtaining Consent – Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If subject is a minor:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subject's Assent (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

Investigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**HISTORY 2112 - Sections - 02 (MW 9:25-10:50); 05 (MW 1:40-2:55); and 06 (TR 3:05-4:20)**

United States History since 1877

Fall Semester 2009 August 17-December 10

Dr. Thomas D. Veve Lorberbaum 261 Liberal Arts Building

Office Phone: (706) 272-2689

Office Hours: MW 8:15-9:15 am and 12:15-1:15 pm; TR 2:00-3:00 and 4:30-5:30 pm; or by appointment.

Email address: [tveve@daltonstate.edu](mailto:tveve@daltonstate.edu)

Website address: <http://www.daltonstate.edu/faculty/tveve>

**REQUIRED TEXTS:**

Tindall, George B. and Shi, David E. *America: A Narrative History*. Brief Sixth Edition or Brief Seventh Edition. Volume Two. (Unabridged or earlier editions are also acceptable.)

Riordan, *Plunkitt of Tammany Hall*

**COURSE DESCRIPTION:** A survey of United States history from 1877 to the present, examining the effects on American life of industrialization, foreign wars, the extended role of government, and the emergence of the United States as a superpower in world affairs. This course is a continuation of History 2111 but may be taken independently.

**INSTITUTIONAL MISSION STATEMENT:** Dalton State College shares with the other state colleges of the University System of Georgia in providing a high quality general education program that supports a variety of well-chosen programs and prepares students for transfer to baccalaureate programs.

**SOCIAL SCIENCES DIVISIONAL GOAL STATEMENT:** The Division of Social Science assists students in developing an ability to acquire data, understand relationships, process information, draw conclusions, and critically evaluate issues related to the society and culture of the United States, both internally and externally.

**SOCIAL SCIENCE DIVISION'S INTENDED STUDENT LEARNING OUTCOMES:**

1. Students will be able to demonstrate an understanding of course content acquired through listening, reading, research and use of electronic media.
2. Students will be able to utilize frameworks, models and concepts appropriate to social science disciplines in order to analyze human behavior and social institutions,
3. Students will be able to comprehend major forces, events, influences and ideas that have shaped history and society.
4. Students will be able to analyze and understand different perspectives on issues and recognize viewpoints other than their own.

**HISTORY 2112 INTENDED STUDENT LEARNING OUTCOMES:**

1. Students will articulate understandings of course materials acquired through listening, reading, graphics, experiments, computations, and electronic media.
2. Students will articulate and analyze issues from different perspectives and be opened to viewpoints other than their own.
3. Students will analyze social institutions and human behavior using appropriate disciplinary frameworks.

4. Students will have an awareness of America's role in and impact upon world affairs.
5. Students will retain a characteristic overview of basic historical periods so as to perpetuate American historical traditions.

**COURSE EVALUATION:** Grades will be determined on the following basis. There will be four regular examinations during the course. **Each exam is worth 25% of the final grade.** These exams will be self-contained with no carry over material from the previous exam. Tests will cover material from the textbook assigned readings and from class lectures. **You must take all four examinations to successfully complete this course.** See the class calendar for the appropriate exam dates. The exam dates will change only in case of extreme circumstances. Tests normally will be returned to each student no later than the next class session. Examinations will include objective short answer questions of the multiple choice, matching, and true-false variety, as well as identifications and essay questions.

Makeup exams will be given only under the most extraordinary and catastrophic circumstances.

**Any** exam which is not taken during the assigned scheduled period for **any** reason will be considered a makeup exam. **You must complete the makeup exam on the next day you attend class, and no later than one week after the scheduled test has taken place.**

Failure to do so will result in the grade of "0" for that exam. You must complete the four regular course examinations to complete the course requirements.

**GRADING:** The following grade scale will be used for all work:

A 90-100	D 60-69.99
B 80-89.99	F Below 60
C 70-79.99	<b>***No curve in the scoring system is expressed or implied.***</b>

**EXTRA CREDIT:** This course is evaluated solely through the four tests, each with a value of 25% of the final grade. **There is no extra credit option.**

**CHEATING:** Every student is expected and required to do his or her own work in this course and all other courses at Dalton State College. Any instances of cheating or plagiarism, as expressed in the student handbook section of the Dalton State College Catalog, under "Academic Irregularity," will be reported to the Chairman, Department of Social Sciences, to the Dean of the School of Liberal Arts, and to the Vice President for Enrollment and Student Services. Dismissal from the course with a grade of **F** is the **minimum** penalty; other measures may be taken by the College's Discipline Committee as warranted. Cheating in any form will not be tolerated.

**WITHDRAWAL FROM THE COURSE:** The last day to drop this class without penalty is **Monday, October 26, 2009.** You will be assigned a grade of **W**. After this date, withdrawal without penalty is permitted only in cases of extreme hardship as determined by the Vice President for Academic Affairs; otherwise a grade of **WF** will be issued. The proper form for withdrawing from all classes at the college after the official drop/add period but before the published withdrawal date is the Schedule Adjustment Form. Students who are assigned to the Academic Advising Center for advisement must meet with an advisor or staff member at the Academic Advising Center (107 Liberal Arts Building) to initiate the withdrawal process. All other students must meet with a staff member or advisor at the Office of Academic Resources in the Pope Student Center to initiate the withdrawal process. After meeting with the staff member or advisor, all students will then finalize the withdrawal process in the Financial Aid Office.

Students who fail to complete the official drop/withdrawal procedure will receive the grade of **F**. **Withdrawal from class is a student responsibility.** The grade of **W** counts as hours attempted for the purposes of financial aid.

**ATTENDANCE:** Students are expected to attend class. Because I believe that class attendance is essential to success and a correlation can be made between the two, I will keep an attendance record. While it is not necessary to keep me informed of your whereabouts, you are responsible for all work missed.

**CLASS PROCEDURES:** Class format consists primarily of lectures or suitable audio-visual teaching aids. Class discussion is strongly encouraged, and is appropriate throughout the course. Questions, observations, and comments relevant to the teaching material are always welcomed. **All students are expected to read both of the required texts. Again, I remind each student that examination material is not limited to class lectures, and tests will include material from the text which may not have been covered in class.** For obvious reasons, disruptive behavior will not be tolerated.

Synergy (syn-er-gy) *n., pl.-gies.* 1. The interaction of two or more agents or forces so that their combined effect is greater than the sum of their individual effects. 2. Cooperative interaction among groups, such as corporative subsidiaries, that creates an enhanced combined effect. [Gk. *Sunergia*, cooperation < *sunergos*, working together.]

A college education is built around a synergistic pedagogical combination of reading, professorial input, and student interaction. If you do not read your assigned material, or if you fail to attend class, or if you fail to interact with other students or access their knowledge, and if you rely solely on the instructor's lectures, your college educational experience will be less than that of those students who combine all three aspects.

#### **ACCESS STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students with disabilities or special needs are encouraged to contact Disability Support Services in Academic Resources. In order to make an appointment to obtain information on the process for qualifying for accommodations, the **student** must contact the Coordinator of Disability Support Services.

Contact information:

Andrea Roberson

Pope Student Center, lower level

706/272-2524

[aroberson@daltonstate.edu](mailto:aroberson@daltonstate.edu)

**Students who are unable to come to the instructor's office or access any facility utilized by this course, should call the instructor at 272-2689 for assistance.**

#### **WORKFORCE DEVELOPMENT:**

If a student receiving aid administered by the DSC Workforce Development Department drops this class or completely withdraws from the College, the Schedule Adjustment Form must be taken to the Workforce Development Office located in Room 214 of the Technical Education Building. The Office is open on the following schedule:

Monday/Tuesday/Thursday: 9:00 a.m.-12:15 p.m. and 1:30 p.m. - 5:00 p.m.  
Friday: 8:00 a.m.- 12:00 p.m. The office phone number is 272-2635.

**CLASSROOM ENVIRONMENT:**

**Cell phones:** Make sure you turn your cell phone and/or your pager off before entering the classroom!!! Students who fail to do so will be asked to leave class for the remainder of the class period if their phones/pagers ring.

**Headgear:** All students are requested to remove **all** forms of headgear while in class.

**Lateness:** I understand that convenient campus parking can often be at a premium. However, this is not an excuse to be late to class, especially once the semester gets up and running. I expect students to arrive on time. Once I have closed the doors, no one is allowed to enter the room and disrupt the class.

If you do not arrive on time on those days when an examination is scheduled, you will not be allowed into the classroom, once I have closed the doors. I will not allow those students who have started a test to be disrupted by those who are late arrivers. Those students who arrive late will take a makeup examination.

**Computers:** You are welcome to use computers to take class notes. If you intend on using your computer for any other reason (solitaire, emailing friends), you will lose this privilege for the remainder of the semester

**CLASS CALENDAR/READING ASSIGNMENTS** (Based on Tindall-Shi Brief Sixth Edition)

Week 1. August 17-20. Course Introduction. The U.S. in the Gilded Age. Text chapters 19-21.

Week 2. August 31 - September 3. The U.S. in the Gilded Age. Text chapters 19-23.

Week 3. September 7-10. The U.S. in the Gilded Age. Text chapters 22-23. **No Classes, Monday, September 7, 2009, Labor Day Holiday**

Week 4. September 14-17. The U.S. in the Gilded Age. Text chapters 22-23.

Week 5. September 21-24. The Progressive Era . Text chapter 24.

Week 6. September 28 - October 1. The Progressive Era. Text chapter 24 and *Plunkitt of Tammany Hall*.

Week 7. October 5-8. The Great War. Text chapter 25.

Week 8. October 12-15. The Great War. Text chapter 25.

Week 9. October 19-22. The Roaring Twenties and the Great Depression. Text chapters 27-28.

Week 10. October 26-29. The Roaring Twenties and the Great Depression. Text chapters 27-28. **Last day to drop this class without penalty, close of business, Monday, October 26, 2009.**

Week 11. November 2-5. Origins of World War II and World War II. Text chapters 29-30.

Week 12. November 9-12. World War II. Text chapters 30.

Week 13. November 16-19. The Cold War and Post War USA. Text chapters 31-32.

Week 14. November 23. The Cold War and Post War USA. Text chapters 31-35. **No Classes, Tuesday, November 24, 2009, through Sunday November 29, 2009, Thanksgiving Holiday.**

Week 15. November 30 - December 3. The Cold War and Post War USA. Text chapters 31-35.

**Regular Exam Dates:**

**Section 02: September 9; October 7; November 4**

**Section 05: September 9; October 7; November 4**

**Section 06: September 8; October 6; November 3**

**Final Exam Schedule:**

**Section 02: Wednesday, December 9, 2009, 8:00 am -10:00 am**

**Section 05: Monday, December 7, 2009, 1:00 pm - 3:00 pm**

**Section 06: Thursday, December 10, 2009, 1:00 pm - 3:00 pm**

1. I have received and read a copy of the course syllabus for History 2112 for the Fall Semester, 2009. I fully understand the course requirements, reading requirements, grading system, testing procedures, attendance standards, withdrawal procedures, and the Dalton State College standards concerning cheating.
2. I agree to turn my cell phone off during class time. I will not be text messaging during class time. If I violate this rule, I agree that I will leave class for the rest of that day's time period.
3. I understand that I am expected to attend class on time.
4. I understand that there is no sleeping in class.
5. I understand that I am not to bring work from other classes to perform during class time.
6. I agree that if I wish to tape record class lectures, the tapes are for non-attribution and are for my use only.
7. If I use a computer in class, I will be using it to take history notes. If it is used for any other purpose, I understand that I will not be allowed to use the computer during class time.
8. I understand that hats are not allowed to be worn during class time.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



# Schedule Adjustment Form

Term \_\_\_\_\_

## SECTION A

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Student ID # \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

1. Do you wish to withdraw from all courses? Yes No (circle one)
2. If you answered **Yes** to question 1 and you are registered for the Regents' Test, do you wish to withdraw from it as well? Yes No (circle one)
3. If you marked **Yes** to question 1–
  - a. What is the last date you attended class? \_\_\_\_\_
  - b. Proceed to Section C

If you marked **No** to question 1 please complete Sections B and C

**SECTION B - You may not drop Learning Support or FYES 1101 courses without dropping all credit courses. Instructor permission is required to add a class if you do not have the necessary prerequisites.**

	Audit	CRN	Course Number	Credit Hours	Drops - Did you attend this class at least once? Y or N
<b>Sample</b>		80214	Math 1111	3	Y
<b>Add</b>					
<b>Drop</b>					

**SECTION C – The schedule adjustment process is not complete without all signatures. Schedule adjustments may require repayment of financial aid funds.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Resources (complete withdrawal only) \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid (complete withdrawal only) \_\_\_\_\_ Date \_\_\_\_\_

Enrollment Services Signature \_\_\_\_\_ Date \_\_\_\_\_



# TRAVEL REQUEST

From \_\_\_\_\_ To \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

Nature of Business \_\_\_\_\_

Destination \_\_\_\_\_

EXPENSES REQUESTED:                
Yes No

Meals \_\_\_\_\_

Lodging – present Tax Exempt form at check-in \_\_\_\_\_

Airplane \_\_\_\_\_

Mileage \_\_\_\_\_

Registration Fee – Attach Documentation \_\_\_\_\_

DSC to prepay registration fee                
Yes No

Miscellaneous \_\_\_\_\_

**Total Requested \$** \_\_\_\_\_

Departmental Account Number \_\_\_\_\_

\_\_\_\_\_  
Employee ID # Date

\_\_\_\_\_  
Dean /Chair/ Supervisor Approval Date

\_\_\_\_\_  
Academic Affairs/Enrollment Services Date

\_\_\_\_\_  
Fiscal Affairs Date

\_\_\_\_\_  
President Date



**University System of Georgia  
Employee Application for Tuition Assistance Program (TAP)**

Complete this application with all required approval signatures and submit by the required deadline to the TAP Coordinator at the Home Institution. This application is subject to final approval by the TAP Coordinator of the Teaching Institution.  
**Tuition Assistance waives tuition and applicable student fees for credit courses at a USG institution.**

**SECTION BELOW TO BE COMPLETED BY EMPLOYEE (PLEASE PRINT)**

LAST NAME	FIRST NAME	STUDENT ID / SSN	PHONE
HOME INSTITUTION	JOB TITLE	EMAIL ADDRESS	
TEACHING INSTITUTION		ACADEMIC TERM / YEAR	

**SECTION BELOW TO BE COMPLETED BY EMPLOYEE**

**Enrollment Status:** Are you pursuing a degree? Yes [ ] No [ ]  
If yes, please indicate your degree program (e.g., associate, bachelor, etc.) **and** area of discipline (e.g., math, psychology, etc.)

**Additional Tuition Assistance:** Are you eligible for a Hope Scholarship, Hope Grant, or Pell Grant? Yes [ ] No [ ]

**List Requested Course(s):** The number of semester credit hours (maximum of eight) must be consistent with one's institutional work commitment.

Course	Course Title (e.g., Elementary Statistics)	Course Name / # (e.g., Math 1104)	Credit Hours	Class Days & Times (e.g., T & Th 1:30 – 2:45 pm)
1				
2				
3				

**Employee Certification:** My signature below certifies that the information provided is accurate and truthful. I understand that I must register for courses only during the employee registration period of the Teaching Institution I wish to attend. I also understand that I must receive a grade of "C" or better and provide a copy of my grade report to the TAP Coordinator of the Home Institution upon completion of the course(s). Finally, I certify that I have read and agree to abide by the policies and procedures of the TAP Program.

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**IMMEDIATE SUPERVISOR'S APPROVAL**

[ ] **I approve** this request and certify that the employee's participation will not adversely affect departmental services nor cause undo hardship for other employees. If I am allowing the employee to attend classes during the workday, attached is the alternate work arrangement.  
[ ] **I cannot approve** or certify the employee's request to attend classes because

\_\_\_\_\_  
**SUPERVISOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TAP COORDINATOR APPROVALS**

**HOME INSTITUTION TAP COORDINATOR APPROVAL:** Yes [ ] No [ ] If no, reason \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*(After approval by the Home Institution Tap Coordinator, this application must be forwarded to the Teaching Institution TAP Coordinator within 10 business days following the TAP application deadline).*

**TEACHING INSTITUTION TAP COORDINATOR APPROVAL:** Yes [ ] No [ ] If no, reason \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_