Middle Georgia State University Faculty Handbook

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Section 1: The University System of Georgia

1.01 The Board of Regents

The University System of Georgia's Board of Regents was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints members to the Board, who each serve seven years. Today the Board of Regents is composed of 19 members, five of whom are appointed from the state-at-large, and one from each of the 14 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System. The Board oversees 30 colleges and universities: 4 research universities, 4 comprehensive universities, 10 state universities, and 12 state colleges. The Board also has oversight of the Georgia Archives and the Georgia Public Library System.

1.02 List of System Institutions

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<th>Research Universities</th>
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<td>Georgia Regents University</td>
<td>Valdosta State University</td>
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<td>South Georgia State College</td>
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1.03 Office of the Chancellor

The mission of the Chancellor’s Office is to serve the University System of Georgia, its Board of Regents and thirty institutions, the State of Georgia, and other constituencies by providing leadership in higher education and stewardship of state and University System resources.
• The Chancellor’s Office will promote a statewide perspective on higher education that attends to the current and developing needs of the State, its citizens and students, and relates them effectively to the University System and its institutions.
• The Chancellor’s Office will support the Board of Regents in furthering and achieving its vision for the University System by providing leadership in analyzing, monitoring, and anticipating higher education trends and developments, and by planning strategically for the future of the University System.

1.04 BOR Organizational Chart

1.05 Strategic Plan and Public Agenda

Section 2: Middle Georgia State University

2.01 History of Middle Georgia State University

On January 8, 2013, Middle Georgia State College was formed when the Board of Regents approved the consolidation of Macon State College and Middle Georgia College. University Chancellor Hank Huckaby announced the consolidation plan for these and six other USG-system institutions in September 2012, and the Southern Association of Colleges and Schools Commission on Colleges approved its prospectus in December 2012. The consolidation would enable the USG system to better use financial and academic resources and to expand the scope of academic programming to area students. Dr. John Black was appointed interim president. Dr. Christopher Blake was inaugurated as the institution’s first president October 2014. On March 18, 2015, the Board of Regents approved a change in the institutional name from a state college to a state university as well as a revision of its mission statement to reflect that of an institution in the state university sector.

History of Middle Georgia College

Middle Georgia College was established on October 20, 1884, as the College of the New Ebenezer Association. The association was composed largely of Baptist churches in Pulaski, Dodge, Laurens, and Telfair counties. Instruction began on January 10, 1887, with approximately 100 students, most of who were from the Middle Georgia area.

During the early period, the institution was divided into preparatory and collegiate departments. The catalog of 1887 says its curriculum’s purpose was "to prepare pupils for business or for the Junior Class in Universities. This includes Latin, Greek, Mathematics, Natural Science and several modern languages, with English studies and Music."

On August 21, 1917, an agricultural and mechanical school for the Twelfth Congressional District was established on the same campus. This school was chartered as one of the branches of the Georgia State College of Agriculture and Mechanical Arts, a department of the University of Georgia.
The Middle Georgia Agricultural and Mechanical Junior College was established in 1919. This, too, was a branch of the University of Georgia. The name was changed to Middle Georgia College, and its operation was placed under a board of nine trustees in 1929.

Middle Georgia College was placed under the Board of Regents of the University System of Georgia on August 27, 1931. The Dublin Center was located in Dublin in 1984. In 2007, the Georgia Aviation Technical College in Eastman was merged with Middle Georgia College. In 2006, the Board of Regents authorized Middle Georgia to begin offering select baccalaureate degrees.

By 2012, Middle Georgia offered 6 four-year degrees and more than 40 majors and transfer programs. The school operated the Georgia Academy of Aviation, Mathematics, Engineering and Science (GAMES), a residential joint enrollment program to allow students to earn a high school diploma and associate’s degree simultaneously. It sponsored intercollegiate athletic teams in six sports. Middle Georgia College’s fall 2012 enrollment was 3,104 students.

**History of Macon State College**

Macon State College began in 1965, when the University System of Georgia’s Board of Regents passed a resolution to create a public two-year college to serve Bibb, Houston, Peach, Crawford, Monroe, Jones and Twiggs counties. The voters of Bibb County approved a bond issue to fund the college, and 168 acres of wooded land were selected in West Macon. When it opened in fall 1968, Macon Junior College became the twenty-fifth institution in the University System of Georgia. Its charter class was 1,110 students, the largest enrollment ever for a new state college in Georgia.

In 1970, the Board of Regents directed Macon Junior College to serve civilian and military employees at Robins Air Force Base. The Robins Resident Center, located on the base, was then established.

In June 1987, the Board of Regents approved a name change to Macon College. In 1991, Macon College began serving Houston County and surrounding areas with the Warner Robins Center, located in the Advanced Technology Park.

The Regents expanded the mission of the College in 1996 to include technological and professional programs at the baccalaureate level, and the next year the institution was officially renamed Macon State College. The charter baccalaureate class graduated in May 1999 with degrees in Information Technology, Health Information Management, and Health Services Administration. The number of bachelor’s degrees the College offered grew steadily and drove dramatic enrollment increases.

In 2003, Macon State established the Warner Robins campus on Watson Boulevard. In 2007, the College underwent a major academic reorganization from divisions into schools, and in 2010, it became a residential college through the acquisition of the apartments now known as College Station.

By 2012, Macon State offered 18 bachelors degrees with 33 majors and concentrations. Between 1999 and 2012, it awarded more than 3,000 bachelors degrees to its students. Macon State College’s fall 2012 enrollment was 5,780 students.
2.02 Campuses and Teaching Sites

2.02.01 MACON CAMPUS
The 168-acre Macon Campus is located in western Bibb County near the intersection of US Highway 80 and Interstate 475. The switchboard may be reached at (478) 471-2700. A map of the Macon Campus can be found at http://www.mga.edu/about/docs/macon-map.pdf

2.02.02 COCHRAN CAMPUS
The 170-acre Cochran campus is located on the eastern edge of Cochran, Georgia. The main number is (478) 934-6621. A map of the Cochran Campus can be found at http://www.mga.edu/about/docs/cochran-map.pdf

2.02.03 WARNER ROBINS CAMPUS
The 27-acre Warner Robins Campus (WRC) is located in Warner Robins, Georgia, at the corner of University Boulevard and Watson Boulevard, across from City Hall and just a half-mile from the main gate at Robins Air Force Base. The main number is (478) 929-6700. A map of the Warner Robins campus can be found at http://www.mga.edu/about/docs/wrc-map.pdf

2.02.04 EASTMAN CAMPUS
The approximately 22-acre Eastman Campus is located 17 miles south of Cochran, Georgia, at the Eastman-Dodge County Airport at 71 Airport Road. The campus includes aircraft hangers, classrooms, a library, business operations space, and an aircraft terminal and tower. The main number is (478) 374-6980.

2.02.05 DUBLIN CAMPUS
The approximately 48-acre Dublin Campus is located in Dublin, Georgia, at 1900 Bellevue Road. The main number is (478) 275-6643. A map of the Dublin Campus can be found at http://www.mga.edu/about/docs/dublin-map.pdf

2.02.06 ROBINS RESIDENT CENTER
The Robins Residents Center (RRC) is located in Building 905 on the Robins Air Force Base in Warner Robins and may be reached at (478) 327-7307. Middle Georgia State University provides programs and courses for civilian and military employees at this facility.

2.03 Mission, Vision, and Core Values of Middle Georgia State University

2.03.01 Mission

Middle Georgia State University educates and graduates lifelong learners whose scholarship and careers enhance the region through professional leadership, innovative partnerships and community engagement.

2.03.02 Vision and Core Values
Middle Georgia State University faculty and staff transform individuals and their communities through extraordinary higher learning. This vision is shaped by four core values: Stewardship, Engagement, Adaptability, and Learning.

2.04 Strategic Planning

As prescribed by the Board of Regents, Middle Georgia State University has a strategic planning process that maintains a current strategic plan in which priorities are defined and through which the institution’s mission is carried out in accordance with the strategic directions and guiding principles established by the Board of Regents. The faculty and staff shall be involved in developing the planning process and shall be included in the structure by which the plan is implemented (BoR Policy Manual 2.9).

2.05 Accreditation

Middle Georgia State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Middle Georgia State University.

The B.S. in Information Technology is accredited by ABET, 111 Market Place, Ste.1050, Baltimore, Maryland 21202-4012. Phone number- (410) 347-7700.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, [404] 975-5000) and approved by the Georgia Board of Nursing.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (301) 652-AOTA.

The Respiratory Therapy Associate of Science Program is accredited by the Commission on Accreditation of Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas 76021-4244. Phone number-(817) 283-2835.

The School of Education and authorized degree programs are accredited through the Georgia Professional Standards Commission (200 Piedmont Avenue, Suite 1702, Atlanta, Georgia 30334-9032, [404] 232-2500) and the Council for the Accreditation of Educator Preparation (2010 Massachusetts Avenue NW, Suite 500, Washington, DC 20036, [202] 466-7496).
2.06 Affirmative Action/Equal Opportunity

2.06.01 EQUAL EMPLOYMENT OPPORTUNITY

Section 802.01 Equal Employment Opportunity of Board of Regents policy states the following:

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 University System. (BR Minutes, 1969-70, p. 154; 1979-80, p. 15; October 2008).

Middle Georgia State University is an Affirmative Action/Equal Educational and Employment Opportunity institution and adheres to the policy of the Board of Regents stated above. Factors of race, national origin, color, sex, age, religion, disability, or handicap are not considered in the admission or treatment of students or in employment, in accordance with Federal and State laws and regulations. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title IX and Section 504 of the Rehabilitation Act of 1973.

2.06.02 POLICY STATEMENT ON FACULTY DISABILITY ACCOMMODATION

In order to provide equal employment opportunity to all qualified individuals and in compliance with the 1990 Americans with Disabilities Act (ADA), Public Law 101-3361, it is the policy of Middle Georgia State University to afford reasonable accommodations as spelled out under ADA.

In sum, Middle Georgia State University does not discriminate on the basis of disability in admission or access to employment, programs, or activities. ADA guarantees individuals with disabilities equal opportunity in the areas of public accommodations, employment, transportation, state and local government services, and telecommunications.

An individual requiring a modified work environment as the result of a temporary or permanent disability is encouraged to arrange reasonable accommodations on an informal basis. This is normally sought through the individual’s immediate supervisor, who then shall follow standard procedures in meeting the request. If informal means prove insufficient, a formal request in writing may be made to the Executive Vice President. The formal request may be made with the assistance of the Affirmative Action Officer.

The institution shall consider all relevant information on any formal request. Relevant information includes, but is not limited to, verification of the disability, determination of the essential functions of the job, consultation with reasonable accommodation specialists or similar functionaries, consultation with campus budget and purchasing specialists, and (with the employee’s written permission) consultation with medical or rehabilitation specialists who may be working with the individual. The employee shall bear the initial cost of medical verification, which may be covered by medical
insurance. If the University requests a second opinion from a medical or rehabilitation professional, the University shall bear the cost.

The employee shall be informed in writing of the University’s initial decision to honor or deny the request within twenty working days of the receipt of all relevant information necessary for a formal request. If the twenty-working-day limit cannot be met, the University shall confer with the employee to agree upon a reasonable time limit. When an accommodation request is denied, the University shall inform the employee of the appropriate appeals process. Appeals of request denials shall follow standard appeals procedures.

2.07 Organizational Chart and Officers of the University

The Administrative Officers, except the President, shall be appointed by the President and hold office at the pleasure of the President, under whose jurisdiction they serve. The Administrative officers have no right of tenure in the administrative offices that they hold. All official business between personnel at Middle Georgia State University (MGA) and the Chancellor's office shall be conducted through the presented organizational structure of MGA. The current Organizational Chart of Middle Georgia State University is located at http://www.mga.edu/about/organization.aspx.

The President

The president of each USG institution shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution. The president shall be responsible to the Chancellor for the operation and management of the institution, and for the execution of all directives of the Board and the Chancellor. The president’s discretionary powers shall be broad enough to enable him/her to discharge these responsibilities (BoR Minutes, 1972-74, pp. 69-71; 1977-78, pp. 167-168; April, 2007, pp. 76-77).

The president shall be responsible for the initial appointment of faculty members and administrative employees of each institution, the salary and all promotions of each, and be authorized to make all reappointments of faculty members and administrative employees, except as otherwise specified in this Policy Manual.

The president has the right and authority to grant leaves of absence for up to one (1) year for members of the faculty for study at other institutions or for such reasons as the president may deem proper.

He/she shall make such reports as required from time to time to the Board, through the Chancellor or his/her designee, of the condition of the institution under his/her leadership (BoR 2.5.3 Personnel Policies and BoR Minutes, February 2007; November 2013).

Provost

The Provost shall:

- be responsible directly to the President,
• serve as the second officer of the institution,
• be the chief academic officer of the institution,
• be responsible for all operations related to instructional programs, educational policy, academic planning, academic resources, institutional assessment, institutional accreditation,
• ensure quality of instruction and scholarship, administer and monitor procedures and criteria for faculty appointments, promotion and tenure decisions,
• be a member of the President's Cabinet, the Academic Assembly, and an ex-officio member of the Faculty Senate.

In the absence of the President, he or she shall act as the chief executive officer of the institution.

**Executive Vice President**

The Executive Vice President shall:
• be responsible directly to the President,
• oversee financial affairs and core administrative operations of the institution,
• have custody and control of all funds and securities of the institution and all of its assets, including physical property,
• be the fiscal adviser to the President.
• be a member of the President’s Cabinet and the Academic Assembly.

In the absence of the President and the Provost he or she shall act as the chief executive officer of the institution.

**Vice President for Student Affairs**

The Vice President for Student Affairs shall:
• be responsible directly to the President,
• comprehensive range of services, policies and procedures related to student affairs programming, planning and strategically-related functions.
• Be responsible for developing programs, services and policies that enhance the quality of the MGA student experience through career services; residential life; student life; services to students and employees with disabilities; student conduct and ethical development; student health and psychological counseling; student leadership development; student recreation and fitness.
• be a member of the President’s Cabinet and the Academic Assembly.

**Vice President for Enrollment Management**

The Vice President for Enrollment Management shall:
• be responsible directly to the President,
• be responsible for enrollment management functions provided through the offices of Admissions, Financial Aid, and Registrar,
• be a member of the President’s Cabinet and the Academic Assembly.

**Vice President University Advancement and Executive Director of the Middle Georgia State University Foundation**
The Vice President for University Advancement and Executive Director of the Middle Georgia State University Foundation shall:

- be responsible directly to the President,
- development, alumni, marketing and communications operations,
- be a member of the President’s Cabinet.

2.08 Academic Units

The Corps of Instruction is organized for administrative purposes into instructional colleges, schools and departments. Colleges and schools are administered by a dean, who reports directly to the Provost. A department is administered by a chair, who reports directly to the Academic Dean. Schools may also be organized with Program Directors / Coordinators in lieu of Department Chairs. Responsibilities of Program Chairs and Coordinators are limited to curriculum and academic advising responsibilities. They report directly to the unit’s Academic Dean. MGA is composed of one college and five schools.

2.08.01 COLLEGE OF ARTS AND SCIENCES

2.08.02 SCHOOL OF AVIATION

2.08.03 SCHOOL OF BUSINESS

2.08.04 SCHOOL OF EDUCATION

2.08.05 SCHOOL OF HEALTH SCIENCES

2.08.06 SCHOOL OF INFORMATION TECHNOLOGY

2.08.07 RESPONSIBILITIES OF ACADEMIC DEAN

The Dean of a College or School coordinates and supervises the activities of the various disciplines within the school, working directly with the chairs and faculty. He or she shall serve a twelve-month contract and shall make recommendations to the Provost for implementing, updating, and improving the curriculum within the academic unit. He or she is responsible for providing leadership in the areas of faculty in-service training, scholarship, educational experiences, professional service to the community, academic advising, and faculty recruitment for the school. The dean shall otherwise serve as the administrative head of the academic unit and shall make appropriate recommendations to the Provost regarding courses, faculty assignments, an annual school budget, an annual report, annual evaluation of faculty performance, and other school activities.

The Academic Dean shall perform the following specific duties:
• Ensure that all faculty members and academic units within the College / School adhere to all University System of Georgia Board of Regents, Middle Georgia State University, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies and procedures.

• Coordinate and supervise the activities of the various disciplines within the unit. They shall work with the Department Chairs, the Program Directors, the Program Coordinator and the faculty within the unit.

• Recommend to the Provost measures for implementing, updating, and improving the curriculum within the school or division. In this regard, they shall be responsible for leadership in the areas of faculty professional development; scholarship; teaching excellence; professional service to the community; academic advising, retention, progression, and graduation; and faculty recruitment for the school or department; they shall be expected to make recommendations concerning new positions, replacements, promotions, and leaves of absence.

• Recommend to the Provost the courses to be taught and the faculty assignments within their academic unit each semester.

• Prepare an annual budget for the operation of their academic unit and control the expenditure of funds allocated to that unit in accordance with the policies of the institution. In this connection, they shall process all requisitions for equipment or supplies for the academic unit and shall approve all requests for use of school funds for travel.

• Prepare and submit an annual report of the activities to include assessment of the academic unit to the Provost.

• Exercise responsibility for administering all policies of the institution applicable to the personnel under their supervision and for the observance of all policies of the institution by the personnel in the academic unit.

• Exercise responsibility for the effectiveness of academic advising and of assessment, retention, progression, and graduation within the academic unit.

• Oversee the performance evaluation of each faculty member on an annual basis and report the outcome of that evaluation to the Provost.

• Provide orientation and supervision of part-time faculty.

• With the assistance of the Associate Dean, Assistant Dean, Department Chair, or Program Director coordinate with individual faculty members a program of professional development to include effective teaching, scholarship, and professional service to both the institution and the community.

• Plan, direct, and assess academic unit initiatives and activities in support of student success.

• Cooperate both internally and externally to promote the welfare of Middle Georgia State University.

2.08.08 RESPONSIBILITIES OF ASSOCIATE and ASSISTANT DEANS

The Associate or Assistant Dean is appointed by and serves at the pleasure of the President, upon the
recommendation of the Dean of the Academic Unit and the Provost. He or she shall serve a twelve month contract. He or she shall be a member of the faculty of a discipline with appropriate faculty rank, eligible for tenure as a member of the faculty, and responsible directly to the Dean of the Academic Unit. He or she shall assist the Dean of the Academic Unit in matters related to curriculum, the evaluation, recruitment, and appointment of faculty, and other matters as directed by the dean in the administration of the Academic Unit.

The Associate and the Assistant Dean are expected to teach each year to justify the assignment of faculty rank and to earn tenure as a member of the Corps of Instruction unless granted reassigned time by the Provost to include responsibilities such as program accreditation, new program development and implementation, or other defined purposes. The Associate or the Assistant Dean will cooperate both internally and externally to promote the welfare of Middle Georgia State University.

2.08.09 RESPONSIBILITIES OF DEPARTMENT CHAIRS, PROGRAM DIRECTORS, PROGRAM COORDINATORS

Department Chairs, Program Directors, and Program Coordinators are appointed by and serve at the pleasure of the President, upon the recommendation of the Dean of the Academic Unit and the Provost. They provide leadership within a school as defined by the Dean of the Academic Unit and serve a ten-to-twelve-month contract. Department Chairs, Program Directors, and Program Coordinators shall be a teaching member of the faculty of a discipline with appropriate faculty rank, eligible for tenure as a member of the faculty, and responsible to the Dean of the Academic Unit.

Duties of the Department Chairs, Program Directors, and Program Coordinators may include personnel responsibilities, curriculum responsibilities, or both. Specific duties include, but are not limited to, the following:

- Ensuring that all faculty members within the unit adhere to all University System of Georgia Board of Regents, Middle Georgia State University, and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies and procedures.

- Assisting the Dean and/or Associate or Assistant Dean in the development and maintenance of curriculum and courses representative of the discipline and supportive of the educational objectives of the institution.

- Assisting the Dean and/or Associate or Assistant Dean in evaluating, recruiting, and recommending the appointment of faculty of the necessary quality to support the courses and curricula of the discipline in accordance with the standards of the institution.

- Assisting the Dean and/or Associate or Assistant Dean in orienting the faculty and regularly reviewing with them the objectives of the courses they teach; the general aptitude and achievement characteristics of their students; the methods and standards by which student performance is measured; and all policies of the institution which are designed to guide the student, the faculty, and the administration in their evaluation of the progress of the student and the educational system to which all are committed.

- Promoting and assessing effective teaching, scholarship, professional development, and professional service to the institution and the community among the faculty of the Academic Unit.
• Planning, directing, and assessing school initiatives and activities in support of student success in the Academic Unit.

• Assisting the Dean and/or Associate or Assistant Dean in recommending the courses to be taught by the faculty each semester and in assigning to the faculty the courses they are to teach.

• Administering all policies of the institution applicable to the personnel under their supervision and be responsible for the observance of all policies of the institution by any personnel under their supervision.

• Assisting the Dean and/or Associate or Assistant Dean in the evaluation of faculty under their supervision, in the preparation of the annual reports and budgets for the school, and in the maintenance of an effective advising program for students.

• Cooperating both internally and externally to promote the welfare of Middle Georgia State University.

2.08.10 RESPONSIBILITIES OF THE CORPS OF INSTRUCTION

The established vision, mission, and programs of Middle Georgia State University require the best teaching-learning experiences for students. The accomplishment of this goal is dependent on the effective functioning of the individual members of the Corps of Instruction both singularly and in groups. The Corps of Instruction includes full time tenure track and tenured faculty and full time lecturers and instructors.

Each member of the Corps of Instruction shall carry out the following duties in a professional, ethical, and collegial manner [MGA Faculty Handbook Section 6.23]

• Contribute to a learning community of student success based on the dignity and worth of each individual.

• Provide effective teaching-learning experiences.

• Be available to the students for the purpose of conferring and assisting with academic and other matters.

• Work consistently to further scholarship. Scholarship is broadly defined as the systematic process of the discovery, integration, or application of knowledge and the communication thereof. It includes, but is not limited to, engaging in research projects pertaining to the evaluation of teaching, writing scholarly articles and books, conducting institutional research, delivering papers at professional conferences, applying theory to practice, and creating new instructional paradigms.

• Engage in professional development. Professional development is defined as engaging in those activities, which enhance professional knowledge and expertise. It includes such activities as continuing formal graduate study; attending lectures, workshops, seminars, and institutes; exhibiting involvement in work experiences relating to one’s discipline; and reading and studying material relating to that discipline.

• Participate in the student advisement process.
• Cooperate fully with colleagues in accomplishing the total work of the institution, including participating in institutional, College /School, Department, and Academic Assembly meetings and participating in institutional, College / School, Department, and other assigned committee meetings.

• Cooperate in the timely completion of studies, reports, and records required by the Registrar, Provost, the Southern Association of Colleges and Schools Commission on Colleges, the Board of Regents, and the University administration.

• Make a creative contribution to MGA and the community through professional service. Professional service is the contribution of an individual's professional expertise to the enhancement of the institutional community, the professional community, and the community at large.

• Be responsible for enforcement of Middle Georgia State University rules and regulations.

• Adhere to all USG and Middle Georgia State University policies and procedures.

• Cooperate both internally and externally to promote the welfare of Middle Georgia State University.

2.09 Special Programs and Services

2.09.01 CONTINUING EDUCATION

Continuing Education services provide the public with personal enrichment workshops and short-term courses for which continuing education credits may be awarded. Through this service, the University also provides facilities and administrative services which enable statewide organizations and other units of the University System of Georgia to host seminars and meetings. Private dining facilities for campus groups are also available and may be reserved through the Continuing Education Office at (478) 471-2770.

2.09.02 THE CENTER FOR ECONOMIC ANALYSIS

The primary mission of the Center for Economic Analysis (CEA) is to provide applied research and program development to local businesses, governments and other interested parties in our sphere of influence. The CEA may be contacted at (478) 757-2639.

2.09.03 MIDDLE GEORGIA STATE UNIVERSITY FOUNDATION, INC.

The Middle Georgia State University Foundation oversees the University’s philanthropic assets and activities. Gifts to the Foundation are used to increase scholarships and opportunities for deserving and diverse students; to promote excellence and achievement among faculty; to bolster public engagement to complement our academic strengths; and to strengthen our people, programs, and facilities to support and promote academic success. The Foundation is governed by a volunteer board of trustees comprised of community leaders who raise funds and advocate for the University and ensure responsible, effective stewardship of contributions.
2.09.04 THE GEORGIA ACADEMY OF ARTS, MATHEMATICS, ENGINEERING, AND
SCIENCES

The Georgia Academy of Arts, Mathematics, Engineering and Sciences, located on the Cochran
campus, was established in fall 1997 in response to national and state concerns about anticipated
shortages of students sufficiently prepared in areas of mathematics and science. The purpose of the
Academy is to provide an academically enriched residential environment for top-performing high
school juniors and seniors seeking to enhance and accelerate their education by simultaneously
earning their high school diploma and associate degree.
Section 3: Faculty Governance

3.01 Introduction

The Board of Regents has jurisdiction over all units of the University System of Georgia. The Board of Regents is composed of one member from each congressional district of the State and five additional members from the State at large, who are appointed by the Governor and confirmed by the Senate. The term of each member is seven years. The Governor cannot be a member of the Board. The Chancellor, who is appointed by the Board of Regents and responsible directly to it, is the chief administrative officer of the University System. The Chancellor makes all needed inspections and surveys of institutions in the System and reports those findings to the Board. The Chancellor is to keep the Board fully informed of the standards of scholarship, the fiscal integrity, and the administrative efficiency maintained at each institution in the System.

In accordance with the policies established by the Board of Regents, the governance of Middle Georgia State University has been designed to include a system of committees and boards to ensure maximum input and involvement by the entire MGA community in the decision-making process. They are the Academic Assembly, Faculty Senate, Standing Committees of the Faculty Senate, Boards of the Faculty Senate, Ad Hoc Committees of the Academic Assembly and the Faculty Senate, the President’s Cabinet, and the Student Government Association. Further, there is a well-defined administrative organization designed to assign authority and responsibility for the supervision and implementation of the work of the University. The Academic Assembly, the Faculty Senate, the President’s Cabinet, and the Student Government Association all meet on a regularly scheduled basis. The Standing Committees, the boards, and the Ad Hoc Committees meet at intervals determined by the individual committees or boards and the responsibilities assigned to them.

3.02 Academic Assembly, Faculty Senate, Committees, and Boards

3.02.01 THE ACADEMIC ASSEMBLY

The general purpose of the Assembly is to hear summary reports from the officers of the institution. The Academic Assembly shall also vote on limited types of recommendations. See the Bylaws of the Academic Assembly (3.02.02), the Bylaws of the Faculty Senate (3.02.04), and the Senate Rules of Process (Appendix 1).

The Voting Membership of the Assembly is composed of the President of MGA, the Provost, the Executive Vice president, the Vice-Provost, all Vice Presidents, the officers of MGA, the Associate Provost, Assistant Provost, all Associate Vice Presidents, all Assistant Vice Presidents, the Registrar, the Corps of Instruction of MGA, including all campus Directors, all Academic Deans, Associate Deans, Assistant Deans, Chairs, and all Directors and administrative staff of MGA holding ex-officio faculty status. The President of MGA, with the assistance of the Provost, serves as Chair of the Academic Assembly, and presides over its meetings. See the Bylaws of the Academic Assembly (3.02.02), the Bylaws of the Faculty Senate (3.02.04), and the Senate Rules of Process.
3.02.02 BYLAWS OF THE ACADEMIC ASSEMBLY

3.02.02.1 Duties and Responsibilities

A. The general purpose of the Academic Assembly is for members of MGA to hear summary reports from the officers of the University.

B. The Assembly shall hear reports from the President of MGA (President) on the well-being of MGA; its Academic Initiatives; its Budgetary Standing; its Foundation; its Faculty; its Staff; its Students; its Alumni; its Organizational Structure; and its Status in the Community.

C. The Assembly shall hear, as needed, summary reports of recommendations to the President MGA on rules and regulations for the governance of the faculty and the students, including but not limited to admissions, dismissal, conduct, scholarship, classes, courses of study, requirements for graduation, and student organizations and activities as necessary for the maintenance of high educational standards and an effective academic institution.

D. The Assembly shall hear, as needed, reports from the officers of MGA, the Faculty Chair of the Senate, and the President of the Student Government Association. The Faculty Chair of the Senate or designee presents a detailed summary of Senate actions.

E. The Assembly shall vote only on limited types of recommendations

   a. Only the Assembly shall vote to approve the List of Graduates
   b. Only the Assembly shall vote to approve its Officers.
   c. Only the Assembly shall retain the right of a Called Vote. When a Senate item is to be reported on at a Regular Meeting of the Assembly and when ten percent of the Assembly petitions for a Called Vote of all members of the Assembly on this Senate item, this vote, if the petition is successful, constitutes a Called Vote. [See Senate Rules of Process (Rules) for details.]

F. As a principle, and in accordance with the Rules, the members of the Assembly may engage in dialogue on any matter pertaining to the well-being and to the effective functioning of MGA. Any individual member of Assembly shall be heard at Assembly if such comment follows the Rules.

G. In accordance with the Policies of the Board of Regents of the University System of Georgia, communication between the Assembly and the Chancellor and the Board of Regents shall be through the President.

H. Since the Assembly has no independent legal status, it may not enter into contractual agreements with any person, groups, or entity.

3.02.02.2 Membership of the Assembly

A. The Voting Membership of the Assembly shall be the President of the University; the
3.02.0 The Office of the President shall provide an exact list and number of the Voting Membership of the Assembly no later than ten working days before the second Regular meeting. For the purpose of voting, ex officio members of the Assembly are voting members.

C. Only the members of the Assembly named above in A and then listed as Voting Members, as defined in B, may vote on matters before the Assembly.

D. Non-members of the Assembly are welcome to attend meetings of the Assembly. Any comment from Non-members must be in the general comment or new business portion of the agenda. [See Rules.]

3.02.02.3 Officers of the Assembly

A. The Officers of the Assembly shall be the Chair, the Vice Chair, the Secretary, and the Parliamentarian. With the assistance of the Provost, the President of MGA shall serve as the Chair of the Assembly and shall preside. The Provost will designate a member of the Administrative staff to serve as the Secretary of the Assembly. The Faculty Vice Chair of the Assembly and the Parliamentarian of the Assembly shall be elected from the faculty membership of the Assembly.

a. The Chair of the Assembly shall serve as the presiding officer of the Assembly; shall call and prepare an agenda for all meetings of the Assembly; shall submit such agendas to each member of the Assembly in accordance with these Bylaws; and shall take action on items approved by the Assembly.

b. In the absence of the Chair of the Assembly and in coordination with the Provost, the Faculty Vice Chair of the Assembly shall serve as the presiding officer of the Assembly. [See Rules on Emergency Meetings, Special Meetings, and Called Votes].

c. The Secretary of the Assembly shall be the recording secretary; shall keep accurate records of all meetings and actions of the Assembly; shall complete and forward a copy of the minutes to each member of the Assembly no more than ten business days following a meeting of the Assembly; and shall forward to the President of MGA the actions taken by the Assembly.

d. The Parliamentarian of the Assembly shall adjudicate questions of procedure during meetings of the Assembly.

B. The election of the Vice Chair and the Parliamentarian of the Assembly shall be held during the first meeting of the Assembly of the academic year.

C. A nominating committee of five returning members of the Assembly shall be appointed by the President of MGA to place in nomination two names each for Faculty Vice Chair and
Parliamentarian of the Assembly. Additional nominations may be made from the floor by any member of the Assembly.

D. The election of Faculty Vice Chair and Parliamentarian of the Assembly shall be conducted by a secret ballot. The ballots shall be prepared by the President of MGA. The presiding officer of the Assembly shall appoint four tellers to collect and count the ballots and immediately report the vote. In the event that no candidate receives a majority of the votes cast, a run-off election shall be conducted by secret ballot between the two candidates who received the highest numbers of votes.

E. The Faculty Vice Chair of the Assembly shall serve for no more than three consecutive one-year terms; the Parliamentarian of the Assembly shall serve for no more than three consecutive one-year terms. These terms shall run until their successors are duly elected and qualify to serve, which occurs when the President notifies the Assembly of voting results within five days of the vote. If an officer cannot complete a term, a nominating committee appointed by the President shall send three names to the Assembly for a vote. Although Electronic Votes are normally not allowed, for this situation the vote for a replacement may be electronic. Such votes shall be completed within five business days of when nominees are sent to Voting Members of the Assembly. [See Rules on Electronic Votes]. No member of the Assembly may hold more than one Assembly office at one time.

3.02.02.4 Meetings and Procedures of the Assembly

A. The first meeting of the Assembly each academic year shall be held during Fall Faculty Convocation and shall be for the sole purpose of organization and election of the Officers of the Assembly.

B. Regular Meetings shall be called by the Chair of the Assembly at least once each semester. An agenda for a regular meeting of the Assembly shall be distributed to each member of the Assembly no less than ten business days prior to that meeting. Items presented for a vote must be made available to members of the Assembly no less than five business days prior to a meeting of the Assembly.

C. Special Meetings may be called by the Chair of the Assembly with at least ten business days written notice stating the date, time, place, and purpose of the Special meeting. An agenda for a Special Meeting shall be prepared and made available as in B.

D. As set forth by the Rules, Emergency Meetings of the Assembly shall be called by the Chair of the Assembly or, in the Chair’s absence, by the Faculty Vice Chair of the Assembly, no less than four hours prior to the meeting. Emergency Meetings of the Assembly are rare, and only matters requiring immediate action by the Assembly for the welfare of MGA or a part thereof shall be considered as constituting an emergency. Only items stated in the call of an Emergency Meeting shall be considered by the Assembly at that meeting, with this “call” serving as its agenda.

E. A majority of the membership of the Assembly shall constitute a quorum.
F. The order of business of a regular meeting of the Assembly shall be as follows:

1. Quorum Call
2. Approval of the Minutes
3. Unfinished business
4. Report from the Senate
5. Called Vote (as allowed by the Rules)
6. Report from the President
7. Reports from the Officers of the University
8. As set forth in the Rules, other Reports, Petitions, Communications, and Announcements.

G. All meetings of the Assembly shall be conducted in accordance with Robert’s Rules of Order, Newly Revised, these Bylaws, and such Rules of Process in the Faculty Handbook that pertain to Called Votes.

3.02.02.5 Ad Hoc Committees of the Assembly

The Assembly may create Ad Hoc Committees as deemed necessary by the President or by a representative of the President. Ad Hoc Committees shall not interfere with or circumvent the Standing Committees or Boards of the Senate. Normally, there are both semi-permanent ad hoc committees and those discontinued upon the completion of a temporary and particular task. Any employee of the University may serve on an Ad Hoc Committee, and alums and community members might also serve under special circumstances. At the time of its creation, any Ad Hoc Committee shall be registered with the Executive Committee of the Senate and the Secretary of the Assembly and shall be reviewed by EC as to its membership, its work, its formal recommendations, its minutes, and its necessity. The minutes of Ad Hoc Committees shall be sent to the Secretary of the Assembly, the Executive Committee, and to the Provost. The Executive Committee may recommend to the President that an Ad Hoc Committee be discontinued or that an additional Ad Hoc Committee be created.

3.02.02.6 Amendments of these Bylaws

Any recommendation or motion to amend or rescind these Bylaws shall be referred to the Executive Committee of the Senate (EC). With approval by a majority vote of EC, the recommendation or motion shall be included on the agenda of the first regular meeting of the Senate. With approval by the Senate, the recommendation or motion shall be included on the agenda of the next regular meeting of the Assembly. A two-thirds majority of the Voting Members of the Assembly present is required to adopt a motion to amend or rescind these Bylaws. All recommendations for amendment are subject to the approval of the President, the Chancellor, and the Board of Regents.

3.02.03 THE FACULTY SENATE
The purpose of the Faculty Senate is to recommend to the President of the University rules and regulations for the governance of the University as may be proper for the maintenance of high educational standards, the well-being, and effective functioning of the University. It shall approve the curriculum and recommend to the President necessary policies and practices in support of the Mission of the University. The Faculty Senate's areas of jurisdiction are the academic program, teaching faculty, student affairs, student admission and retention, academic regulations, educational materials, and other related matters. The Senate shall consist of voting and non-voting members. For the purposes of the Senate and as a rule separate from assembly Bylaws, ex officio is defined here as non-voting.

3.02.04 BYLAWS OF THE FACULTY SENATE

3.02.04.1 Duties and Responsibilities

A. The MGA Senate shall recommend to the President of the MGA (President) rules and regulations for the governance of MGA, including but not limited to admissions, dismissal, conduct, scholarship, classes, courses of study, requirements for graduation, and student organizations and activities as may be proper for the maintenance of high educational standards. In accordance with the Policies of the Board of Regents of the University System of Georgia, communication between the Senate and the Chancellor and the Board of Regents shall be through the President of the institution. [BoR Policy Manual, 3.2.4, BoR Minutes, May 2010].

B. The MGA Senate shall provide such committees as may be deemed necessary and hear reports from the Officers of MGA, the Chairs of the committees of the MGA Senate, and the President of the Student Government Association.

C. As a principle, and in accordance with the Rules of Process (Rules) maintained in the Faculty Handbook, the members of the MGA Senate may engage in dialogue on any matter pertaining to the well-being and the effective functioning of MGA.

D. Since the MGA Senate has no independent legal status, it may not enter into contractual agreements with any person, groups, or entity. Only the President of the institution or his or her duly authorized designee has the authority to enter into contracts.

3.02.04.2 Membership of the Senate

A. The membership of the Faculty Senate is composed of the President of the University (ex officio); the Provost (ex officio); the President of the Student Government (ex officio); a main campus Librarian, and members of the full time faculty elected by their respective academic units, defined as a college/school or, if there are departments within the school, by the department. Each department or college/school, if a college/school does not have departments, will be represented by the ratio of one representative for every ten faculty members, rounded to the nearest whole number. For purposes of representation on the Faculty Senate and Standing Committees, departments of less than ten faculty members shall be grouped together within their college/school and represented by the ratio of one representative for every ten faculty members rounded to the nearest whole number.
Regardless of the number of faculty members, each of the following college/schools shall have one representative: College of Arts and Sciences, School of Business, School of Education, School of Health Sciences, School of Information Technology and School of Aviation.

B. Department Chairs are not eligible for election to the Senate by their departments. Assistant Chairs may be elected to the Senate by their departments.

C. Non-tenured members of the faculty may serve as Senators. A Senator may be a member or chair of a Standing Committee of the Senate, but there shall be no requirement that only Senators serve on Standing Committees. All members of the Senate are expected to attend all meetings, and attendance shall be taken.

D. Only the elected members of the Senate shall vote on matters before it. Non- members of the Senate who serve on the Standing Committees, or who are administrative staff of the University, or who are members of the part-time faculty of the University are welcome to attend Senate meetings; such attendees shall conduct themselves as determined by the Rules, but they shall not vote.

E. Voting members of the Senate shall serve through June 30 of the final year of their elected term, except as determined by the Executive Committee of the Senate, acting in accordance with the Rules, in such common situations as retirement, illness, promotion, dismissal, resignation, or any other organizational changes. Members of the MGA Faculty Senate will be elected in the spring to two-year terms, which will commence on July 01 immediately following the spring election and will last until June 30 following the next spring election (i.e., two years hence). There will be no limits on the number of terms a senator may serve.

F. The Senate shall have the authority to provide for all procedures needed to implement the transition from the governance structure defined in this document to the governance structure in place after June 30 of each academic year. Because a review of the Bylaws of the Middle Georgia State University Faculty Senate Bylaws will take place as the Senate is organized and begins its work, the Senate will appoint a special Bylaws Sub-Committee to review its governance documents (Bylaws and Rules of Process) and make recommendations prior to June 30 of each academic year, for modification and adoption.

G. Each unit holds elections for Faculty Senate Representatives at the same time as elections for Executive Committee Representative and appointments to the Standing Committees.

Units in Standing Committee Group A will hold Faculty Senate Elections in even-year spring semesters (e.g. Spring 2016, Spring 2018, Spring 2020, etc.)

Units in Standing Committee Group B will have elections and appointments in odd-year spring semesters (e.g. Spring 2017, Spring 2019, Spring 2021, etc.) At-Large Senators and Library Representatives hold elections with Group B.

<table>
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<tr>
<th>Senator Breakdown by Unit and Group as of AY 2016</th>
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<td><strong>Unit</strong></td>
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<th>Course</th>
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<td>English</td>
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<tr>
<td>History/Political Science</td>
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<td>Mathematics</td>
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<td>Media, Culture &amp; the Arts</td>
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<tr>
<td>Natural Sciences</td>
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<tr>
<td>Psychology, Sociology, and Criminal Justice</td>
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<td>School of Aviation</td>
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<td>School of Business</td>
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<td>School of Information Technology</td>
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<td>Library</td>
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<td>At-Large (One from Each Campus)</td>
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**Group A: Senators (Elections during Even Spring Semester Years)**

**Group B: Senators (Elections during Odd Spring Semester Years)**

**H.** The Senate shall have the authority to provide for all procedures needed to implement the transition from the governance structure defined in this document to any governance structure in place at any time in the future. The MGA Senate may periodically appoint a special Bylaws Sub-Committee to review its governance documents (Bylaws and Rules of Process) and make recommendations to the Executive Committee to initiate changes to its governance documents.

**3.02.04.3 Officers of the Senate**

**A.** The Officers of the Senate shall be the Chair (the President of MGA); the Faculty Chair; the Faculty Vice-Chair; Recorder; and the Parliamentarian. The Faculty Chair, Faculty Vice-Chair, the Recorder, and Parliamentarian of the Senate shall be elected from the voting membership of the Senate. If the Faculty Chair cannot finish his/her term, the Faculty Vice-Chair will move into the Faculty Chair position and the MGA Senate will elect a new Faculty Vice-Chair.

1. The Faculty Chair of the Senate shall serve as the presiding officer of the Senate; shall call and prepare an agenda for all regular meetings of the Senate; and shall submit such agendas to each member of the Senate in accordance with these Bylaws.

2. The Faculty Chair of the Senate shall receive a one course release per semester of service.

3. The Provost, as determined by the Senate Chair (Middle Georgia State University President), may serve as the Chair’s representative.

4. In the absence of the Senate Chair, the Faculty Chair shall serve as the presiding officer of the Senate and may call Emergency Meetings or Special Meetings of the Senate.

5. The Recorder shall be the recording secretary of the Senate; shall keep accurate records of all meetings and actions of the Senate; shall forward a copy of the minutes to each member of the Senate and each member of the Academic Assembly no more than ten
business days following a Senate meeting, and shall forward to the President of MGA the actions taken by the Senate which must be implemented.

6. The Parliamentarian of the Senate shall adjudicate questions of procedure during meetings.

B. In accordance with the Rules, the election of the Faculty Chair, the Faculty Vice-Chair, the Parliamentarian, and the Recorder of the Senate will occur in the spring semester. In years where there are senate elections, this election will occur after senate elections. Officers will serve one-year terms, which will commence on July 01 immediately following the spring election and will last until June 30 of the following year. There will be no limits on the number of terms a senator may serve as an officer of the senate.

C. Nominations for officers of the Senate will come from the elected Senators. The process will be as follows: names for Faculty Chair, Faculty Vice-Chair, Recorder, and Parliamentarian of the Senate will be listed. Only tenured faculty members shall serve in the position of Faculty Chair and Faculty Vice-Chair [See Rules for electing officers of the Senate].

D. The election of Faculty Chair, Faculty Vice-Chair, Recorder, and Parliamentarian of the Senate shall be conducted by a secret ballot. The ballots shall be prepared by the Faculty Senate Parliamentarian. The presiding officer of the Senate shall appoint three tellers to collect the ballots, count the ballots; and to immediately report the vote. In the event that no candidate receives a majority of the votes cast, a run-off election shall be conducted by secret ballot between the two candidates who received the highest number of votes.

E. No member of the Senate may hold more than one Senate office at a time.

3.02.03.4 Meetings and Procedures of the Senate

A. Regular Meetings shall be called by the Chair of the Senate at least twice each semester. An agenda for a Regular Meeting of the Senate shall be distributed to each member of the Senate no less than ten business days prior to that meeting. Items presented for a vote must be made available to members of the Senate no less than five business days prior to a Senate meeting.

B. Special Meetings may be called by the Chair of the Senate with at least ten business days written notice stating the date, time, place, and purpose of the Special Meeting. [See Rules on Special and Emergency Meetings of the Senate.]

C. Emergency Meetings of the Senate shall be called by the Chair, or in the Chair’s absence, by the Faculty Chair of the Senate no less than four hours prior to the meeting. Only matters requiring immediate action by the Senate for the welfare of the institution or a part thereof shall be considered as constituting an emergency. Only items stated in the
call of an Emergency Meeting shall be considered by the Senate at that meeting. [See Rules on Special and Emergency Meetings of the Senate.]

D. A majority of the voting membership of the Senate shall constitute a quorum.

E. The order of business of a Regular Meeting of the Senate shall be as follows:

1. Quorum Call
2. Approval of the Minutes
3. Approval of the Agenda
4. Unfinished Business
5. New Business/Recommendations from the Standing Committees
6. Reports from the Officers of the University, as needed and/or scheduled
7. Other Reports, Petitions, Communications, and Announcements

F. All meetings of the Senate shall be conducted in accordance with Robert’s Rules of Order, Newly Revised, these Bylaws, and the Rules.

G. These Bylaws and the Senate Rules of Process are to be maintained in the Faculty Handbook and shall delineate other rules of courtesy and convention in Senate matters.

H. Committee members may come from any one of the five campuses and have varied work schedules, so the chair of a Standing Committee or Board of the Senate may hold “virtual” meetings. Technology options include conference calls, video conferencing, using tools such as Skype and Face Time, web conferencing, and the chat function in D2L. Votes may be taken in “virtual” meetings. (See Rules).

3.02.04.5 Standing Committees of the Senate

A. The President of MGA shall be an ex officio member of all MGA committees.

B. The Chairs of Standing Committees are faculty members elected from the committees themselves.

C. Other members of the Standing Committees of the Senate shall be taken from the membership of the Academic Assembly as shown on the Middle Georgia State University Academic Roster, the administrative staff, and the student body. The
committee members receive their appointment from the President of MGA based upon the recommendations of the Executive Committee of the Senate.

D. Student members on Standing Committees are recommended to the Executive Committee of the Senate by the Student Government Association through the Office of Student Affairs. Student members are appointed for a period of one year but may be re-appointed for a second year.

E. The Executive Committee will populate openings in the Standing Committees after MGA Faculty Senate elections in the spring semester.

F. Faculty members are appointed or elected until June 30 of the final year of their appointed term. Faculty appointments to Standing Committees will be for two- year terms. If a member is elected as Chair-elect of a Standing Committee during the last year of that member’s term, the member’s term is extended one additional year.

G. Starting in Spring 2016, in order to provide continuous leadership throughout the academic year and to avoid losing all experienced committee members every two years, the Executive Committee will stagger all Standing Committee appointments. Except for the PTPTR Committee, which has its own method for staggering appointments, all other Standing Committee elections and appointments will be carried out in reference to academic units. The University’s academic units will be divided into two groups to be determined by the AY 2016 Executive Committee. These groups’ Standing Committee elections and appointments will be staggered a year apart.

Example: Group A: English; History-Political Science; Mathematics; MCA; Natural Sciences; Psychology, Sociology, & Criminal Justice (Spring 2016, 2018, 2020, etc…)

(Group B: Aviation, Business, Education, Health Sciences, Information Technology Mathematics, Natural Sciences, Aviation, Health) (Spring 2017, 2019, 2021, etc …)

An academic unit can select a committee member out of cycle under the following conditions:

- A member leaves a committee before the last year of his or her term
- A member leaves at the end of an extended term, such as serving as chair
- When an academic unit is added to a group that does not hold elections in the same year that this academic unit joins the group

The term of a Standing Committee member that has been selected out of cycle ends at the beginning of the next cycle for that member’s academic unit.

H. The Senate may at any time, by majority vote, recommend the establishment or disbandment of a Standing Committee.
I. The Senate may establish Ad Hoc Committees of the Senate following the same guidelines for Ad Hoc Committees of the Assembly. Ad Hoc Committees shall not interfere with or circumvent Standing Committees of the Senate.

J. For all Standing Committees, with the exception of the Student Affairs Committee, the Academic Affairs Committee, and the Promotion, Tenure and Post-Tenure Review University Committee (See committee composition descriptions below), faculty representation shall consist of one representative from each department or department group, as identified in Article III.B., who shall serve as a member until June 30 of each academic year.

K. Vacancies of appointed members on a Standing Committee shall be filled by the President of MGA upon the recommendation of the Executive Committee of the Senate. Vacancies of elected members on the Executive Committee and the Promotion, Tenure, and Post-Tenure Review University Committee shall be filled by the procedure for election to serve on that committee as provided in these Bylaws. If no individual is eligible to be elected to fill a vacancy on a Standing Committee, the vacancy shall not be filled.

L. The procedures of a Standing Committee are as follows:

1. The first meeting of the committee shall be called by its Chair or by the Chair of the Executive Committee if the Committee has no Chair. At its first meeting, the committee shall elect a Chair-Elect, a Recorder, and a Chair if it has no Chair.

2. The Chair of the committee shall call and determine the agenda of all meetings of the committee and report and forward to each member of the Senate and the Assembly all recommendations to the Senate.

3. The Chair-Elect of the committee shall assist the Chair of the committee until June 30 of each academic year.

4. The Recorder of the committee shall keep accurate records of all meetings of the committee and provide those to the Chair of the committee. The Chair of the committee is responsible for ensuring that a record of all actions of the committee and recommendations to the Senate are filed with the Office of the Provost, posted on the University web site, and stored in a permanent file.

5. Recommendations of the committees to the Senate shall be forwarded by the Chair of the committee to the Faculty Chair of the Senate no less than fifteen business days prior to a meeting of the MGA Senate at which time such recommendations are items on its agenda. A motion to suspend this rule must be adopted by the Senate for it to consider such recommendations without such notice.
6. In accordance with the Rules, a Standing Committee shall acknowledge all recommendations formally referred to it by a member of the Assembly and report at each regular meeting of the Senate the status of any such recommendations not yet acted upon by the committee. A member of the Assembly who formally refers a recommendation to the appropriate Standing Committee may take such a recommendation to the Senate if the committee fails to take some action within ninety days of the referral.

7. All meetings of the Standing Committees shall be conducted in accordance with Robert’s Rules of Order, Newly Revised, and these Bylaws.

M. The Standing Committees of the Senate are as follows:

1. Executive Committee of the Senate

   a. Membership: The Executive Committee shall consist of one faculty representative from each college/school/department (delineated in 3.02.03 above), and the Provost (ex-officio).

   b. The Executive Committee Chair shall receive a one course release for each semester of service.

   c. Election: Colleges/Schools shall elect representatives of the Executive Committee during spring semester. Except to break ties, the Chair of the Executive Committee does not normally vote; because the Chair’s college/school must be represented by a Voting Member, that college/school shall elect a second member as a Voting Member during the spring election. Each College/School will determine its election process through a vote of its full-time faculty. All elections will be performed using a secret ballot.

   d. The Chair-elect of the Executive Committee shall be the ex officio Chair of Alternate Dispute Resolution, a subcommittee of Executive Committee.

   e. Function:
      i. recommend members to serve on Standing Committees and Boards
      ii. manage the nominations and the elections of Senators
      iii. provide oversight of the process for the panel to hear faculty grievances
      iv. coordinate panel activity with the Alternate Dispute Resolution subcommittee
      v. review periodically the Middle Georgia State University Purpose and Mission of the University; the Bylaws of the Assembly; the Bylaws of the Senate; and the Rules
      vi. coordinate the end of year review and update of the Faculty Handbook with the Academic Personnel Policies Committee of the Senate; review recommendation of policy and procedure presented from the Student Affairs Committee
vii. assign Standing Committees of the Senate specific charges
viii. determine proper jurisdiction of the Senate committees
ix. maintain documentation and act upon recommendations from other committees and boards
x. advise and assist, as needed, each College/School’s representative(s) to Executive Committee on overseeing all Standing Committee elections and appointment processes within their schools.
xii. review the Statutes with Faculty Senate during spring semester every two years.

2. Academic Personnel Policies Committee

a. Membership: The Academic Personnel Policies Committee shall consist of one faculty representative from each department, department group, or college/school (delineated in 3.02.03 above), the Provost (ex officio), and the Vice President for Fiscal Affairs (ex officio).

b. Function: The Academic Personnel Policies Committee shall, except where policies of the Board of Regents of the University System of Georgia apply or as otherwise provided in these Bylaws, recommend policies concerning the general welfare and function of the faculty. The committee shall work with the Executive Committee on the annual update of the Faculty Handbook.

3. Faculty Development Committee

a. Membership: The Faculty development Committee shall consist of one faculty representative from each department, department group, or college/school (delineated in 3.02.03 above), and one designee from the Office of the Provost. The Director for Teaching Innovation will also serve as an ex-officio member.

b. Function: In collaboration with the Vice Provost for Academic Initiatives, the Faculty Development Committee shall coordinate a program of faculty development opportunities within disciplines, across schools, and within student support services, including technology training and international study and travel, to improve the quality of teaching and learning. This committee manages a budget for funding faculty development activities and resources, solicits applications from members of the faculty for funds to travel to professional conferences, maintains a teaching and learning library, and coordinates publicity for faculty development opportunities and activities.

c. Subcommittees: Placement on subcommittees shall be determined by the Chair of the Faculty Development Committee and the Vice Provost for Academic Initiatives.

(1) International Study and Travel
(a). Membership: The International Study and Travel Subcommittee shall consist of faculty representation from the Faculty Development Committee.

(b). Function: The International Study and Travel Committee Subcommittee shall promote international study and scholarship opportunities for Middle Georgia State University students and faculty. It shall also oversee a budget for funding scholarship opportunities for the Middle Georgia State University faculty.

(2) Technology Training

(a). Membership: Members of Faculty Development Committee and specific faculty and staff identified with technology’s delivery systems.

(b). Function: To coordinate technological training opportunities for faculty and staff.

(3). Student Support

(a). Membership: Members of the Faculty Development Committee with specific staff and faculty selected for their involvement in student support services.

(b). Function: To bring together resources for the enabling of student success.

4. Faculty and Recognition Committee

a. Membership: The Faculty Recognition Committee shall consist of one representative from each department, department group, or college/school (delineated in 3.02.03 above) and the Provost (ex officio). In circumstances of Service Awards and emeriti designation, the committee may consult with other University personnel.

b. Function: The Faculty Recognition Committee shall perform various duties relating to the recognition of faculty for their accomplishments. In particular, the purpose of this committee is to honor and to support the faculty. The committee will review, formulate, and recommend policy which will maintain, enhance, and recognize the professional achievement, teaching excellence, and service contributions of the faculty.

5. Technology Resources Committee

a. Membership: Technology Resources Committee shall consist of one representative from each department, department group, or college/school (delineated in Article III-B), the Director of the Library
services, and two students. The Director for Distance Learning will also serve as an ex-officio member.

b. Function: The Technology Resources Committee shall serve as a forum and clearinghouse for the discussion of multi-campus technology issues and needs, and shall periodically review University plans for the implementation of technology on each campus, and make recommendations to the Senate.

6. Library Resources Committee

a. Membership: The Library Resources Committee shall consist of one representative from each department, department group, or college/school (delineated in Article III-B), the Director of the Library services, and two students.

b. Function: The Library and Technology Resources Committee shall work closely with all campus librarians to make recommendations for the improvement of the libraries with regard to services, collections (including print and electronic), and programs. This committee serves as liaison between the libraries and the faculty to encourage and mediate faculty communication with the libraries, and to advocate for library plans and resources.

7. Promotion, Tenure, and Post-Tenure Review University-wide Committee

a. Membership: Only tenured faculty members with at least five years of service at Middle Georgia State University at the minimum rank of Associate Professor with at least three years at this rank are eligible to serve as representatives on the PTPTR Committee. The PTPTR Committee shall consist of seven members with approximately equal numbers of full professors and associate professors elected at large (see election below). Each member serves for two years.

b. Representatives of the PTPTR Committee shall be elected as needed from the Middle Georgia State University Academic Roster each spring. Although not the practice of the Senate, its Standing Committees, or its Boards, unspecial circumstances the Senate and its Executive Committee may approve secured anonymous voting. All elections to this committee will be conducted using secret ballot. During odd numbered years, an election will be held to replace three members of the committee and during even-numbered years, an election will be held to replace four members of the committee. The Executive Committee will decide prior to the election on the number of full professors and associate professors that should be elected to maintain approximately equal numbers on the PTPTR Committee. The Chair of the PTPTR Committee will be elected from its members.

c. Function: In coordination with the Dean of each College/School and the
Provost, the Promotion, Tenure, and Post-Tenure Review Campus (institution wide) Committee shall maintain, for the purpose of its annual notification to eligible faculty, a current roster of all tenure-track faculty and faculty at the rank of Lecturer, including date of hire, rank at hire, years in service, number of probationary years of credit, and first date of eligibility for promotion and/or tenure. It shall provide relevant information and training; oversee relevant policy and make recommendations as needed; verify the portfolio site is maintained and that applications are archived in a secure manner, help populate subcommittees, as needed; approve subcommittees as required; and verify process at all stages, including to the President in case of an appeal, or to anyone else party to a particular application. The Committee shall oversee the institution’s obligation to conduct Post-tenure Review (PTR).

d. Calendar of Promotion & Tenure Activities

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification of Intent to Apply</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Friday in April</td>
<td>via email sent to Provost, Dean, Chair, Chair of P and T Committee; intent to apply is no guarantee of eligibility—rather, it initiates the question of eligibility</td>
</tr>
<tr>
<td>Provost Verification</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Friday of September</td>
<td>Provost meets with Deans and Chair of P and T to verify that applicants are eligible; this determination, however, should be made informally by Deans by the end of May.</td>
</tr>
<tr>
<td>Subcommittees Formed</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Friday of September</td>
<td>Subcommittees shall be verified by and registered with P and T Committee</td>
</tr>
<tr>
<td>Portfolios Submitted Electronically</td>
<td>Last Friday of September</td>
<td>All reviewers have access to same document to begin simultaneous reviews.</td>
</tr>
<tr>
<td>Letters of support/non-support</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Friday of October</td>
<td>A letter of support or non-support shall be uploaded to the portfolio by the Assistant Chair (of home campus if there is an Assistant Chair), the Chair (if there is a chair), and the Dean.</td>
</tr>
<tr>
<td>Subcommittee Interview Completed</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Friday of November</td>
<td>After discussion, vote by secret ballot to support either tenure or promotion or both; reports drafted and circulated to subcommittee members.</td>
</tr>
<tr>
<td>Subcommittee Reports Submitted to VPAA and Chair, P and T</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Friday in January</td>
<td>The format of these reports shall be approved by Shared Governance by the last Friday of September.</td>
</tr>
<tr>
<td>President Notifies Applicant</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Friday in April</td>
<td>President or his or her designee notifies applicant of institution’s decision in a letter.</td>
</tr>
<tr>
<td>Appeal</td>
<td>Within 30 days of date of letter</td>
<td>If applicant disagrees with President’s decision, the appeal shall be made in writing to the President.</td>
</tr>
</tbody>
</table>
| Review of Appeal                           | Within 30 days of date of appeal | After requesting that the P and T Committee verify
that the process was followed and upon reviewing any optional report that said committee might issue, the President notifies the applicant of final decision.

e. Candidate Subcommittee: For candidates making application for Promotion and/or Tenure, a subcommittee will be formed within the candidate’s School. The subcommittee will review the Faculty Portfolio, interview the candidate, and comment upon the candidate’s body of work using the required form.

f. Faculty Portfolio: The Faculty Portfolio contents will follow Board of Regents criteria and demonstrate a history of teaching, service, and scholarship. The portfolio shall be submitted on the date shown on the Calendar of Promotion &Tenure Activities.

g. Post Tenure Review, a subcommittee will be formed within the candidate’s School. The subcommittee will review the Faculty Portfolio, and comment upon the candidate’s body of work using the required form.

h. Pre-Tenure Review
   (a). Membership: The third-year review will be conducted by the candidate’s immediate supervisor.
   (b). Function: The third year review will be for the purpose of assessing the progress toward promotion and tenure.

8. Student Affairs Committee
   a. Membership: The Student Affairs Committee, with the recommendation of the Executive Committee, shall consist of one student and one faculty member from each campus: Cochran, Dublin, Eastman, Macon, and Warner Robins (five students and five faculty representatives), one representative from Student Government Association (SGA), and the Vice President for Student Affairs (ex officio, non-voting).
   b. Function: The Student Affairs Committee shall study and recommend policies and procedures concerning the overall Student Affairs program, and, as a group composed of at least fifty percent students shall assist in the budgetary processes for the Student Activities Fee and Technology Fee. It shall study and recommend policy and procedures found in the Student Handbook to Executive Committee.

9. Student Honors, Awards, and Graduation Committee
   a. Membership: The Student Honors, Awards, and Graduation Committee shall consist of one faculty representative from each department, department group, or college/school (delineated in 3.02.03 above), the
Provost (ex officio), the Registrar (ex officio), the Vice President for Student Affairs (ex officio), a representative from Advertising, Marketing, & Communications (ex officio), two academic Deans determined by their own selection process (ex officio), and five students.

b. Function: The Student Honors, Awards, and Graduation Committee shall perform various duties relating to the granting of student honors and awards, and recommend to the President plans for the annual graduation exercises.

10. Campus Safety Committee

a. Membership: The Campus Safety Committee shall consist of one faculty member (delineated in VI-C above) and one student from each campus: Cochran, Dublin, Eastman, Macon, and Warner Robins (five faculty and five students), the Executive Vice President for Fiscal Affairs (ex officio), the Vice President for Student Affairs (ex officio), the Dean of Nursing and Health Sciences (ex officio), the Director of Plant Operations (ex officio), the Director of Public Safety (ex officio), one Public Safety officer from each campus (ex-officio), the Director of Counseling Services (ex officio), and one staff representative from Residence Life.

b. Function: The Campus Safety Committee shall make recommendations to the Senate on any aspect of campus safety, including but not limited to the classroom, student activities, student housing, grounds, emergency planning, and to surface streets accessing the University.

11. Inter-Campus Visiting Speaker Committee

a. Membership: The Deans of each College/School, three elected Senators, the Vice President for Student Affairs, and the Provost (ex officio).

b. Function: The Inter-Campus Visiting Speaker Committee shall make recommendations to the President for speakers to be invited to the five-campus community for the fall semester Freshman Orientation, Student Honors and Awards Ceremony, and Graduation. This body shall also make recommendations to the President for additional discipline-specific or interdisciplinary speakers who may be invited to campus.

12. Non-Traditional Programs Review Committee

a. Membership: The Non-Traditional Programs Review Committee shall consist of one representative per College/School, who is proficient in distance education or other alternative models of curriculum delivery, the Provost or designee (ex officio), and the Registrar (ex officio). The Office of the Provost may also appoint one college administrator or staff member who is an expert in distance education or other alternative models of curriculum delivery.
b. Function: The Non-Traditional Programs Review Committee shall recommend action to the Provost on matters related to curriculum, courses of study, and academic standards for distance education and other alternative models of curriculum delivery and credit award. New programs and policies approved by the Non-Traditional Programs Review Committee shall also require the approval of the Academic Affairs Committee and the Faculty Senate.

3.02.04.6 Boards of the Senate

A. Boards of the Senate review University-wide activities and research whose oversight requires a greater level of continuity and training. The members of the Boards shall be taken from the membership of the Academic Assembly, Administrative Staff, and the student body. The Board members receive their appointment from the President of MGA based upon the recommendations of the Executive Committee of the Senate (EC) and from solicited recommendations from administrators that are directed to EC. The Student Government Association through the Office of the Vice President of Student Affairs recommends student members on boards of the Executive Committee. Faculty appointments are arranged so that at least two-thirds of board members are retained each year. The President of MGA shall be an ex-officio member of all University Boards. The Faculty Senate may at any time, by majority vote, recommend the establishment or disbandment of a board.

B. The Procedures of the Boards are:

1. The first meeting of the Board shall be called by its Chair or by a designee of the President of MGA if the Board has no Chair. At its first meeting each academic year, the Board shall elect a Chair-Elect, a Recorder, and a Chair if it has no Chair.

2. The Chair of the Institutional Review Board and the Chair of the Student Conduct Board shall be a faculty member, the Chairs of Institutional Effectiveness Board, Student Media Advisory Board, and Intercollegiate Athletics Board shall be administrator/staff with depth of expertise in the Board’s work.

3. The Chair of the Boards, except the Student Media Board, shall serve eighteen months. Chairs call and determine the agenda of all meetings of their Boards, report, and forward to each member of the Senate and of the Assembly all recommendations to the Senate.

4. The Chair-Elect of the Boards, except the Student Media Board, shall assist the Chair of the Board for eighteen months, whereupon the Chair-Elect of the Board shall automatically be reappointed to serve on the Board as the Chair for the next academic year.

5. The Recorder of the Board shall keep accurate records of all meetings of the Board and provide those to the Chair of the Board. The Chair of the Board is responsible for ensuring that a record of all actions of the Board and recommendations to the Senate are filed with the Office of the Provost and stored in a permanent file.
6. Recommendations of the Board to the Senate shall be forwarded by the Chair of the Board to each member of the Senate and of the Assembly no less than five business days prior to a meeting of the Senate at which time such recommendations are items on its agenda. A motion to suspend this rule must be adopted by the Senate for it to consider such recommendations without such notice.

7. The Board shall acknowledge all recommendations formally referred to it by a member of the Assembly and report at each regular meeting of the Senate the status of any such recommendations not yet acted upon by the Board. A member of the Assembly who formally refers a recommendation to the appropriate Board may take such a recommendation to the Senate if the Board fails to take some action within ninety days of the referral. [See Rules.]

8. All meetings of Boards shall be conducted in accordance with Robert’s Rules of Order, Newly Revised, and these Bylaws.

C. The Boards of the MGA Faculty Senate are as follows:

1. Institutional Effectiveness Board

   a. Membership: The Institutional Effectiveness Board shall consist of faculty representation following committee representation rules (delineated in Article III-B), the Executive Vice President (ex officio), the Vice President for Enrollment Services (ex officio), the Provost or his or her designee (ex officio), the Assistant Provost for Academic Planning and Policy (ex officio), and one senior faculty member from each academic College/School appointed by that College’s/ School’s Dean.

   a. Function: The Institutional Effectiveness Board shall provide leadership for the overall direction and support of institution and academic program effectiveness, assessment, and improvement; coordinate, evaluate, and facilitate the use of Comprehensive Program Review reports to make recommendations for program improvements or program viability to the Provost, and ensure the integrity of assessment activities.

   b. The Board shall coordinate any policies pertaining to faculty evaluation data and its use with the Academic Personnel Policies Committee.

2. Strategic Planning Board

   a. Membership: the Vice President or designee from each of the following offices: Academic Affairs, Fiscal Affairs, Student Affairs, Enrollment Services, External Affairs, and Institutional Advancement; one representative from the Office of Institutional Research and Planning, one representative from the Office of Technology Resources, one representative from the SACS office, the Faculty Chair
of the Senate, four administrators, and five faculty members each of whom will represent one of the nine Schools. Each campus will have one representative either an administrator or faculty member.

b. Function: The Strategic Planning Board shall assist in the development and updating of the institution’s mission statement and strategic plan; perform annual evaluation of progress toward the achievement of the institution’s strategic goals; coordinate, evaluate, and facilitate the use of institutional assessment data in support of improvement initiatives for administrative and educational support units.

3. Institutional Review Board
   a. Membership: The Institutional Review Board shall consist of faculty representation following committee representation rules (delineated in Article III- B), the Director of Institutional Research, and at least one or two community members who are nominated by current IRB members and appointed by the President to serve as voting members of the board. These community members may not be affiliated with the Institution or are part of the immediate family of someone who is. The IRB membership shall include (note that a single member may satisfy more than one of these):
      i. At least two members whose primary concerns are non-scientific
      ii. At least one member who is able to represent the interest of children, pregnant women, persons with disabilities, and other vulnerable groups of people.
      iii. At least one scientist
      iv. At least one member who is from the field of education
   
   b. Function: The Institutional Review Board is a research oversight board charged with ensuring, both through advance and periodic review, that research involving human subjects is conducted in compliance with the applicable federal, state, and institutional policies and procedures for the protection of subjects in research.

   c. The IRB members shall elect a Chair from among those members who have served on the IRB for at least one year.

4. Student Conduct Board
   a. Membership: A pool of ten students, ten faculty members, and ten staff members to include representation from each campus: Cochran, Dublin, Eastman, Macon, and Warner Robins from which to constitute hearing panels, and the Assistant Vice President for Student Affairs (ex officio). The Chair shall be a faculty member. The members of the Student Conduct Board are recommended by the Executive committee, in consultation with the Office of Student affairs, and are approved annually by the President of the University. Student members shall be enrolled in
good standing with a minimum grade point average of 2.5, and shall be recommended by the President of Student Government Association, approved by the Office of Student Affairs, and approved by the Executive Committee.

b. Function: The Student Conduct Board provides panels to determine whether a student has violated the Student Code of Conduct; and it makes recommendations to the Senate on any aspect of student behavior or academic misconduct policy, including changes to the Student Code of Conduct.

c. The processes to adjudicate student misconduct (behavior and academic) shall be located in the Office of Student Affairs. Prior to imposition of any sanction involving a student grade, the Vice President for Student Affairs shall consult with the Provost or his or her duly appointed designee.

d. Hearing panel composition shall consist of one faculty member, one staff member, and one student (a total of three).

5. Intercollegiate Athletics Board

   a. Membership: Director of Student Recreation and Athletics (Chair), the head coach from each major intercollegiate sport, one representative from Facilities Management, one representative from committee determining athletic scholarships, one representative of the core curriculum, one representative from Residence Life, one representative from Student Affairs, and two at-large faculty members (delineated in 3.02.03 above). The members of the Intercollegiate Athletics Board are recommended by the Executive Committee, and are appointed by the President of MGA to serve through June 30 of each academic year.

   b. Function: Provide feedback and advice to the Athletics Department concerning compliance functions, academic issues, gender equity, and budget development; serves as a liaison between various members of the campus community and MGA’s intercollegiate athletics department and coaches; and acts in an advisory capacity regarding recreation activity, facilities management, and fund-raising efforts.

6. Student Media Advisory Board

   a. Membership: Dean of the College of Arts and Sciences, Chair (ex officio, non-voting); Director of Student Life (ex officio, voting member); NMAC Coordinator (ex officio, voting member and Recorder who changes when coordinator changes); Student Media Coordinator (ex officio, non-voting); Member of Senate (voting member), appointed by Faculty Chair of the Senate; Member of Student Government Association (voting member), appointed by SGA; At-large student (voting member), appointed by Chair; At large student (voting member), appointed by Director of Student Life; Journalism Professional (non-voting), appointed by President, replaced as necessary; Editor-in-Chief of newspaper (ex officio, non-voting); Editor of Literary magazine (ex officio, non-voting); and Student Coordinator of MGSC-TV (ex officio, non-voting). Faculty and Administrators terms of service on the Student
Media Advisory Board will be for eighteen months, and up for renegotiation by Spring semester of each academic year.

b. Function: Review and approve activities of university media and provide oversight, direction, and suggestions for intercampus media outlets and activities. This group also reviews and contributes to changes for the Student Media Bylaws in collaboration with the Office of Student Affairs.

7. The International Programs Review Board

a. Membership: The International Programs Review Board shall consist of one representative from each academic unit, the Director of International Programs, and the Vice Provost for Academic Initiatives (ex officio).

b. Function: The International Programs Review Board shall review and recommend approval of the University’s international programs, including
   i. The University’s comprehensive internationalization plan
   ii. Policies and procedures for establishing study abroad and domestic study programs
   iii. Periodic review of existing study abroad and domestic study programs
   iv. Selection of faculty for international research, teaching, or exchange programs as applicable
   v. Selection of students receiving MGA Foundation study abroad scholarships
   vi. Policies and procedures for international student recruitment
   vii. Memoranda of understanding for study abroad consortia and international partnerships
   viii. Selection of faculty to serve on the regional councils of the System Council on International Education
   ix. Other initiatives relating to comprehensive internationalization

8. Academic Affairs Board

a. Membership: The Academic Affairs Board shall consist of one representative from each department, department group, or college/school (delineated in Article III-B); the Provost (ex officio), and the Registrar (ex officio). Members shall be selected by the Executive Committee in direct consultation with Assistant Provost for Academic Planning and Policy and the Provost

b. Function: The Academic Affairs Board shall recommend action to the Provost on matters related to curriculum, courses of study, academic standards, and admissions standards; only new programs, minors, degrees, and new academic policies shall need the approval of the Senate.

c. The Chair of the Academic Affairs Board shall receive a one course release for each semester of service.

d. Items presented for a vote must be made available to members of the committee no less than five business days prior to an Academic Affairs Board meeting.
e. Members of the Board should serve 3 years. The chair shall stay on one year past his/her service as chair.

3.02.04.7 Councils of the Senate

A. Councils of the Senate shall review University-wide activities and research whose oversight requires a more specialized focus than a committee or a board and a greater level of continuity and training. Council members shall be taken from the membership of the corps of instruction and the administrative staff. Council members receive their appointment from the President of the University in consultation with current council members, appropriate academic administrators, and/or representatives of the Executive Committee and/or of the Senate. Council members serve a minimum of one two-year term. If possible, faculty appointments are arranged so that at least two-thirds of council members are retained for more than one term. The President of the University shall be an ex-officio member of all University Councils. The Senate may at any time, by majority vote, recommend the establishment or disbandment of a council.

B. The Procedures of the Councils are:

a. The first meeting of the Council shall be called by its Chair, or by a designee of the President of the University if the Council has no Chair. At its first meeting of each academic year, the Council shall elect a Recorder, for a term of one year. In years when a Council Chair’s two-year term has ended, the Council will also elect a Chair.

b. The Chairs of the Councils shall serve two-year terms. During an election year, the Council’s members elect the Chair in the first meeting of the fall semester. Chairs call and determine the agendas of all meetings of their Councils. They report and forward to each member of the Senate all of their Councils’ recommendations to the Senate.

c. The Recorder of the Council shall keep accurate minutes of all meetings of the Council and provide those to the Chair of the Council. The Chair of the Council is responsible for ensuring that a record of all actions of the Council and recommendations to the Senate are filed with the Office of the Provost and stored in a permanent file.

d. Recommendations of the Council to the Senate shall be forwarded by the Chair of the Council to all members of the Senate no less than five business days prior to a meeting of the Senate, at which such recommendations will appear as agenda items. A motion to suspend this rule must be adopted by the Senate for it to consider such recommendations without such notice.

e. The Council shall acknowledge all recommendations formally referred to it by a member of the administration, staff, or corps of instruction. The Council may report at any regular meeting of the Senate the status of any such recommendations not yet acted upon by the Council. A member of the administration, staff, or corps of instruction who formally refers a recommendation to the appropriate Council may take such a recommendation to the Senate if the Council fails to take some action within ninety days of the
f. All meetings of Councils shall be conducted in accordance with Robert’s Rules of Order, Newly Revised, and these Bylaws.

g. Councils are free to develop their own Bylaws, as long as these Bylaws accord with the Bylaws of the MGA Faculty Senate and are approved by the Executive Committee and the MGA Faculty Senate.

C. The Councils of the MGA Faculty Senate are as follows:

1. Graduate Studies Council

   a. Membership: Only tenured or tenure-track faculty may serve as voting members of the Council. Most members shall hold a terminal degree, with sixteen (16) voting members appointed in consultation with the Executive Committee, the Senate, and the Provost. Normally, members will serve for at least two years, but the process outlined below should encourage both the stability of experience and the practice of welcoming new members. Ideally, membership shall be composed of faculty with a record of or significant potential for scholarly activity; a record of excellent service to the University; and a record of excellence in teaching. In the spring of each year, the Faculty Development Committee (FDC) of the Council shall poll current members regarding their wish to serve subsequent terms; shall request nominations for new members from the above-named parties; and shall prepare and submit a complete roster to the Chair of the Council, who will then submit it to the Provost and to the President for approval by the last Friday in August. The Executive Committee and the Senate may follow any process of nomination as their respective groups approve. Best practice suggests that all eligible faculty are notified by the Chair of FDC in spring that they are allowed to self-nominate, and that before the final roster is submitted to the Provost, the Chair of the Council, the Executive Committee, and the Senate consult one final time. Ideally, all Schools shall be represented, and all programs having graduate degrees shall be represented.

      i. Members shall serve two years, with no provision for mid-year replacement if a member resigns, is reassigned, or if for some other reason is unable to complete a two-year term.

      ii. The Faculty Development Committee of the Council shall recommend new members, if needed, to the Chair and the Dean of Graduate Studies at the end of each year and shall consult with the Executive Committee, the Senate, and the Provost as a matter of practice.

      iii. The Dean of Graduate Studies shall be an ex officio (non-voting) member and shall represent the Office of the Provost.

      iv. A member of the Office of Enrollment Management shall be an ex officio (non-voting) member and shall advise on policies for admissions and financial aid.

   b. Function: To provide a forum and a process for developing policies and practices for graduate studies at Middle Georgia State University; to deliberate on all matters of graduate studies, including, but not limited to, admissions, graduate students, graduate curriculum, graduate faculty, and the implementation of a
graduate studies culture that is integral to the success and identity of the institution; to make recommendations to the President, the Provost, the Senate, and its standing committees.

3.02.04.8 Amendment of these Bylaws

Any recommendation or motion to amend or rescind these Bylaws shall be immediately referred to the Executive Committee of the MGA Senate. With the approval of the Executive Committee, the recommendation or motion shall be included in the agenda of the next meeting after such a recommendation or motion has been approved. A two-thirds majority of the members of the Senate present and voting is required to adopt a motion to amend or rescind these Bylaws. All recommendations for change are subject to the approval of the President.

3.03 President’s Cabinet

The President’s Cabinet, under the direction of the President, considers the total development of the institution, requirements of the Board of Regents of the University System of Georgia, and other aspects of the institution which are not the expressed or implied responsibilities of the Academic Council.

3.04 Student Government Association

The Student Government Association officially represents the student body of Middle Georgia State University and has the purpose of promoting communication and facilitating understanding among students, faculty, and administrators.

3.05 Decision Making and Policy Formation

Faculty, staff, students, or administrators may initiate proposals for university policy and follow SACS Best Practices for Developing Policy and Procedure Documents. Three avenues exist by which a proposal may receive consideration:

1. Proposals pertaining to academic matters shall be referred to the appropriate Standing Committee for review, consideration, and recommendation. Where matters of jurisdiction are not clear, the proposal shall be forwarded to the Executive Committee for assignment to the appropriate committee for review, consideration, and recommendation. Recommendations from the Standing Committees to amend the Bylaws of the Academic Assembly or the Bylaws of the Faculty Senate shall be forwarded to the Executive Committee for consideration and, upon approval, recommendations shall be sent to the Faculty Senate for consideration. However, all proposals relating to curricula and courses shall proceed through the Department Chair, Academic Dean, the Provost, and to the Academic Affairs Committee, and then to the Faculty Senate.

2. Proposals of non-academic or general university policy are referred to the President for consideration by the President’s Cabinet.

3. Policy proposals that relate to both of these areas or those that are not clearly one or the other are referred to the President of MGA for designation to the proper group for consideration.
4. The Faculty Senate's areas of jurisdiction are the academic programs, teaching faculty, student affairs, student admission and retention, academic regulations, educational materials, and other related matters.

The Faculty Senate, the Academic Assembly or the Administrative Council, after acting favorably on a policy proposal pertaining to internal operations, shall submit its recommendation to the President of MGA. Recommendations of the Faculty Senate, the Academic Assembly, or the President’s Cabinet become institutional policy or institutional practice only upon approval of the President of MGA as appropriate.

These Statutes shall not be construed to deny any faculty or administrative group the freedom to discuss any matter of concern to MGA.

Section 4: Faculty Employment Policies

4.01 General

4.01.01 DEFINITION OF FACULTY

The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia. Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, and teaching personnel with other such titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

The Administrative Officers of Middle Georgia State University shall consist of the President and his Cabinet. These officers may have faculty status as delineated in the Policy Manual of the Board of Regents (See section 3.2.1.2). Other administrative positions may be designated by the President as having ex-officio faculty status. Each year, the President shall publish a list of such positions which shall be filed with the Office of the Board of Regents. Ex-officio faculty members do not hold faculty rank and are not eligible for tenure but do have full rights and privileges of membership in the Academic Assembly. All administrative staff appointed to ex-officio faculty status by the President shall hold their office and status at the pleasure of the President.

A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office (other than president) shall retain his or her academic rank and rights of tenure as an ex officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which he or she has been appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract, and it shall not be paid to the faculty member when he or she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty
membership. Administrative officers shall be appointed by the president with the approval of the Board of Regents and shall hold office at the pleasure of the President.

Full-time faculty at Middle Georgia State University are employed as tenure track faculty at the ranks of assistant professor, associate professor, or professor or as non-tenure track faculty as lecturers or senior lecturers.

4.01.02 NON-TENURE PERSONNEL

Institutions of the University System of Georgia are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for signatures submitted during the budget year must also be approved by the Chancellor or his or her designee. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the institutional president. (BR Minutes, August 2007).

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

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

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

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

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

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

The transfer of individuals from tenure-track positions to non-tenure track positions shall be affected on a voluntary basis only (BR Minutes, 1982-83, pp. 255-256).

4.01.03 Part-Time Faculty

Part-time faculty are non-tenured faculty employed at a single USG institution or at more than one USG institution and are subject to the following conditions:
1. Are employed as-needed, on a per-course, per semester limited term basis at the discretion of the institution and will receive no compensation unless a part-time assignment is given

2. Are not accruing time toward tenure

3. Are required to sign a letter of agreement for each appointment period and are not issued contracts

4. Are not the same as adjunct (courtesy) faculty appointments

5. Are not eligible for USG benefits, unless the part-time appointment is regular and .5 FTE or greater, in which case the benefits offered will be based on FTE in accordance with the Employees Categories policy in the Human Resources Administrative Practices Manual

6. Are required to work an average of less than 30 hours per week over the academic year. Hours worked per week are based on Contact hours.

4.02 Faculty Employment

The provisions that follow shall not be construed to prohibit the granting of appointment, reappointment, promotion, or tenure to a qualified individual at any time.

4.02.01 MINIMUM QUALIFICATIONS FOR EMPLOYMENT

In accordance with the policy established by the Board of Regents, minimum employment qualifications for all institutions, including Middle Georgia State University, and for all academic ranks within the institutions shall be:

- Consistent with the Southern Association of Colleges and Schools' Commission on Colleges’ requirements for institutional accreditation;
- Evidence of ability as a teacher;
- Evidence of ability and activity as a scholar in all other aspects of duties assigned;
- Successful experience (this must necessarily be waived in the case of those just entering the academic profession who meet all other requirements); and
- Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations

Additionally, at state universities, initial appointees to the full professorial rank should have a terminal degree in the appropriate discipline or the equivalent in training, ability, or experience. This requirement also pertains to Middle Georgia State University.

4.02.02 RECRUITMENT AND APPOINTMENT AT MIDDLE GEORGIA STATE UNIVERSITY

Faculty appointments and reappointments in the schools are recommended by the Dean of
the school to the Provost who then makes a recommendation to the President of MGA.

According to the policy manual of the Board of Regents of the University System of Georgia, each institution shall publish comprehensive, clearly stated written policies and procedures for the recruitment and appointment of faculty members. These policies and procedures shall conform to guidelines promulgated by the Chief Academic Officer and Executive Vice Chancellor.

Nevertheless, the President shall be responsible for the initial appointment of faculty members and administrative employees of each institution, the salary and all promotions of each, and be authorized to make all reappointments of faculty members and administrative employees, except as otherwise specified in the BOR Policy Manual. The president has the right and authority to grant leaves of absence for up to one (1) year for members of the faculty for study at other institutions or for such reasons as the president may deem proper.

1. Initiating Faculty Appointments

Responsibility for initiating faculty appointments rests with the Dean of the School or College, the sequence of concurrence then being with Human Resources, Academic Affairs, Fiscal Affairs and then the President.

Responsibility for re-appointments rests with the Dean of the School or College, the sequence of occurrence then being Academic Affairs and then the President.

A. Authorization

Before acting on any position, the appropriate Academic Dean, Associate or Assistant Dean, or Department Chair shall obtain approval from the Provost regarding desired qualifications, budget position, salary, rank, and any special conditions of the position to be filled.

B. Search Committee

All tenure-track faculty position searches shall be coordinated by a College, School or Department Search Committee recommended by the Academic Dean or Department Chair with prior approval by the Provost. The committee shall be composed of three-five (minimum) members selected from the faculty and staff. Composition of the committee should include faculty / staff from other departments impacted by the new hire. The majority of the committee shall be faculty from the College, School, Department, or Program recruiting the position.

C. Recruiting

Solicitation of applicants and recruiting are initiated through the Office of the Provost. Applications are sent to the Office of Human Resources, but informational inquiries may be directed to the appropriate School Dean, Associate Dean, or Department Chair. The Office of Human Resources receives the application materials and creates applicant files.

These files are then forwarded to the appropriate College, School or Department for the initial screening. The Search Committee shall review all applications, recommend finalists to the Academic Dean or Department Chair for on-campus interviews, and recommend acceptable candidates for the position to the Provost.
D. Employment Data

Each College, School or Department is responsible for gathering the necessary pre-contract data on candidates interviewed on campus. Consult the Human Resources Search Manual for additional information.

E. On-campus Interview

After screening for a position on the basis of initial contacts, employment data, and recommendation of the Search Committee, the School Dean, Associate Dean, or Department Chair with the approval of the Provost shall invite finalists to campus for a personal interview. At this interview the applicant shall meet the Search Committee, Academic Dean, Department Chair, Department colleagues, other faculty, and administrators. It is mandatory that the on-campus applicants be interviewed by the Associate Provost or designee and/or the President.

F. Internal Forms

The Academic Dean, Associate or Assistant Dean, or Department Chair shall submit to the Office of the Provost the appropriate internal forms as delineated in the Search Manual on the candidate recommended for the position.

G. Tentative Offer

After applicant is cleared for recommended hiring by Human Resources, The Personnel Services Request Form will be forwarded for approval to hire. Required approvals: Executive Director of Human Resources for salary calculation, Executive Vice President for Fiscal Affairs for budget approval, and the Provost. The Academic Dean notifies the candidate of pending offer letter and contract to ensure applicant is still interested in the position. Offer letter and contract will be issued by Human Resources.

H. Contract

An official contract of employment shall be sent out by the President of the University. In the event that there is not sufficient time to complete the employment process before instruction begins, some faculty may be expected to begin teaching without a contract.

2. Initial Appointment of Tenure-Track Faculty

A. Recommendations of appointment of tenure track faculty shall be consistent with Southern Association of Colleges and Schools Commission on Colleges’ requirements for institutional accreditation and shall be based upon evidence of successful teaching, scholarship, professional development, service, and desirable personal qualities judged on the basis interviews, complete biographical data, transcripts, and recommendations. (Policy Manual of the Board of Regents 8.3.1.2)

3. Initial Appointment of Non-Tenure Track Faculty at Middle Georgia State University
A. Recommendations of appointment of non-tenure track faculty shall be based upon evidence of ability as an effective teacher, desirable personal qualities judged on the basis of personal interviews, complete biographical data, transcripts, and recommendations.

B. The initial appointment of non-tenure track faculty shall be as Lecturer. Minimum qualifications for appointment in an associate degree program or a baccalaureate degree program shall be at least eighteen semester hours of graduate credit or the equivalent in the discipline of the individual’s teaching field and a master’s degree. Minimum qualifications for appointment in a career-terminal two-year program shall be a bachelor’s degree or associate’s degree and demonstrated competencies in the teaching discipline.

C. Non-tenure track faculty are not eligible for tenure and, unless otherwise specified, have no work load obligations other than teaching and teaching related responsibilities. Normally, the maximum length of service as a non-tenure track faculty member is five years.

4. Initial Appointment of Part-Time Faculty

A. A prospective part-time faculty member must present evidence of ability as an effective teacher, desirable personal qualities judged on the basis of personal interview, complete biographical data, transcripts, and recommendations. The minimum qualifications for a part time faculty position are at least eighteen hours of graduate credit or the equivalent in the discipline of the individual’s teaching field and a master’s degree.

B. Before a part-time faculty member is appointed, the member is notified in writing of the salary, duration of the initial appointment, and/or conditions of appointment.

C. Part-time faculty members have no work load obligations other than teaching.

4.03 Intra-system Recruitment

It is recognized as a good practice for University System institutions to employ principal administrators and faculty members from other institutions of the System. When a president wishes to consider for employment a principal administrator or faculty member of another institution in the System, he or she shall notify the president of the employing institution before an offer is made to the principal administrator or faculty member. When a formal offer is made, the letter shall include a statement to the effect that acceptance can be made only after all contractual obligations have been fulfilled.

4.04 Notice of Employment and Resignation

The following notification requirements apply to those members of the faculty who have been awarded the ranks of lecturer, assistant professor, associate professor, or professor:

Tenured Faculty: All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty days written notice of their intention to resign to the president of the institution or to his or her authorized representative.
Non-tenured Faculty with academic ranks of Lecturer, Assistant Professor, Associate Professor, Professor: All non-tenured faculty who have been awarded academic rank (lecturer, assistant professor, associate professor, professor), who are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of the next academic year unless notified in writing, by the president of an institution or his or her authorized representative, of the intent not to renew. Written notice of intent not to renew shall be picked-up by the addressee only from the office of the Provost with a receipt showing when it was picked-up.

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

- at least three months before the date of termination of an initial one-year contract;
- at least six months before the date of termination of a second one-year contract;
- at least nine months before the date of termination of a contract after two or more years of service in the institution

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

Lecturers and Senior Lecturers

Full-time lecturers and senior lecturers are appointed by institutions on a year-to-year basis. Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

1. For lecturers with less than three (3) years of full-time service, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.
2. For lecturers with three (3) or more years but less than six (6) years of full-time service, institutions must provide non-reappointment notice at least thirty (30) calendar days prior to the institution’s first day of classes in the semester.
3. For senior lecturers or lecturers with six (6) years or more of full-time service, institutions must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the institution’s first day of classes in the semester.

Lecturers or Senior Lecturers who have served for six (6) or more years of full-time service at an institution and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with published procedures developed by the institution. The procedures must be approved by the Chancellor or his/her designee prior to implementation. Additional appeal procedures are contained in Policy 8.6 Application for Discretionary Review. (BoR Minutes, February 2015)

In no case will the service as lecturer or senior lecturer imply any claim upon tenure or reappointment under other conditions than those above.

Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any,
shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

4.05 Evaluation of Faculty

4.05.01 REGENTS’ POLICY

Each institution shall establish definite and stated criteria, consistent with Regents' policies and the statutes of the institution, against which the performance of each faculty member will be evaluated. The evaluation shall occur at least annually and shall follow stated procedures as prescribed by each institution. Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations. The evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the faculty member's professional development. In those cases in which a faculty member's primary responsibilities do not include teaching, the evaluation should focus on excellence in those areas (e.g., research, administration) where the individual's major responsibilities lie. Institutional policies and procedures shall ensure that each faculty member will receive a written report of each evaluation and that the results of the evaluation will be reflected in the faculty member's annual salary recommendations. Institutions will ensure that the individuals responsible for conducting performance evaluations are appropriately trained to carry out such evaluations (BR Minutes, 1979-80, p. 50; 1983-84, p. 36; May, 1996, p. 52).

Each institution shall conduct in-depth pre-tenure reviews of all faculty members in their third year of progress toward tenure. The criteria established for promotion and tenure, emphasizing excellence in teaching, shall be used as the focus for these reviews. The institution shall develop pre-tenure review policies, as well as any subsequent revisions (BR Minutes, April 1996, p. 39-47; May 1996, p. 52; February 2007).

Senior administrators shall be evaluated by the administrator's supervisor, using a performance management instrument which emphasizes leadership qualities, management style, planning and organizing capacities, effective communication skills, accountability for diversity efforts and results, and success at meeting goals and objectives. All senior administrators shall be evaluated by their subordinates (one level down) at least once every five years. Evaluation results will be the basis for the senior administrator's development plan.

Each institution shall conduct post-tenure reviews of all tenured faculty members. Each faculty member is to be reviewed five years after the most recent promotion or personnel action, and reviews shall continue at five-year intervals unless interrupted by a further review for promotion.

Administrators who have tenure and who also have some teaching responsibilities will not be subject to post-tenure review as long as a majority of their duties are administrative in nature. At such time as an administrator may return full-time to the faculty, she/he will be placed into the post-tenure review cycle and will be evaluated under those guidelines as a faculty member in the fifth year following the return to the faculty and at subsequent five year intervals (BR Minutes, August 2007).

The institution president shall review and approve institutional post-tenure review policies, as well as any subsequent revisions. These institutional policies must conform to the institution's mission and to
System procedures for post-tenure review. Institutional policies also shall address cases in which a tenured faculty member's performance is deemed unsatisfactory (BR Minutes, April 1996, p. 39-47; May 1996, p. 52; February 2007).

Board of Regents' approval of University System of Georgia institutions to prepare teachers includes the expectation that public colleges and universities with a teacher preparation mission will collaborate with the K-12 schools. University System institutions that prepare teachers will support and reward all faculty who participate significantly in approved teacher preparation efforts and in school improvement through decisions in promotion and tenure, pre-tenure and post-tenure review, annual review and merit pay, workload, recognition, allocation of resources, and other rewards.

Participation in teacher preparation and in school improvement may include documented efforts of this faculty in:

- Improving their own teaching so as to model effective teaching practices in courses taken by prospective teachers;
- Contributing scholarship that promotes and improves student learning and achievement in the schools and in the university; and
- Collaborating with public schools to strengthen teaching quality and to increase student learning.
- The Chancellor shall issue guidelines, to be published in the Academic Affairs Handbook, which serve to encourage formal institutional recognition and reward for all faculty members in realizing the expectations embodied in this policy (BR Minutes, October 2006).

In accordance with the policy of the Board of Regents, Middle Georgia State University requires an annual evaluation, a pre-tenure review, and post-tenure review of faculty as described below.

4.05.02 FACULTY EVALUATION AT MIDDLE GEORGIA STATE UNIVERSITY

4.05.02.1 Overview

Faculty evaluation consists of several objectives. All faculty members are evaluated annually. The faculty portfolio is a key document in the annual evaluation process. Tenure-track faculty members are subject to additional evaluation steps that take place in the third year of employment and at the point of their applying for tenure and/or promotion. Tenured faculty members also are subject to additional steps at the point of post-tenure review, every five years after tenure is awarded.

Notwithstanding the fact that Middle Georgia State University has been established through the consolidation of Middle Georgia College and Macon State College, all faculty members, regardless of the date of hire and regardless of original institution, shall be considered faculty of Middle Georgia State University and, as such, are bound to the terms of this document with respect to tenure, promotion, and post-tenure review.

4.05.02.2 Annual Evaluation

- A faculty member shall receive at least one written annual review of his or her professional performance per academic year. The review shall include a required scheduled conference for
the purpose of discussing the contents of that faculty member's annual written evaluation. The evaluation shall be formative as well as summative. The evaluation is completed by the appropriate administrator in the faculty member's academic unit and reviewed and approved by the Dean.

- The annual evaluation shall be based upon the faculty portfolio, faculty performance, and the faculty self-evaluation for that year. These materials shall be used to evaluate the faculty member's performance in teaching, scholarship, faculty development, service to the institution, and professional service to the community. It is the faculty member's responsibility to provide the immediate academic administrator with the relevant materials for this review. During the annual evaluation, each faculty member shall develop, in consultation with his or her immediate academic administrator, a written plan of activities for the coming year.

- Both the faculty member and the evaluator(s) shall signify that the evaluation has been discussed by signing the evaluation. A copy shall be placed in the faculty member's personnel file; a copy shall be given to the faculty member, and a copy shall be forwarded to the Provost.

- The results of the annual evaluation shall be reflected in the annual salary recommendations.

- If a faculty member feels that his or her final evaluation is inaccurate and/or detrimental, the faculty member may respond in writing to the annual written evaluation within ten days of the receipt of the evaluation. In this case the response shall be attached to the evaluation. The evaluator shall acknowledge in writing to the faculty member the receipt of this response and shall note any changes in the annual written evaluation made as a result of either the conference or the faculty member's written response and add them to the faculty member's personnel file.

- A faculty member who has written a response and feels that the final annual evaluation by the evaluator is still inaccurate and/or detrimental may file a written request, within ten (10) days of the initial receipt of the evaluation that the Provost reviews the evaluation and the response. A written summary of that review shall be furnished to the faculty member and to the evaluator by the Provost with a copy for the faculty member's personnel file and a copy to the Dean.

4.05.02.3 Pre-Tenure Review (Third Year Review)

The goal of third year review (pre-tenure review) is to promote faculty development by providing probationary faculty an opportunity for a more in-depth, formative review than is provided by the annual faculty evaluation. Third year review is a formal step in the continuous evaluation of faculty performance. Pre-tenure review is part of an integrated system of pre-tenure, promotion and tenure, and post-tenure review.

Re-Tenure Review takes the place of the annual evaluation in the faculty member’s third year and serves to guide probationary faculty toward successful promotion and tenure review. In conjunction with the appropriate administrator in the faculty member’s academic unit, candidates shall also
prepare a faculty development plan which outlines the steps to be taken toward successful progress for promotion and tenure. In cases where the evaluator concludes that satisfactory progress has not yet been achieved, then together, the faculty member and the reviewer shall draw up a development plan and identify resources necessary for improvement. However, neither satisfactory performance on the review nor fulfillment of the development plan can be construed as a guarantee of promotion or tenure.

If a faculty member feels that their Pre-Tenure Review is inaccurate and / or detrimental:

- The faculty member may respond in writing to the pre-tenure review evaluation, in this case the response shall be attached to the evaluation. The evaluator shall acknowledge in writing the receipt of this response, and shall note any changes, in the pre-tenure review made as a result of either the conference or the faculty member’s written response.

- The faculty member who has written a response and feels that the pre-tenure review written by the evaluator is still inaccurate and / or detrimental may file a written request that the Provost review the pre-tenure review and the response. A written summary of that review shall be furnished to the faculty member and to the evaluator by the Provost.

The results of the pre-tenure review shall be reflected in the annual salary recommendations.

4.05.02.4 Promotion and Tenure Review

See Sections 4.06 (Criteria for Promotion) and 4.07 (Criteria for Tenure) for further details of this process.

4.05.02.5 Post-Tenure Review

Post-Tenure review takes place every five years after tenure is awarded. See Section 4.07.03 (Post-Tenure Review) for further details of this process.

4.05.02.6 Documentation: The Faculty Portfolio

1. Tenured or tenure-track faculty members

Each member of the faculty shall develop and maintain a portfolio containing a summary record of his or her academic professional career. The purpose of the portfolio for tenured or tenure-track faculty members is to summarize the faculty member's activities at MGA in teaching, scholarship, professional development, service to the institution, and professional service to the community. The portfolio also contains a record of the faculty member's immediate (one year) and future (five year) plans for progress toward promotion, tenure, and/or pre/post-tenure review. Although the portfolio may be maintained in hard copy, for the purpose of review, it shall be submitted electronically and shall contain the following:
• MGA Promotion/Tenure Portfolio Cover Page
• Table of Contents
• Section A: Candidate Letter of Intent to Apply for Promotion/Tenure
• Section B: Letter(s) of support from immediate supervisor(s)—note that these will be uploaded separately by their authors
• Section C: Letters of recommendation from professional colleagues—note that academic administrators shall not include letters of recommendation from faculty members who report to them
• Section D: Curriculum vita
• Section E: Summary of student evaluations of all courses for the past five years (a link to teaching evaluations will be provided by Institutional Research)
• Section F: Self-evaluations for the past five years
• Section G: Evaluations from immediate supervisor for the past five years
• Section H: Development Plan for the next five years.
• Appendix: Other relevant material. Candidates are strongly urged to include only material directly relevant to their professional activities and to employ their best professional judgment as to what belongs in this section.

The portfolio shall be submitted according to guidelines provided by Promotion, Tenure and Post-Tenure Review Committee.

2. Non-Tenure Track Faculty Members

The purpose of the portfolio for non-tenure track faculty members is to summarize the faculty members’ performance in teaching; therefore, only the items that relate directly to teaching apply. The contents of the portfolio for non-tenure track faculty shall include an updated vita, copies of all student evaluations, copies of all annual evaluations, a brief statement of teaching philosophy (the one from the application file will suffice), and any other materials that the faculty member wishes, including letters from other faculty, certificates of training or transcripts of coursework, and/or evidence of community service.

4.06 Criteria for Promotion

4.06.01 BOARD OF REGENTS’ POLICY

Board of Regents policy requires that each University System institution shall establish clearly stated promotion criteria and procedures that emphasize excellence in teaching for all teaching faculty. These policies will be submitted to the University System Chief Academic Officer for review.

Minimum for all three types of institutions in all professorial ranks:

1. Superior teaching
2. Outstanding professional service to the institution and/or the community
3. Outstanding research, scholarship, creative activity, or academic achievement
4. Professional growth and development (BR Minutes, October 2008)

- Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned setting forth the reasons for promotion. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted.

- Research and Regional Universities: In addition to the minimum requirements above, promotion to the rank of associate or full professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

- State Universities: In addition to the minimum requirements above, promotion to the rank of professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

- State and Two-Year Colleges: In addition to the minimum requirements above, promotion to the rank of professor requires a master's degree in the teaching discipline, or, in rare cases, the equivalent of two years of full-time graduate or professional study beyond the bachelor's degree. Longevity of service is not a guarantee per se of promotion (BR Minutes, October 2008).

Board of Regents' approval of University System of Georgia institutions to prepare teachers includes the expectation that public colleges and universities with a teacher preparation mission will collaborate with the K-12 schools. University System institutions that prepare teachers will support and reward all faculty who participate significantly in approved teacher preparation efforts and in school improvement through decisions in promotion and tenure, pre-tenure and post-tenure review, annual review and merit pay, workload, recognition, allocation of resources, and other rewards.

Participation in teacher preparation and in school improvement may include documented efforts of these faculty members in:

- Improving their own teaching so as to model effective teaching practices in courses taken by prospective teachers;

- Contributing scholarship that promotes and improves student learning and achievement in the schools and in the university; and

- Collaborating with public schools to strengthen teaching quality and to increase student learning.

- The Chancellor shall issue guidelines, to be published in the Academic Affairs Handbook, which serve to encourage formal institutional recognition and reward for all faculty members in realizing the expectations embodied in this policy (BR Minutes, October 2006).
4.06.02 ELIGIBILITY, CRITERIA, AND PROCEDURE FOR PROMOTION AT MIDDLE GEORGIA STATE UNIVERSITY

Eligibility for tenure-track or tenured faculty

To be eligible for consideration for promotion, tenure-track or tenured faculty shall satisfy the following minimum educational qualifications:

1. For promotion to Associate Professor, the candidate must have a minimum of eighteen semester hours of graduate credit in the candidate’s teaching discipline and must hold a minimum of a master’s degree. Neither the possession of a master’s degree nor longevity of service is a guarantee per se of promotion.

2. To be eligible for promotion to Professor, the candidate must hold an earned doctorate degree or equivalent in training, ability, and/or experience. Neither the possession of a doctoral degree nor longevity of service is a guarantee per se of promotion.

Time in Rank

To be eligible for promotion, a tenure-track or tenured faculty member shall meet the following minimum time in rank at Middle Georgia State University:

1. While it is possible for a faculty member to seek review for promotion during the fifth year of employment in a tenure-track position, such a promotion bid is considered early and should be reserved for faculty of exceptional caliber. Normally, candidates will undergo promotion review during the sixth or seventh year. The following table provides an example of the standard time at the rank of Assistant Professor:

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>Year of Hire</td>
</tr>
<tr>
<td>2014-2015</td>
<td>Second Year</td>
</tr>
<tr>
<td>2015-2016</td>
<td>Third Year</td>
</tr>
<tr>
<td>2016-2017</td>
<td>Fourth Year</td>
</tr>
<tr>
<td>2017-2018</td>
<td>Fifth Year: Faculty member notifies of intention to apply to Associate Professor</td>
</tr>
<tr>
<td>2018-2019</td>
<td>Sixth Year: Committee reviews faculty member</td>
</tr>
<tr>
<td>2019-2020</td>
<td>Seventh Year: Faculty member may receive promotion to Associate Professor</td>
</tr>
</tbody>
</table>

2. For promotion to Professor, a faculty member must serve five years at the rank of Associate Professor; therefore, consideration may occur during the sixth year of service at the rank of Associate Professor. The following table provides an example of time at the rank of Associate Professor:

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>Year of Promotion to Associate</td>
</tr>
<tr>
<td>2020-2021</td>
<td>Second Year as Associate</td>
</tr>
<tr>
<td>2021-2022</td>
<td>Third Year as Associate</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>2022-23</td>
<td>Fourth Year as Associate</td>
</tr>
<tr>
<td>2023-24</td>
<td>Fifth Year as Associate: Faculty member notifies of intention to apply to Professor</td>
</tr>
<tr>
<td>2024-25</td>
<td>Sixth Year as Associate: Committee Reviews Faculty member</td>
</tr>
<tr>
<td>2025-26</td>
<td>Seventh Year: Faculty member may receive promotion to Full Professor</td>
</tr>
</tbody>
</table>

**Criteria for Promotion for Faculty Members**

1. Promotion is based upon merit.

2. To be eligible for promotion to Associate Professor, the candidate must meet the following:
   a. a record of superior teaching
   b. a record of outstanding service to the institution, school, or department.
   c. a record of outstanding research, scholarship, creative activity, or academic achievement
   d. a record of professional growth and development
   e. a record of professional service to the community

3. To be eligible for promotion to Professor, the candidate must meet the following:
   a. a record of superior teaching
   b. a record of outstanding service to the institution, school, or department
   c. a record of outstanding research, scholarship, creative activity, or academic achievement
   d. a record of professional growth and development
   e. a record of professional service to the community

4. Recommendations for promotion are not normally considered for candidates who are currently on leaves of absence or who hold “temporary” appointments.

5. Strong justification should be provided in support of any recommendation of promotion to Associate Professor or Professor if the candidate has not earned the terminal degree in the discipline.

6. A faculty member may be tenured without being promoted, but it shall not be possible for a faculty member to be promoted without a grant of tenure.

7. Individuals who are appointed initially at the rank of Associate Professor or Professor are not permitted to receive tenure prior to the fifth year of appointment, unless probationary credit has been granted.
8. Probationary credit is not granted for promotion. Individuals who seek promotion to Professor must have served as a tenured Associate Professor for a minimum of four full years at the institution prior to the year of consideration, regardless of the rank at initial appointment.

**Criteria for Promotion for Administrative Faculty**

When a candidate for promotion is an academic administrator, the candidate shall be evaluated on the same areas as a faculty candidate. In lieu of or in addition to classroom teaching, the candidate may demonstrate successful mentoring and leadership.

**Procedures and Calendar for Applying for Promotion for Faculty**

1. By the 2nd Friday in April prior to the year of consideration, the candidate must initiate the process for promotion by email to the candidate’s immediate academic supervisor (e.g., Chair, Dean, or Provost, in the case of an academic administrator), the Chair of the Promotion, Tenure, and Post Tenure Review Committee, and the Provost.

2. By the 1st Friday in September, the Provost, in consultation with the Chair of the Promotion, Tenure, and Post Tenure Review Committee, shall meet with Deans to verify that the candidate meets the minimum time-in-rank requirements to be eligible.

3. By the 3rd Friday of September, subcommittees shall be formed at the department and school level and verified by and registered with the Promotion, Tenure, and Post Tenure Review Committee. Subcommittees will be formed according to the following process:

   a. Each school shall elect TWO (2) members at the rank of Professor to serve on all subcommittees for faculty in that school. Elections will be conducted by the PTPTTR committee no later than the 2nd Friday of September.

   b. In the event that a school does not have two faculty members at the rank of Professor, any vacancies will be filled by members of the PTPTTR committee.

   c. The third member of the subcommittee shall be a member of the faculty at large, at rank, designated by the candidate.

   d. Each subcommittee shall choose its own chair.

4. By the last Friday in September, the portfolio is submitted electronically so that all reviewers shall have simultaneous access.

5. By the 3rd Friday of October, a letter of support or non-support shall be uploaded to the portfolio by the Assistant Chair (of home campus if there is an Assistant Chair), the Chair (if there is a Chair), and the Dean. This letter must address teaching, service, scholarship, and professional growth and development; the section of the letter on scholarship should address whether the scholarship meets the standards of the candidate’s academic unit.

6. By the 3rd Friday of November, the subcommittee shall have completed its interview. Each candidate for promotion shall be reviewed by a school-wide
and/or department-wide three-person subcommittee, which shall receive appropriate training.

In the event that a faculty member is a candidate for both promotion and tenure, recommendations for action shall be determined by a single Promotion, Tenure, and Post Tenure Review subcommittee.

7. By the 3rd Friday in November and after careful examination of the candidate’s credentials as evidenced in the portfolio, the subcommittee shall conduct an interview with the candidate. The interview shall be primarily for purposes of clarification and amplification of material submitted. Each subcommittee chair shall make a record of the interview to be submitted to the Chair of Promotion and Tenure Review Committee. At the conclusion of the interview and following discussion, the members of the subcommittee shall vote by secret ballot to recommend the acceptance or rejection of the application for promotion. At this time, the results of this ballot shall be made known to the subcommittee.

8. By the 3rd Friday in January, subcommittee reports shall be submitted to the Provost and the Chair of the Promotion, Tenure, and Post Tenure Review Committee, who shall share and discuss the decisions with the Committee for their information and as a way providing a context for such decisions. All reports must be accompanied by an explanation of how the candidate met or failed to meet the criteria for promotion.

9. By the 1st Friday in April, the President or his or her designee shall notify the applicant by letter of the institution’s decision.

10. Within 30 days of the date of the letter, the applicant, if disagreeing with the President’s decision, may appeal in writing to the President.

11. Within 30 days of the date of appeal, and after requesting that the Promotion, Tenure, and Post Tenure Review Committee verifies that the process was followed and upon reviewing any optional report that said Committee might issue, the President notifies the applicant of the final decision.

12. Individuals receiving promotion shall receive an increase in salary (amount TBD). All salary adjustments are subject to the availability of funds.

**Procedures and Calendar for Applying for Promotion for Administrators**

1. By the 2nd Friday in April prior to the year of consideration, the candidate must initiate the process for promotion by email to the Chair of the Promotion, Tenure, and Post Tenure Review Committee, and the Provost. This email must be sent by the candidate prior to the year of consideration.

2. By the 1st Friday in September, the Provost, in consultation with the Chair of the Promotion, Tenure, and Post Tenure Review Committee, shall verify that the candidate meets the minimum time-in-rank requirements to be eligible.
3. By the 3rd Friday of September, subcommittees shall be formed and verified by and registered with the Promotion, Tenure, and Post Tenure Review Committee. Subcommittees will be composed according to the following process:

   a. The membership of the subcommittee shall be composed of one academic administrator at or above the administrative level of the candidate, one faculty member outside the reporting line of the candidate at the rank of Professor, and the immediate supervisor of the candidate.

   b. The immediate supervisor of the candidate shall serve as chair of the subcommittee.

4. By the last Friday in September, the portfolio is submitted electronically so that all reviewers shall have simultaneous access.

5. By the 3rd Friday of October, any additional letters of support shall be uploaded to the portfolio.

6. By the 3rd Friday of November, the subcommittee shall have completed its interview.

Eligibility for non-tenure-track faculty (lecturers)

Lecturers who have served for a period of at least six (6) years may be considered for promotion to Senior Lecturer. If a budget line is available for a tenure-track position, Lecturers or Senior Lecturers may apply for the position using the normal application and hiring processes.

Criteria for promotion for non-tenure-track faculty to Senior Lecturer.

Promotions to Senior Lecturer are “permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution” (8.3.8.1) BoR Policy Manual. Although allowed by policies of the Board of Regents, “early” promotion to Senior Lecturer is rare and may only be considered under the terms of section 4.5 of the BoR Policy Manual.

Procedures and Calendar for Applying for Promotion for non-tenure track faculty (lecturers)

1. By the 2nd Friday in April prior to the year of consideration, the candidate must initiate the process for promotion by email to the candidate’s immediate academic supervisor (e.g., Chair or Dean), the Chair of the PTPTR Committee, and the Provost. *(Note the exception above for the 2016-17 cycle.)*

2. By the last Friday in September, the candidate submits the following items in an electronic portfolio to the Dean:

   a. Candidate Letter of Intent to Apply for Promotion;

   b. Letters of recommendation from professional colleagues (to include a recent evaluation of a class visit by a chair, dean, or a professional colleague in the same discipline);

   c. Curriculum vita;

   d. Summary of evaluations of all courses for the past five years;

   e. Evaluations from immediate supervisor for the past five years.

3. By the 3rd Friday of October, a statement of support or non-support shall be uploaded to the portfolio by the Assistant Chair (of home campus if there is an Assistant Chair), the Chair (if there is a Chair), and the Dean.
4. By the 3rd Friday in November and after careful examination of the candidate’s credentials as evidenced in the portfolio, the PTPTR Committee shall vote by secret ballot to recommend the approval or rejection of the application for promotion. At this time, the results of this ballot shall be made known to the PTPTR Committee. The Chair of the PTPTR Committee shall record the votes and recommendation on the Status Change to Senior Lecturer Report Form. 
5. By the 3rd Friday in January, the Chair of the PTPTR Committee shall submit all forms to the Provost. In making a recommendation to the President, the Provost shall be aware that “not more than 20 percent of an institution’s FTE corps of primarily undergraduate instruction may be lecturers and/or senior lecturers” (8.3.8.1 BoR Policy Manual).
6. By the 1st Friday in April, the President or his or her designee shall notify the applicant by letter of the institution’s decision.
7. Within 30 days of the date of the letter, the applicant, if disagreeing with the President’s decision, may appeal in writing to the President.
8. Within 30 days of the date of appeal, and after requesting that the PTPTR Committee verifies that the process was followed and upon reviewing any optional report that said Committee might issue, the President notifies the applicant of the final decision.

4.07 Tenure and Criteria for Tenure

4.07.01 BOARD OF REGENTS’ POLICY

Board of Regents policy requires that each institution in the University System, with the exception of Georgia Gwinnett College, shall establish clearly stated tenure criteria and procedures that emphasize excellence in teaching for all teaching faculty (BR Minutes, October 2008). Such policies shall conform to the requirements listed below and shall be reviewed and approved by the University System chief academic officer (BR Minutes, August 2007). The requirements listed below shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustments to its own peculiar problems or circumstances. These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' policies and approved by the Board of Regents, shall be incorporated into the statutes of an institution.

Board of Regents' approval of University System of Georgia institutions to prepare teachers includes the expectation that public colleges and universities with a teacher preparation mission will collaborate with the K-12 schools. University System institutions that prepare teachers will support and reward all faculty who participate significantly in approved teacher preparation efforts and in school improvement through decisions in promotion and tenure, pre-tenure and post-tenure review, annual review and merit pay, workload, recognition, allocation of resources, and other rewards.

Participation in teacher preparation and in school improvement may include documented efforts of these faculty members in:

- Improving their own teaching so as to model effective teaching practices in courses taken by prospective teachers;
• Contributing scholarship that promotes and improves student learning and achievement in the schools and in the university; and
• Collaborating with public schools to strengthen teaching quality and to increase student learning.
• The Chancellor shall issue guidelines, to be published in the Academic Affairs Handbook, which serve to encourage formal institutional recognition and reward for all faculty in realizing the expectations embodied in this policy (BR Minutes, October 2006).

Criteria for Tenure (BR Minutes, August 2007)

Minimum for all institutions in all professorial ranks:

A. Superior teaching; demonstrating excellence in instruction
B. Academic achievement, as appropriate to the mission
C. Outstanding service to the institution, profession, or community
D. Professional growth and development

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two.

A written recommendation should be submitted by the head of the department concerned, setting forth the reasons for tenure. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be tenured.

Research and Regional Universities: In addition to the minimum criteria above, tenure at the rank of associate or full professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of tenure.

State Universities: In addition to the minimum criteria above, tenure requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of tenure.

State and Two-Year Colleges: In addition to the minimum criteria above, tenure requires the terminal degree in the appropriate discipline or its equivalent in training, ability, and/or experience. Neither the possession of the doctorate nor longevity of service is a guarantee of tenure.

Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100 percent workload basis for two out of every three consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency, or program modification as determined by the Board.

Only assistant professors, associate professors, and professors are eligible for tenure. Lecturers and Senior Lecturers are not eligible for promotion. Normally, only faculty members who are employed full-time (as defined by Regents’ policies) by an institution are eligible for tenure; however, faculty members holding these professional ranks who are employed by or on the staff of a USG institution on less than full-time basis, and who are assigned by the USG institution to hold an appointment at a non-USG institution corporate or governmental entity shall, subject to the approval of the Chancellor, be eligible for promotion and/or the award of tenure by the institution president (BoR Minutes, August 2007; November 2013).
The term "full-time" is used in these tenure regulations to denote service on a 100% work load basis for at least two out of three consecutive academic terms. Faculty with non-tenure track appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments, such as adjunct appointments (BR Minutes, October 2008).

Tenure may be awarded, upon approval of the President, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher (BR Minutes, August 2007). The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted, provided, however that an award of credit for the probationary period of an interruption shall be at the discretion of the President. In all cases in which a leave of absence, approved by the President, is based on birth or adoption of a child, or serious disability or prolonged illness of the employee or immediate family member, the five-year probationary period may be suspended during the leave of absence. A maximum of three years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of lecturer at the same institution. Such credit for prior service shall be approved in writing by the president at the time of the initial appointment at the rank of assistant professor or higher. Notwithstanding anything to the contrary in this Policy Manual, in exceptional cases an institution president may approve an outstanding distinguished senior faculty member for the award of tenure upon the faculty member's initial appointment; such action is otherwise referred to as tenure upon appointment. Each such recommendation shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at a prior institution, and brings a demonstrably national reputation to the institution. If the person is being appointed to an administrative position and has not previously held tenure, the award of tenure must be approved by the Chancellor (BR Minutes, August 2007).

Except for the approved suspension of the probationary period due to a leave of absence, the maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the president. The maximum time that may be served in combination of full-time instructional appointments (lecturer or professorial ranks) without the award of tenure shall be 10 years, provided, however, that a terminal contract for the 11th year may be proffered if a recommendation for tenure is not approved by the president (BR Minutes, 1992-93, p. 188; April 2000, pp. 31-32; August 2007).

To carry out special instructional functions such as basic skills instruction, institutions, including Georgia Gwinnett College, universities may appoint instructional staff members to the position of lecturer. Lecturers are not eligible for the award of tenure. Reappointment of a lecturer who has completed six (6) consecutive years of service to an institution will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. The reappointment process must follow procedures outlined by the institution (BoR Minutes, February 2007).

The title of senior lecturer may be used at the discretion of institutions that employ lecturers. Institutions are discouraged from initial hiring at the senior lecturer level. Lecturers who have served for a period of at least six (6) years at the employing institution may be considered for promotion to senior lecturer if the institution has adopted this title and has clearly stated promotion criteria.
Promotion to senior lecturer requires approval by the president. Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers. Senior lecturers are not eligible for the award of tenure (BoR Minutes, August 2002).

Not more than 20 percent (20%) of an institution’s FTE corps of primarily undergraduate instruction may be lecturers and/or senior lecturers (BoR Minutes, 1992-93, p. 188).

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

Upon approval of the award of tenure to an individual by the president, that individual shall be notified in writing by the president of his or her institution, with a copy of the notification forwarded to the University System chief academic officer.

**4.07.02 TENURE CONSIDERATIONS AT MIDDLE GEORGIA STATE UNIVERSITY**

A. Principle of Faculty Tenure

Tenure resides at the institutional level. The principle of faculty tenure imposes reciprocal responsibilities upon the institution and the faculty member: The institution provides academic freedom and continued employment on a 100 percent workload basis for two out of every three consecutive academic semesters (including summer semesters) until retirement, dismissal for cause, or release because of financial exigency. The faculty member is obligated to maintain high standards of professional performance and professional ethics.

A candidate for tenure must not only meet the designated minimum period of service, but also must meet what are, at that time, the long range needs of the institution and must show a history of evaluations that merits the award of tenure.

B. Pre-tenure Review

For information about the pre-tenure (third-year) review process, see section 4.05.02.3

C. Eligibility and Probationary Period for Tenure

a. Only Assistant Professors, Associate Professors, and Professors who are normally employed full-time by the institution are eligible for tenure. The term “full-time” is used in these regulations to denote service on a 100 percent workload basis for at least two out of every three consecutive academic semesters. The period of time August-May shall constitute one year of academic tenure credit.

b. Faculty members with adjunct, part-time, or other appointments shall not acquire tenure.
c. Candidates failing to receive tenure at the end of their fifth or sixth year are eligible to reapply during the following year, according to the tenure application process. One who is denied tenure in the last year of eligibility will be given a terminal contract for their final year of employment.

Minimum Time

While it is possible for a faculty member to seek tenure during the fifth year of employment in a tenure-track position, such a tenure bid is considered early and should be reserved for faculty of exceptional caliber. Normally, candidates will undergo tenure review during the sixth or seventh year. The following table provides an example of the standard time in which tenure may be awarded:

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>Year of Hire</td>
</tr>
<tr>
<td>2014-2015</td>
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<td>2015-2016</td>
<td>Third Year</td>
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<td>Fourth Year</td>
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<td>2017-2018</td>
<td>Fifth Year: Faculty member notifies of intention to apply for tenure</td>
</tr>
<tr>
<td>2018-2019</td>
<td>Sixth Year: Committee reviews faculty member</td>
</tr>
<tr>
<td>2019-2020</td>
<td>Seventh Year: Faculty member may receive tenure.</td>
</tr>
</tbody>
</table>

A maximum of three years credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions. Such credit for prior service shall be defined in writing by the President and by the Board of Regents at the time of the initial appointment at the rank of Assistant Professor or higher.

Faculty with probationary credit toward tenure only may be considered when their probationary credit plus years of service equals five or more years.

Maximum Time Served Without Tenure

Except for the approved suspension of the probationary period due to a leave of absence, the maximum time that may be served at the rank of Assistant Professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the President.

The maximum time that may be served in any combination of full-time, tenure track instructional appointments (lecturer or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if a recommendation for tenure is not approved by the President.

C. Criteria for Tenure
a. Tenure is based upon merit.
b. To be eligible for tenure the candidate must meet the following:
   1. A record of superior teaching
   2. A record of outstanding service to the institution, school, or department
   3. A record of scholarship
   4. A record of professional growth and development
   5. A record of professional service to the community
c. Each of the above areas shall be examined as follows:

- Teaching effectiveness, the most important area, shall be determined by
  examination of such items as the last five years’ student evaluations of
  classroom and/or clinical performance and, at the discretion of the person being
  reviewed, evidence of teaching effectiveness such as earlier student evaluations,
  written evaluations by colleagues or immediate academic supervisor, student
  communications, course modifications, use of self-devised evaluative
  instruments, or additional use of any other relevant material.
- Service to the institution shall be determined by an examination of such matters
  as participation on institution-wide committees (with emphasis on such factors
  as being chair or recorder, or serving on several committees), service on school
  committees, administrative assignments (such as serving on Regents’ Advisory
  Committees or special task force committees), and other relevant duties (such
  as advising a club, assisting with student activities, arranging lectures or
  performances for the institution, coordinating or judging pre-collegiate
  competitions held at the institution, etc.). At his or her discretion, the faculty
  member may provide additional evidence of service to the institution.
- Scholarship includes publication in professional journals, presentation of
  original work at conferences, and other activities deemed to meet the
  academic unit’s standards of academic research.
- Professional growth and development shall be evaluated by examining such
  matters as activities in professional societies (memberships, attendance at
  conventions, leadership roles, serving as panelists or commentators, presenting
  papers, etc.).
- Professional service to the community includes speeches, lectures,
  memberships in community organizations, service projects, and such other
  matters involving the use of the faculty member’s professional expertise for
  the benefit of the community.

D. Procedures and Calendar for Applying for Tenure for Academic
   Administrators

The process for tenure candidacy for academic administrators is identical to that for
promotion for academic administrators. In the event that an academic administrator
is a candidate for both promotion and tenure, recommendations for action shall be
determined by a single Promotion and Tenure Review Subcommittee. See Section
4.06.02 (Eligibility, Criteria, and Procedure for Promotion at Middle Georgia State
University) for details about the application process.

E. Procedures and Calendar for Applying for Tenure for Faculty

The process for tenure candidacy is identical to that for promotion. In the event
that a faculty member is a candidate for both promotion and tenure,
recommendations for action shall be determined by a single Promotion, Tenure, and Post Tenure Review subcommittee. See Section 4.06.02 (Eligibility, Criteria, and Procedure for Promotion at Middle Georgia State University) for details about the application process.

F. Notification of Tenure

An individual who is awarded tenure shall be notified in writing by the President with a copy of the notification forwarded to the Senior Vice Chancellor for Academic Affairs.

G. Loss of Tenure or Probationary Credit

Tenure or probationary credit toward tenure is lost upon termination from the institution, written resignation from a tenured position in order to take a non-tenured position, written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given, or written resignation for purposes of retirement.

In the event such an individual is again employed and becomes a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

4.07.03 Post-Tenure Review

As a means of enhancing the performance of all faculty members by stressing formative development over summative evaluation, post-tenure review has the purpose of the development of the faculty member. Post Tenure Review shall take the place of annual review.

- Post-Tenure review means that all tenured faculty members are reviewed periodically in order to enhance and reward performance. This periodic review excludes any of the following administrators, even if they are tenured: President, Provost, Vice Provost, Associate and Assistant Provosts, Vice Presidents, Associate and Assistant Vice Presidents, College and School Deans, Associate or Assistant Deans, Department Chairs, and Program Coordinators/Directors, “as long as a majority of their duties are administrative” (BOR Minutes, August, 2007). For Coordinators and Directors, the VPAA shall verify whether they fall under these BOR guidelines.
- For Middle Georgia State University faculty, post-tenure review shall begin five years after the award of tenure and shall continue at five-year intervals unless interrupted by an additional review for promotion or other personnel action. The five-year interval commences after such a promotion or other personnel action. A faculty member who is on leave during the scheduled post-tenure review year would ordinarily be reviewed the year of return.
- Faculty members who notify the institution of their plans to retire within three (3) years of the date scheduled for post-tenure review are excused from the requirement for post-tenure review.
All members of the Promotion, Tenure, and Post-Tenure Review Committee and its subcommittees shall receive appropriate training in peer review, which normally occurs at the second meeting of the Committee.

Post-Tenure review shall be conducted by a committee of faculty and administrators with tenure. The PTR subcommittee shall be composed of the Dean or his or her designee at rank, the Department Chair (if there is a Chair), a member of the PTPT committee if there is not a Chair, and a faculty member at rank and at large chosen by the faculty member being reviewed (three total); the subcommittee shall choose a chair from among its members.

The Promotion, Tenure, and Post Tenure Review Committee shall verify the eligibility of all committee members and maintain records of the members of all subcommittees.

The evaluation shall be based upon the faculty portfolio provided by the faculty member. It is primarily the faculty member’s responsibility to ensure that all necessary material is in the post-tenure review portfolio prior to the review.

After careful examination of the post-tenure review materials using the areas of evaluation and the evaluative procedures given below, the subcommittee shall conduct an interview with the faculty member being reviewed. The interview shall be primarily for purposes of clarification and amplification. A record shall be kept of the interview.

In evaluating the performance of the faculty member, the Post-Tenure Review Subcommittee shall utilize these areas of evaluation: teaching effectiveness; service to the University; scholarship; professional growth and development; professional service to the community, and the faculty development plan. While teaching performance is the major area to be evaluated, each faculty member may also suggest other area(s) of development that shall be given special consideration. Each of the above areas shall be examined as follows:

- Teaching effectiveness, the most important area, shall be determined by examination of such items as the last five years’ student evaluations of classroom and/or clinical performance and, at the discretion of the person being reviewed, evidence of teaching effectiveness such as earlier student evaluations, written evaluations by colleagues or immediate academic supervisor, student communications, course modifications, use of self-devised evaluative instruments, or additional use of any other relevant material.
- Service to the institution shall be determined by an examination of such matters as participation on institution-wide committees (with emphasis on such factors as being chair or recorder or serving on several committees), service on university, college or school committees, intradepartmental committees, administrative assignments (such as serving on Regents' Advisory Committees or special task force committees), and other relevant duties (such as advising a club, assisting with student activities, arranging lectures or performances for the institution, coordinating or judging pre-collegiate competitions held at the institution, etc.). At his or her discretion, the faculty member may provide additional evidence of service to the institution.
- Scholarship includes publication in professional journals, presentation of original work at conferences, and other activities deemed to meet the academic unit’s standards of academic research.
• Professional growth and development shall be evaluated by examining such matters as activities in professional societies (memberships, attendance at conventions, leadership roles, serving as panelists or commentators, presenting papers).

• Professional service to the community includes speeches, lectures, memberships in community organizations, service projects, and such other matters involving the use of the faculty member's professional expertise for the benefit of the community.

• Consistent with the Board of Regents' policy directive that post-tenure review serve "the purpose of enhancing the performance of all faculty," Middle Georgia State University's post-tenure review shall include an examination of the soundness of each faculty member's career plans.

Each faculty member shall submit as part of his or her documentation a five-year Faculty Development Plan. This plan shall be based on the faculty member's analysis of his or her professional development at this stage of his or her career. The Faculty Development Plan is a necessary part of the post-tenure review process. It in no way implies a deficiency in the faculty member's performance or a need for substantial improvement. It shall be a careful attempt to show how the faculty member may improve his or her performance in one or more of the areas.

Prior to concluding its evaluation of the faculty member, the Post-Tenure Review Subcommittee shall carefully consider the documentation, the interview, and the faculty member's stated emphasis on the areas of evaluation.

• The subcommittee shall vote by secret ballot, using the following scale for one general rating:
  1 = Does Not Meet Expectations
  2 = Meets Expectations
  3 =Exceeds Expectations

• The Chair of the Subcommittee shall count the ballots and average the scores. In the case of a "Meets" or "Exceeds" rating, the Subcommittee shall approve the Faculty Development Plan and may suggest revisions to it. The Post-Tenure Review Subcommittee shall record the score and any appropriate comments on the Post-Tenure Review Report Form. After all members of the Subcommittee have signed the Post-Tenure Review Report Form, the Chair of the Subcommittee shall give this form to the Chair of the Post-Tenure Review Committee. The Chair of the Post-Tenure Review Committee shall then give the original copy of the Post-Tenure Review Report Form to the faculty member under review and another copy to his or her College or School Dean.

• At the end of the fifth year since the faculty member's last review, the Post-Tenure Review Subcommittee then current shall evaluate the success with which the faculty member has achieved the goals of his or her Faculty Development Plan. In the cases of outstanding performance, either in the initial year of the review, the fifth year, or both, the Post-Tenure Review Subcommittee shall recommend that the faculty member receive a bonus in addition to normal salary increases. This recommendation and supporting documentation shall be sent to the Provost.

• If the Subcommittee's rating is less than two, then the candidate rates “Does Not Meet,” and the procedures in the following section will then apply.
If the Post-Tenure Review Subcommittee discovers during the initial evaluation that a faculty member's performance “Does Not Meet,” then the faculty member shall establish, with help from the Department Chair or Academic Dean, a three-year plan of development. Although this plan may incorporate features of the faculty member's original five-year plan, it shall emphasize ways to correct the problems identified by the Post-Tenure Review Subcommittee and shall specify the resources needed to assist in these efforts.

- Included in the three-year development plan shall be specific goals or achievement outcomes, activities necessary to achieve these goals, appropriate time frames within which the goals shall be accomplished, and appropriate criteria by which the Department Chair or Academic Dean shall monitor progress.
- The Department Chair or Academic Dean is responsible for forwarding the formal faculty development plan resulting from a post-tenure review to the appropriate administrative office at least one level above the faculty member's unit as specified by the institution.
- The Department Chair or Academic Dean and the administrative officer at least one level above the faculty member's administrative unit are jointly responsible for arranging for appropriate funding from the institution to support the development plan.
- After three years, the faculty member shall be reevaluated by the full Post- Tenure Review Committee which is in office at the time. This committee may be modified by the faculty member's option to strike one member and substitute an alternate of choice. If the Post-Tenure Review Committee still finds areas of unsatisfactory performance at this time, it shall recommend to the faculty member's Department Chair or College or Academic Dean and to the Provost ways in which the faculty member's duties might be reconfigured in order to capitalize upon that person's strengths. The Post-Tenure Review Committee shall make no recommendation regarding revocation of tenure or dismissal.

At the conclusion of the review by the Post-Tenure Review Subcommittee, the faculty member may either accept or appeal the conclusion by letter with reasons to the full Post-Tenure Review Committee.

4.07.04 PROGRAM MODIFICATION

As part of its broad constitutional authority to manage the University System of Georgia, the Board of Regents may exercise its authority to modify programs at various institutions of the System. Such modification may result from a significant change of institutional mission or academic priorities which may be influenced by long-term declines in degree program productivity. These changes may result in permanent termination of academic programs or permanent and significant reduction in size thereof. A program modification of such magnitude that requires the termination of tenured faculty members will be implemented only after completion of a study, with institutional administrative and faculty participation, by the Chancellor's staff. The Chancellor will report the results of that study to the Board along with recommended guidelines under which program modification will be effected The University System chief academic officer shall issue procedures on program modification (BR Minutes, 1982-83, p. 254; January 2008).

4.08 Non-Tenure Track Personnel
A. Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions.

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

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

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

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

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

B. The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only (BR Minutes, 1982-83, pp. 255-256).

4.08.01 EMPLOYMENT OF FULL-TIME LECTURERS

To carry out special instructional functions such as basic skills instruction, institutions may appoint instructional staff members to the position of lecturer. Lecturers are not eligible for the award of tenure. Reappointment of a lecturer who has completed six consecutive years of service to an institution will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. The reappointment process must follow procedures outlined by the institution (BR Minutes, February 2007). Not more than 20% percent of an institution's FTE corps of primarily undergraduate instruction may be lecturers and/or senior lecturers (BOR 8.3.8.2).

4.08.02 ACADEMIC PROFESSIONALS

Academic Professional titles may be assigned to appropriate positions (as defined below). Institutions are authorized to establish non-tenure track professional positions. Persons in such positions may be involved in duties of a managerial, research, technical, special, career, public service, or instructional support nature. Examples of such positions currently existing are Public Service Professional, Research Scientist, Research Associate, Research Engineer, and Research Technologist. The title Academic Professional would be similar to those currently in use (BR Minutes, February, 2007).

The following stipulations apply to all Academic Professional Positions:

1. The position requires an appropriate terminal degree or, in rare and extraordinary circumstances, qualification on the basis of demonstrably successful related experience, which exception is expressly approved by the institution president (BR Minutes, February 2007).
2. The Academic Professional designation may not be assigned to a position where the teaching and research responsibilities total fifty percent (50%) or more of the total assignment.

3. The position is not a tenure-track position, and the holder of the position is not eligible for consideration for the award of tenure or for probationary credit toward tenure.

The designation Academic Professional would apply to a variety of academic assignments that call for academic background similar to that of a faculty member with professorial rank, but which are distinctly different from professorial positions. Examples include managing instructional laboratories, assuming academic program management roles not suited for expectations applied to tenure-track faculty members, operating instructional technology support programs, being responsible for general academic advising, assuming professional student counseling center responsibilities, providing specialized skill acquisition training as support for academic programs, and working with tenure-track faculty members in course and curriculum development and in the laboratory (BR Minutes, October 2008).

General categories for Academic Professionals would include:

1. Training and Instructional Support. This includes educational needs assessment, program development and coordination, instructional materials and technology development, delivery of specialized or skill acquisition instruction, and program evaluation. In light of the restriction above, Academic Professionals must be persons whose instructional duties account for less than half of their total time.

2. Technical Assistance. This category is an advisory or operating role which provides specialized knowledge appropriate for program support and development. The activities range from a significant or advisory or operating role to managing a technical support unit to development of organizational structures and function.

3. Specialized Management. This includes supervision of clinical practice or field experience or providing services or out-of-class educational opportunities for students.

Career ladders may be established for Academic Professionals, using the following titles: Academic Professional Associate, Academic Professional, and Senior Academic Professional (BR Minutes, February 2007).

Reappointment of Academic Professionals is made annually. Notice of reappointment and non-reappointment must be made in a timely manner consistent with Board of Regents policy, using the three-month, six-month, and nine-month notification schedule depending upon length of service in the position (BR Minutes, October 2008).

All provisions of Section 803.08 of the Board of Regents' Policy Manual will apply to the employment of Academic Professionals.

**4.09 Discipline and Removal of Faculty Members**

**4.09.01 BOARD OF REGENTS POLICY**
The president of an institution may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved statutes of an institution. Further causes or grounds for dismissal are set forth in the tenure regulations of the policies of the Board of Regents and in the approved statutes or bylaws of an institution (BR Minutes, 1974-75, pp. 304-313; 1982-83, p. 23).

Grounds for Removal: A tenured or non-tenured faculty member may be dismissed before the end of his or her contract term for any of the following reasons provided that the institution has complied with procedural due process requirements:

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

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

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

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

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

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

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

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

Each institution, as a part of its statutes, may supplement Regents' policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution (BR Minutes, 1951-52, pp. 315-319, pp. 159-60; 1966-67, p. 206; 1969-70, pp. 21-22; 1974-75, pp. 304-313; 1982-83, p. 254).

PROCEDURES: These procedures shall apply only to the dismissal of a faculty member with tenure or of a non-tenured faculty member before the end of the term specified in his or her contract.

It is intended that the procedures set forth below shall be considered as minimum standards of due process and shall not be construed as a limitation upon individual standards or procedures, consistent with the Policy Manual and Bylaws of the Board, which an institution of the System may elect to
adopt for its own improvement or to make adjustment to its own particular circumstances. Such additional standards or procedures shall be incorporated into the statutes of the institution.

The president may at any time remove any faculty member for cause. Cause or grounds for dismissal are set forth in this Policy Manual and in the approved statutes or bylaws of an institution. Whenever the words "president" or "administration" are used in these procedures, they shall be construed to include the designated representative of the president.

Preliminary Procedures: The dismissal of a tenured faculty member or a non-tenured faculty member during his or her contract term should be preceded by:

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

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

3. A letter to the faculty member forewarning that he or she is about to be terminated for cause and informing him or her that a statement of charges will be forwarded to him or her upon request. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within a reasonable time shall constitute a waiver of the right to a hearing.

4. A statement of charges, if requested by the faculty member, framed with reasonable particularity by the president or his or her designated representative. Along with the charges, the faculty member shall be advised of the names of the witnesses to be used against him or her together with the nature of their expected testimony.

**Provision for Hearing Committee:** A dismissal as defined above shall be preceded by statement of charges or causes (grounds for dismissal) if so requested, including a statement that the faculty member concerned shall have the right to be heard by a faculty hearing committee.

The Hearing Committee shall consist of not less than three or more than five impartial faculty members appointed by the executive committee (or its equivalent) of the highest legislative body of the faculty from among the members of the entire faculty (as defined by the Policy Manual of the Board) of the institution.

Members of the Hearing Committee may serve concurrently on other committees of the faculty. The Hearing Committee will meet as a body when it is called into session by the chair of the body which selected them either at his or her discretion or upon the request of the president or the faculty member who is subject to dismissal.

When the Hearing Committee is called into session, it shall elect a chair from among its membership. A member should remove him- or herself from the case, either at the request of a party or on his or her own initiative if he or she deems him- or herself disqualified for bias or interest. Each party shall have a maximum of two challenges without stated cause, provided, however, that all challenges whether with or without cause shall be made in writing and filed with the chair of the Hearing Committee at least five days in advance of the date set for the hearing.
The chair shall have the authority to decide whether a member of the committee is disqualified for cause. If the chair determines that a member is so disqualified or if a committee member removes him- or herself from a case, the replacement shall be made in the same manner as the original committee was selected. If the chair is thus removed, the committee shall elect a new chair after committee replacements have been appointed. A minimum of three (3) members is required for any action to be taken.

Dismissal Procedures: In all instances where a hearing is requested the following hearing procedures shall apply:

1. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the Hearing Committee shall be made in writing at least twenty (20) days prior to the hearing. The faculty member may waive a hearing, or he or she may respond to the charges in writing at least five (5) days in advance of the date set for the hearing. If a faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record;

2. The Hearing Committee, in consultation with the president and the faculty member, may exercise its judgment as to whether the hearing should be public or private;

3. During the proceedings the faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his or her choice. The Hearing Committee will be permitted to have advisory counsel;

4. At the request of either party or the chair of the Hearing Committee, a representative of a responsible education association shall be permitted to attend as an observer;

5. A tape recording or transcript of the proceedings shall be kept and made available to the faculty member and the administration in the event an appeal is filed;

6. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia;

7. The Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made;

8. The faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence;

9. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the Committee determines that the interests of justice require the admission of his or her statement, the Committee will identify the witness, disclose his statement, and, if possible, provide for interrogatories;

10. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters shall be decided by the chair or presiding officer;
11. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record;

12. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed. The president and the faculty member will be notified in writing of the decision and recommendation, if any, of the Hearing Committee;

13. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the president. If the president does not approve the report, he should state his reasons in writing to the Committee for response before rendering his final decision. If the Committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The president may or may not follow the recommendations of the Committee;

14. After complying with the foregoing procedures, the president shall send an official letter to the faculty member notifying him or her of his or her retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. The letter shall clearly state any charges which the president has found sustained and shall notify such person that he or she may appeal to the Board of Regents for review. The appeal shall be submitted in writing to the Chancellor within twenty (20) days following the decision of the president. It shall state the decision complained of and the redress desired. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon;

15. Upon dismissal by the president, the faculty member shall be suspended from employment without pay from the date of the final decision of the president. Should the faculty member be reinstated by action of the Board of Regents, he or she shall be compensated from the date of the suspension.

4.09.02 MIDDLE GEORGIA STATE UNIVERSITY POLICY FOR DISMISSAL OF TENURED OR TENURE-TRACK FACULTY MEMBER

Middle Georgia State University policy for dismissal of a faculty member with tenure or a non-tenured faculty member before the end of the term specified in his or her contract is the same as the policy specified by the Board of Regents as stated above. The Hearing Committee, as stated in Board of Regents policy, will be established in the same manner as a Faculty Panel is established as specified in the Faculty Grievance proceeding, which can be found in section 5.06.03.

4.09.03 DISMISSAL OF TEMPORARY, LIMITED TERM, OR PART-TIME INSTRUCTIONAL PERSONNEL

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the president, chief academic officer, or their immediate supervisor, any of whom may discontinue the employment of such employees without cause or advance notice (BR Minutes, 1986-87, p. 103).

4.09.04 SUSPENSION FOR VIOLATION OF STATE OR FEDERAL LAWS
When a faculty member of any institution of the University System is charged with the violation of a state or federal law or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the president.

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

4.10 Board of Regents Faculty Forms

4.10.01 FACULTY CONTRACT

The institutions of the University System shall use the appropriate official contract forms approved by the Board of Regents, which are contained in the Academic Affairs Handbook. Failure to sign and return such contracts within the time period specified therein may be construed as an abandonment of employment rights.

Contracts are specified for the following categories of employees at all institutions except Georgia Gwinnett College (BoR Minutes, October 2008):

1. Fiscal year (twelve month) contract for non-tenured faculty on tenure track and for non-tenure track personnel (to include non-tenure track personnel and lecturers and senior lecturers

2. Fiscal year (twelve month) contract for tenured faculty;

3. Academic year contract for tenured faculty;

4. Fiscal year (twelve month) contract for tenured personnel holding joint employment at the Veteran's Affairs Medical Center, Augusta, and the Medical College of Georgia;

5. Contract for administrators with professorial ranks in the following categories: tenured personnel, non-tenured personnel on tenure track, and non-tenure track personnel;

6. Contract form for faculty at Georgia Gwinnett College: Renewable appointment contract for three (3) or five (5) year terms.

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

4.11.01 SALARIES

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

During a fiscal year, changes shall not be made in the salaries established for positions listed in the annual operating budget of the institution without prior approval of the Board of Regents. Annual salary increments shall not be automatic, but based upon merit, as determined by a faculty member’s professional performance as evaluated annually. The criteria used to determine salary increments include teaching performance, service to the institution, professional service to the community, scholarship, and professional growth and development.

The salary for a ten-month contract is divided into ten payments. One-tenth of the contract is paid at the end of each month from August through May. Regular monthly payments are made on the last working day in each month through direct deposit to the employee’s financial institution.

Deductions for full-time faculty shall be made as follows:

1) Federal Withholding Tax
2) Social Security Tax
3) Group Insurance
4) State of Georgia Teacher Retirement/Optional Regents' Approved Retirement Plan
5) Georgia State Withholding Tax
6) Tax-Sheltered Annuity Plan (optional)

Part-time faculty members are normally paid over a four-month period. For Fall Semester, payments are made in September through December; for Spring Semester, payments are made in January through April.

New employees are required to complete the following forms before they are officially on the payroll:

1) Employee Statement of Health
2) Acceptance and payroll Deduction Authority for Medical, Life, and other insurance
3) Form G-4 (State Withholding Tax)
4) Form W-4 (Federal Withholding Tax)
5) State Security Questionnaire (including Loyalty Oath)
6) Georgia Teacher Retirement System Blank/Optional Regents’ Approved Retirement Form
7) Social Security number application or present number
8) Employment Eligibility Verification Form (I-9)

4.11.02 CRITERIA FOR DETERMINING SALARIES

Consistent with Regents' policy on nondiscrimination and with the approved purpose of the institution, each institution of the University System shall utilize specific criteria for the determination of entry-level salaries for full-time members of the Corps of Instruction employed at the ranks of lecturer, senior lecturer, assistant professor, associate professor, and professor and for the determination of the extent of salary increases awarded to currently employed full-time faculty members.

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

2. Salary increases for full-time teaching faculty shall be awarded on the basis of merit. The criteria for the determination of the extent of such increases shall include teaching ability, completion of significant professional development activities including the attainment of additional academic degrees, promotion in rank, research productivity, academic achievements and publications, academic honors and recognitions, relevant professional achievements and recognitions, and non-teaching services to the institution. Each institution shall identify specific criteria, consistent with this policy, upon which the determination of the extent of salary increases will be based. The institution shall also identify the methods by which the faculty member's performance will be evaluated for purpose of the determination of salary increases. The criteria and the evaluation methods shall be published in the faculty handbook of the institution (BR Minutes, January 1982, p. 184; February, 2007, pp. 52-53).

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

4.11.03 SUMMER SCHOOL SALARIES

Academic year contracts are for 10 months and do not obligate the faculty to teach during the summer. Faculty members are not guaranteed summer employment; however, as summer employment opportunities are available, selection will be as equitable as possible. Consideration for selection of personnel for summer school shall first be given to tenured and tenure-track faculty members who are
currently teaching at Middle Georgia State University and who plan to return the following year. Distribution of course load shall be as equitable as possible.

Payment of compensation to faculty members for full-time employment during the summer session shall be at a rate not to exceed 33-1/3% of their regular ten months compensation for the previous academic year (BR Minutes 1950-51, p.333; 1984-85, p. 80). The schedule of payments and maximum compensation at Middle Georgia State University may vary significantly from year to year and is determined through the offices of Academic and Fiscal Affairs.

4.11.04 RESEARCH, SATURDAY CLASSES, AND OFF-CAMPUS CONTINUING EDUCATION

Research and Saturday classes will ordinarily be carried by System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.

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

1. The work is carried in addition to a normal full load.

2. No qualified person is available to carry the work as part of his or her normal load.

3. The work produces sufficient income to be self-supporting.

4. The additional duties are not so heavy as to interfere with the performance of regular duties.

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

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

4.11.05 SALARY SUPPLEMENTS FROM COOPERATIVE ORGANIZATIONS

No consideration shall be given to salary supplements that may be paid from cooperative organizations or other sources in order that salary supplements will be over and above the regular salary paid with state funds.

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

The salary to be paid from state funds for summer school employment or for a leave of absence with pay shall be based on the approved salary exclusive of any supplement. Each faculty or staff member receiving a salary supplement shall be advised that he or she is receiving the salary supplement with information as to the amount and source of funds and that the salary supplement is provided upon the recommendation of the president of the institution (BR Minutes, 1957-58, pp. 366-67).
4.11.06 EMPLOYMENT OF FACULTY MEMBERS WITH AGENCIES’ FUNDS

Whenever it is desired to employ a person at any institution of the System whose salary is to be paid in whole or in part with funds provided by a person, foundation, organization, or any agency other than a governmental agency, the president of the institution concerned shall recommend to the Board of Regents, through the Chancellor, the employment of the person, with full details of his or her qualifications and the availability of funds for paying his or her salary. (BR Minutes, 1938-39, pp. 437-438).

4.12 Emeritus/Emerita Title

4.12.01 BOARD OF REGENTS POLICY

The institution may confer, at its discretion, the title of "emeritus" or “emerita” on any retired and tenured professor, associate professor, or assistant professor, or Board-approved non-tenure track faculty of equivalent rank, who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System. The institution may also confer, at its discretion, the title of "emeritus" or “emerita” on any Board-approved, retired administrative officer who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System. (BR Minutes, February 2007). In rare cases, the institution may confer, at its discretion, the title of “emeritus” or “emerita” on any deceased tenured faculty member who, at their time of death, had 10 years or more of honorable and distinguished service in the University System (BR Minutes, October 2008). This title may be conferred upon the recommendation of the president of the institution in which the employee has served.

4.12.02 MIDDLE GEORGIA STATE UNIVERSITY POLICY

Definition:
With the approval of the President, Emeritus/Emerita status may be granted to retired senior administrators and tenured faculty who have enjoyed honorable and distinguished careers at Middle Georgia State University. The title conferred shall be the rank and/or position title held at the time of retirement, plus the word “Emeritus” or “Emerita.” A faculty member or administrator may be granted Emeritus/Emerita status posthumously. A candidate for Emeritus/Emerita status must have completed at least ten years of full-time service to Middle Georgia State University. Judgment of an honorable and distinguished career should be based, in some combination, upon the quality of instructional and professional contributions, administrative performance, service to the institution, and service to society beyond the institution’s community. Variation from these criteria, as permitted by Board of Regents policy, may be made by the President in the event of extraordinary circumstances.

Recommendations for Conferral:
Recommendation for Emeritus/Emerita status begins with the immediate supervisor of the faculty member or administrator who is approaching retirement. The person initiating the process shall execute a Recommendation for Award of Emeritus Status Form, accompanied by the candidate’s resume and a letter of recommendation detailing the highlights of the candidate’s career at Middle
Georgia State University. The recommendation materials are forwarded for consideration through the administrative chain of command to the President.

Conferral:
Upon ratification by the Board of Regents, the President shall notify the individual in writing that Emeritus/Emerita status has been conferred. This notification shall include the list of responsibilities and privileges specified in the current Policy on Emeritus/Emerita Status. Public recognition of Emeritus/Emerita status shall be made at the appropriate commencement exercises. Recognition shall include the award of a certificate and a permanent ID card identifying the individual as holding Emeritus/Emerita status. Emeritus/Emerita faculty and administrators shall be listed in specially designated section in the Catalog of Middle Georgia State University and other appropriate institution publications (including electronic).

Privileges and Responsibilities:
Emeritus/Emerita faculty and administrators shall be entitled to those privileges available to active full-time faculty and administrators. These privileges carry with them the same general responsibilities as for regular faculty and administrators and shall include the following:

1. Library facilities and service
2. Faculty parking
3. Ticket purchases for University functions
4. Campus email and related services
5. Use of recreational, wellness, and health facilities and services (fees may apply)
6. Bookstore purchases at faculty discount rates
7. Participation in convocation/graduation exercises and social functions
8. If on active duty, access to office space, laboratories, and other facilities, subject to availability
9. Service in Faculty Mentoring Programs
10. Service on Department/Campus committees, by invitation
11. Service as Good Will Ambassadors to society beyond the MGA community
12. Membership in appropriate MGA faculty clubs and associations
13. Receipt of MGA and campus publications

4.13 Faculty Career Development

The Board of Regents of the University System of Georgia is committed to the continued professional growth and development of System personnel.
Faculty, staff, and administrators are encouraged to participate in development activities and study. Career development opportunities may include, but are not limited to, the following examples of program offerings:

1. Tuition Assistance Program (BR Minutes, September 2004); See 4.13.02
2. Courses offered through Continuing Education;
3. Courses offered through a Technical College System of Georgia (TCSG) institution;
4. External professional programs and conferences; and
5. System-wide/institutional faculty and staff professional development programs.

Each University System institution shall commit at least one percent of full-time employee salaries to be used for faculty and staff development. This one percent will be matched by state appropriated funds to the extent that funds are available (BR Minutes, April 2002).

4.13.01 BOARD OF REGENTS POLICY

In keeping with the University System of Georgia’s commitment to excellence, each institution shall have a campus-wide professional growth and development program that supports the continuous improvement of all faculty in their roles as teachers; scholars/researchers; and professionals engaged in service to the institution, the community, and the profession. Each institution’s program must be intentionally aligned with the institution’s mission, key initiatives, and strategic plan. The program must cultivate and sustain a culture in which faculty professional development is valued and pervasive.

The program should specify how faculty development is incorporated into each area of faculty performance evaluations. Each institution’s program should be grounded in best practices for faculty development (see USG Academic Affairs Handbook) to inform faculty opportunities, empower them to stay current, and reward them for enhancing their skills. The program should be goal-driven, include a mechanism to evaluate its effectiveness, and explain how the information gathered will be used to enhance faculty development. Programs must be endorsed by the appropriate faculty governance process and the institution’s president (BoR Minutes, October 2010).

4.13.02 TUITION ASSISTANCE PROGRAM (TAP)

The University System and the institutions will encourage full-time faculty, staff, and administrators to participate in development activities and study by remitting tuition for those activities that have been authorized by the employee’s institution. Participation in the Tuition Assistance Program shall be available to full-time benefits-eligible employees who have successfully completed at least six months of employment in a benefits-eligible position as of the date of the Tuition Assistance Program application deadline for the desired academic semester.

Full-time employees (who meet the applicable admissions standards and who have received appropriate prior authorization from their institution) may enroll in up to eight academic semester credit hours for each of the three designated semester periods: fall semester, spring semester, and summer semester.
Student status will be secondary to employee status in all considerations, including student fee waivers. Tuition assistance is the waiver of tuition and the waiver of certain fees. Tuition Assistance Program participation will be granted on a space-available basis. For limited-slot enrollment programs, approval must be granted by the teaching institution. An employee must receive a grade of C or better in each approved Tuition Assistance Program academic course.

Employees may not enroll in the following professional schools: dental, medical, pharmacy, veterinary, law, or executive/premier or comparable graduate programs (BR Minutes, September 2004).

**4.13.03 AUDITING OF COURSES**

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

**4.14 Enhancing Teaching and Learning in K-12 Schools and USG Institutions**

The BOR recognizes the value of USG faculty engagement in the effort to continuously improve teaching and learning in K-12 schools and USG Institutions.

**Work in K-12 Schools**

USG institutions will support and reward faculty who participate in significant and approved efforts to improve teaching and learning in K-12 schools, including teacher preparation, through decisions in promotion and tenure, pre-tenure and post-tenure review, annual review and merit pay, workload, recognition, allocation of resources, and other rewards. Participation in teacher preparation and in school improvement may include documented efforts of faculty in:

1. Improving their own teaching so as to model effective teaching practices in courses taken by prospective teachers
2. Contributing scholarship that promotes and improves student learning and achievement in the schools and in the university
3. Collaborating with public schools to strengthen teaching quality and to increase student learning
Work in USG Institutions

USG institutions will support and reward faculty who participate in significant and approved efforts to improve teaching and learning in USG institutions, including teacher preparation, through decisions in promotion and tenure, pre-tenure and post-tenure review, annual review and merit pay, workload, recognition, allocation of resources, and other rewards. Participation in improving teaching and learning in USG institutions may include documented efforts of faculty in:

1. Improving their own teaching in ways that enhance student learning
2. Contributing scholarship that promotes and improves student learning and achievement in the university
3. Contributing scholarship that promotes and improves student learning in other colleges & universities or in their discipline

4.15 Fundraising

All fundraising must be related to the purpose of the institution. Fundraising and related development activities of the institution are coordinated by the Office of University Advancement. Solicitation and/or acceptance of gifts, funds, and/or property for the benefit of or in the name of Middle Georgia State University must be approved by the Office of University Advancement who serves as the President’s designee for the endorsement of such transactions.
Section 5: Faculty Rights and Responsibilities

5.01 Academic Freedom

Middle Georgia State University recognizes that there are rights and responsibilities that exist concomitant with the academic freedoms underpinning the professional work of its faculty.

Accordingly, Middle Georgia State University operates under the principles of the American Association of University Professors (AAUP) articulated in the 1940 Statement of Principles on Academic Freedom and Tenure (with 1970 Interpretive Comments), which can be found at the AAUP website.

The key elements of the AAUP statement on academic freedom are:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

5.02 Academic Freedom and Students’ Rights Policy

In their interactions with students in the classroom and in other instructional venues, faculty members are expected to maintain at all times the highest standards of academic professionalism and are not to use their courses for purposes of political or ideological indoctrination. In the words of the 1940 Statement, “Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. . . . When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institutions.” The 1970 Interpretive Comments add that the “intent” of the statement on classroom discussion “is not to discourage what is ‘controversial.’ Controversy is at the heart of the free academic inquiry which the entire statement is designed to foster. The passage serves to underscore the need for teachers to avoid persistently intruding material
which has no relation to their subject.” Faculty members are also to make every effort to assure unimpeded intellectual diversity in their classes, and they should avoid the appearance that students who disagree with their views on matters of opinion will in any way be penalized or put at a disadvantage.

**Student Procedure for Filing a Grievance**

Any student who believes that individual academic rights have been violated may seek redress by following the established procedure for filing a grievance. It is important that both students and faculty have a common understanding of the procedure for resolving such grievances.

The following procedure is not applicable to cases involving discrimination, sexual harassment, or violation of stated grading policy. In those instances, established procedures as outlined in the Middle Georgia State University Student Handbook should be followed.

The Middle Georgia State University Student Code of Conduct reads, "Laws, statutes, and regulations at the national, state, and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the academic community." *Middle Georgia State University Student Code of Conduct, Introduction, [http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf](http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf)*.

Realizing that students may have grievances/complaints regarding their experiences, either inside or outside of the classroom, Middle Georgia State University has developed and published the following policies that allow students to request review of issues of concern:

**Academic Grievance**

In the informal grievance process, the student should first discuss any problem of an academic nature with the faculty member involved. If the grievance is not resolved at this level, the student should discuss the problem with the appropriate academic division chair. Should circumstances be such that the above steps are not appropriate or if the matter is not resolved within five days, the student should discuss the problem with the vice president for academic affairs or his/her designee.

**Non-Academic Grievance**

If the grievance is not of an academic nature, the student should first discuss the problem with the vice president for student affairs or designee. If appropriate, the vice president of student affairs may refer the matter to the affirmative action officer or other MGA official.

**Grievance Not Covered by Specific University Policy**

If the grievance involves a question of judgment or opinion not covered by institutional policies, the vice president of student affairs, the affirmative action officer, and other appropriate institutional official shall, after interviewing the student and all other parties involved, discuss the matter and make recommendations to the president to resolve the problem. There shall be no retaliatory action taken by
any person against a student of the institution as a result of the student seeking redress under any of these procedures or for participating in any investigation as a complainant or witness.

**Formal Grievance Hearing**

The purpose of a formal grievance hearing is to hear the complaint of a student who has exhausted all other normal channels, but who has not received satisfaction. The president will appoint a Grievance Committee of at least three persons, including a chair. The committee will meet within five working days after receiving the complaint to discuss the merits of the complaint and shall notify the parties concerned within ten working days of either its decision or of the time and place of a hearing if one is to be granted.

Formal grievance hearings shall be conducted during normal working hours and a tape recording shall be made of the proceedings. The Grievance Committee decision shall be made and reported in writing to the president and the student within ten business days. The student may appeal the decision of the Grievance Committee to the president. Such appeal shall be in writing and shall be made within ten business days. The decision of the president shall be communicated to the student in writing within ten business days of receipt of the appeal. The President’s decision shall be final.

**General Grievance/Complaint Procedure**

General complaints should be addressed to those parties directly involved. If a complaint is not resolved using these means, a formal complaint can be filed using the procedures of the Middle Georgia State University General Grievance/Complaint Policy [http://www.mga.edu/faculty-staff/hotline-reporting.aspx](http://www.mga.edu/faculty-staff/hotline-reporting.aspx). The reporting system on this web site is confidential and easy to use. Global Compliance, a third-party provider specializing in this type of service, operates this system. Once a complaint is received from Global Compliance, a review is initiated at the institutional level within seven working days of its receipt. Complaints will be resolved in a timely manner and within a reasonable time frame in accordance with the nature of the complaint. Individuals who file complaints are advised when appropriate action has been taken.

**5.03 Faculty Workload Policy**

The general purposes of a workload policy are to ensure a reasonable and equitable assignment of faculty responsibilities across the institution, to ensure that faculty members contribute comparable levels of effort to the institution's collective work, and to ensure that faculty members are rewarded on the basis of their contributions. The normal workload, not to be confused with the teaching load, for tenured and tenure-track faculty includes teaching, academic advising, service to the institution, scholarship and professional development, and professional service to the community. The proportions of the different workload areas are determined by the individual faculty member and his or her College or School Dean or Department Chair through a self-evaluation plan and an official request for redirection of time which must be approved by the immediate supervisor and dean of the academic unit and the Provost (5.03.07 REASSIGNMENT OF WORKLOAD RESPONSIBILITIES). The proportion of time and energy that faculty devote to each workload area may vary from one
faculty member to another according to different interests, talents, and the needs of the institution. The proportions may also vary over time according to different stages in the faculty member's career.

**5.03.01 TEACHING LOAD**

College or School Deans and Department Chairs shall make an effort to assure fair and equitable assignment of teaching loads among their faculty, taking into account such factors as student load, number of preparations, contact hours, and travel time. Day and evening classes shall be part of the standard teaching load of faculty members at Middle Georgia State University.

MGA’s teaching load policy is 4 classes (12 semester hours) per semester for faculty with a terminal degree and 5 classes (15 semester hours) per semester for faculty without the terminal degree.

**Overloads**

The Academic and Student Affairs Handbook of the USG [section 4.10](#) discourages the payment of extra compensation for teaching overloads. Every effort must be made to adjust faculty schedules to accommodate courses as part of their normal load. The BOR strongly recommends minimizing any necessary overloads.

To accommodate large enrollments or special situations, faculty members may teach an overload under the following guidelines:

a. The work is carried in addition to the normal full load.

b. No qualified person is available to carry the work as part of his or her normal load.

c. There is a written understanding that as soon as possible, and preferably within the academic year, they shall be given compensatory reassigned time or pay at the overload faculty rate of pay for the overload hours.

Monetary compensation for overloads is possible only upon the recommendation of the appropriate Academic Dean or Department Chair and the approval of the Provost and the President.

No faculty member shall be required to teach an overload.

Faculty overloads at Middle Georgia State University must be approved by the Department Chair, College or School Dean and Provost. Faculty can only receive overload pay for maximum of 4 credit hours per faculty member per semester. Overload pay is not permitted for part-time employees.

Overloads are granted only if they do not affect faculty productivity in Scholarship and Service.

**5.03.02 ADVISING**

The advising of students on curricular matters is the responsibility of the faculty of Middle Georgia State University. It is the expectation of MGA that faculty are content experts in their field and
knowledgeable of programs of study within their schools so they are able to accurately advise
students. The responsibilities of faculty advisors include the following:

a. Assist students in progression, retention, and graduation
b. Provide accurate information about institutional policies, procedures, resources, and programs of
study
c. Assist students in consideration of life goals, including how their personal strengths align with
possible career options and the demands of the workplace
d. Assist students in developing decision-making skills
e. Make referrals to other institutional or community support services when necessary
f. Assist students in evaluation or re-evaluation of progress toward establishing goals and educational
plans.

5.03.03 SERVICE TO MIDDLE GEORGIA STATE UNIVERSITY

Service to the institution includes but is not limited to the following:

a. Actively participating in system, institutional, college, or school committees
b. Involvement in institutional, college, school, or program accreditation preparation
c. Organizing service learning experiences
d. Advising student organizations
e. Collaborating in institutional, college or school initiatives

Faculty members are expected to cooperate fully with colleagues in accomplishing the total work of
Middle Georgia State University, including participating in all scheduled meetings.

To provide more time for course preparation and orientation of new faculty, academic advising and
committee work are kept to a minimum during the first year of employment.

5.03.04 SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT

Each member of the faculty shall work consistently towards professional growth by participating as
appropriate in the following activities: professional organizations; the scholarship of teaching,
discovery, application, or integration; writing scholarly articles and books; formal graduate study;
attending lectures, workshops, seminars, and institutes; and reading and studying material relating to
his or her discipline or involvement in work experiences relating to that discipline.

New course development, implementing course changes as a result of assessment, and activities
relating to pedagogy are also considered professional development and scholarship. Faculty members
are expected to participate in assessment and to integrate scholarship into their teaching activities.

5.03.05 PROFESSIONAL SERVICE TO THE COMMUNITY
In all respects, Middle Georgia State University is committed to academic excellence and community service. Professional service to the community is a criterion for hiring, promotion, tenure, and merit.

Professional service to the community includes, but is not limited to, the contribution of an individual’s professional expertise with regard to leadership and major roles in community, educational, and service groups, and will be provided with no additional compensation.

5.03.06 OTHER DUTIES AND EXPECTATIONS

Faculty are expected to attend all officially designated meetings of the faculty including, but not limited to, Academic Assembly, Faculty Orientation/Convocation, Commencement, and Department/School/College meetings unless excused by the Provost. Request to be excused must be submitted to the immediate supervisor for submission to the Provost. All faculty members are expected to follow school policies in regards to attendance and participation in the work of the school.

5.03.07 REASSIGNMENT OF WORKLOAD RESPONSIBILITIES

Reassigned time may be granted for program development, special projects, research, approved graduate study, and administrative assignments, provided the teaching load could otherwise be handled within existing budgetary and personnel limitations. When the workload of committee assignments or research is uncomummonly high, a compensating reduction in teaching load may be granted upon recommendation of the College or School Dean or Department Chair and the approval of the Provost. Faculty seeking reassigned time shall file an application with the appropriate College or School Dean or Department Chair. If approved, the request shall be forwarded to the Provost for final action.

In all cases, it is expected that the time and effort for re-assigned workload must be equivalent to the normal faculty workload. Additionally, when a faculty member is granted reassigned time for a project, the expectation is that the project will be completed within the time specified on the original request for a teaching load reduction. Faculty must demonstrate appropriate evidence of productivity in order by documentation of time, effort, and project outcomes.

5.04 Faculty Instructional Policies

The established vision, mission, and programs of Middle Georgia State University require the best teaching-learning experiences for students. The accomplishment of this ideal relies on the effective functioning of the institution’s faculty both singularly and in groups.

5.04.01 OFFICE HOURS

Faculty availability to students outside the regularly scheduled class hours is an essential element to student success and to faculty performance. Faculty members are required to be available to students through posted office hours as well as through alternate means, such as telephone and campus email, which facilitate student access to faculty members. All course syllabi must identify faculty office hours and contact information. Faculty members are encouraged to use their offices for planning lessons and courses, grading papers, engaging in scholarly activities, and conferring with students.
Office hours shall be filed in the faculty member’s academic unit. Faculty members who teach a
twelve-hour course load shall hold a minimum of eight on campus office hours per week; those who
teach differing course loads shall hold a proportionate number of office hours (2/3 x total credit hours
taught).

5.04.02 SYLLABI

Syllabi are required for all courses. Course syllabi are to be distributed to the class at the beginning of
each semester or term. A copy of the course syllabus should be given to the chair or dean who is
responsible for maintaining a current file of syllabi used in the academic unit. Faculty should use the
“Checklist for Syllabus” to ensure that their syllabi include the required information. The “Checklist
for Syllabus” is available on the Academic Affairs website.

5.04.03 TEXTBOOK POLICY

Textbooks are selected according to the policy of the specific Department. Currency, appropriateness
for the learner, and relevance to the course are important in selecting textbooks. Since textbooks are
expensive, faculty should require students to purchase only those texts which are essential to the
course.

The Department Chair is ultimately responsible for textbook selection.

5.04.04 CURRICULUM DEVELOPMENT

Curriculum and course development, changes, and evaluation are responsibilities of every teaching
faculty member. When possible, curriculum development will be accomplished as part of a faculty
member's normal workload. Each Academic Dean and / or Department Chair is responsible for taking
the leadership in the scheduling and management of curriculum and course development. Any
addition, deletion, or change in any curriculum, course, or program must be approved by the Academic
Dean and/or Department Chair, the Curriculum Committee, the Faculty Senate, the President, and in
certain cases, the Council on General Education, and the Board of Regents.

5.04.05 ATTENDANCE POLICY

Faculty members shall maintain an attendance record for all of face-to-face and distance education
classes. In addition, when submitting final grades, faculty must report students’ last date of
attendance for any grades deemed unsuccessful attempts.

For face-to-face classes, attendance is documented via a record of students’ physical presence in the
classroom during each class period in the semester.

For distance education, attendance is documented through a record of students’ class participation or
academic engagement. Documenting that a student has logged into an online class is not sufficient,
by itself, to demonstrate academic attendance by the student. Examples of acceptable evidence of
attendance in an online class include:
• student submission of an academic assignment
• student submission of an exam
• documented student participation in an interactive tutorial or computer-assisted instruction;
• a posting by the student showing the student’s participation in an online study group that is assigned by the institution
• a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters
• an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course

Attendance records for distance education classes must include at least one participation/academic engagement checkpoint in the first two weeks of class and at least one participation/engagement checkpoint subsequent to midterm.

The Middle Georgia State University Student Catalog states that, “Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course at the discretion of the instructor. Students who have more absences than the number of class meetings per week, but less than twice the number of class meetings per week may be penalized at the discretion of the instructor. Students who have absences which are less than or equal to the number of class meetings per week will not be penalized” (2015-2016).

Faculty must include a statement about attendance policy and procedures in their syllabi.

5.04.06 FACULTY ABSENCE FROM CLASS

Faculty members are expected to meet punctually all regularly scheduled sessions of their classes. Faculty members who must miss one or more of their class sessions shall arrange with their College or School Dean or Department Chair to have their classes covered. When it is necessary to miss a class at an off-campus site, faculty members shall notify their immediate supervisor in advance, who shall notify the appropriate person at the site. In emergencies, when it is impossible to contact the immediate supervisor, the faculty member shall contact an appropriate person at the site.

5.04.07 DIRECTIONS FOR ADMITTING A STUDENT TO CLASS

All class rolls are available to faculty via SWORDS. It is recommended that faculty members consult their class rolls on SWORDS frequently to monitor enrollments, which are subject to many changes during the first few days of class. Any student who is not listed on a class roll shall be sent to the Registrar’s Office to determine the reason for the omission. Any student who has registered after class has begun, typically during Drop/Add, will be on the SWORDS class roll. Faculty members shall confirm with students at the outset of the class their credit or audit status.

5.04.08 CHANGE OF SCHEDULE (DROP AND ADD PROCESS)

Changes in schedules (Drop or Add) do not become official until the properly executed Change of Schedule forms are filed by the student in the Office of the Registrar. See the Catalog of Middle Georgia State University.
5.04.09 NO-SHOW REPORTING

To comply with Federal Financial Aid regulations, Middle Georgia State University developed and implemented a “no-show” reporting procedure to be used by all faculty members.

At issue are financial aid recipients who become ineligible for funds the institution has awarded if they do not attend at least one class meeting. Such students are NOT entitled to keep the financial aid award for which they are otherwise eligible. When these students (“no-shows”) are not reported in a timely manner, before financial aid refunds are sent to Higher One to disburse to students, both the institution and the student may incur fiscal liability for the portion of the award that the student is no longer eligible to receive. The “no-show” reporting procedure better positions Middle Georgia State University to adjust financial aid awards before remaining balance funds are issued, thereby eliminating liability for both the institution and the student.

Faculty reporting of “no-shows” usually begins the first day of class after the drop/add period closes and usually lasts three to four days. “No-show” reporting for second session usually lasts two days. After classes begin each semester, an email is sent to all faculty and staff to provide detailed instructions on how to report “no-shows” and includes the dates of the reporting period.

Faculty members are reminded that only students who have never attended a single class meeting (or in the case of an online class, has never communicated with the instructor) should be reported as “no-shows.” If a student attends the first class but is no longer attending, faculty members are NOT to report the student as a “no-show.” If a student is attending class but is not on the class roll, faculty should direct the student to the Registrar’s Office as soon as possible but not report the student as a “no-show.”
Faculty members are required to review all of their class rolls (available through SWORDS) during the “no-show” reporting period. After monitoring class attendance during the reporting period, faculty will appropriately annotate the roll and return it electronically using SWORDS. After the roll has been returned, corrections may be made by annotating the roll and resubmitting it through the same process while the reporting period is open.

For the purpose of reporting attendance under No-Show guidelines, a student enrolled in an online class can be marked as attending at least one class meeting if the student has completed a week one assignment, has completed the course orientation, or has otherwise made acceptable contact with the professor before the No-Show reporting deadline.

The Business Office will hold all financial aid refunds for students reported as “no-shows” and for students who appear on a roll that has not been reviewed and returned electronically by faculty. Students who think that they have been reported as “no-shows” in error will be provided a Verification of Attendance form for their professor(s) to complete. Faculty members should sign the Verification of Attendance form only if the student has attended at least one class meeting.

5.04.10 GRADES

5.04.10.1 GRADING POLICY

Faculty members are expected to know all regulations and policies related to grades. In addition, all faculty members are expected to provide the students in their classes with an explanation of the grading policy to be used in each course. A student has the right to know in advance what factors shall be used (tests, exams, quizzes, projects, discussions, etc.) in evaluating performance in class. Prior to the withdrawal date of the term, students shall receive evaluative feedback so that they may best determine their standing in the class. Additionally, students have the right to ascertain their standing in the course.

5.04.10.2 SUBMISSION OF GRADES

Faculty members are expected to submit midterm and final grades to the Registrar’s Office. Midterm grades will be submitted by the midterm date and final grades will be submitted within the time period specified by the Registrar each semester. Class rolls, available to faculty members on a real-time basis in SWORDS, are the vehicle for entering grades. If a faculty member experiences difficulty in entering grades or obtaining rolls through SWORDS, the Registrar should be contacted immediately. Information concerning final grades will be disseminated by email before the term ends. In general, final grades are due within two days after the last day for final examinations. Although abbreviated session classes have termination dates earlier than the regular full session term, grades are not due until the end of the semester. It is strongly recommended, however, that grades in abbreviated session classes be entered as soon as the term ends so that the Registrar may commit the grades to the student’s academic history. In this manner the grades will be available to students through their SWORDS accounts.

5.04.10.3 CHANGE OF GRADE
Faculty members are expected to make every effort to ensure that grades submitted to the Registrar’s Office are correct. If an error is made, however, faculty must submit a “Change of Grade Form” for each grade change. The “Change of Grade Form,” available online, must be approved by the chair and/or dean and submitted to the Registrar’s Office for processing.

5.04.10.4 INCOMPLETE GRADE FORM

If a student is doing satisfactory work in a course but, for non-academic reasons beyond the student’s control, is unable to meet the full requirements of the course, a grade of Incomplete (“I”) may be assigned by the instructor. The instructor of the course and the student are to arrange for completion of the course before midterm of the next semester if the student is enrolled or by the end of one calendar year if the student is not enrolled. If the “I” is not removed in the defined time period, a grade of “F” is assigned to the course by the Registrar.

An instructor who assigns a grade of “I” should complete the “Incomplete Grade Report Form,” available online, for each grade of Incomplete assigned during the semester. The “Incomplete Grade Report Form” must be submitted to the Registrar’s Office at the end of the term. When the student completes course requirements, the instructor should complete a “Change of Grade Form” to be approved by the chair and/or dean and submitted to the Registrar’s Office.

5.04.10.5 GRADE RECORDS

Although some schools or departments require that portfolios of student assignments be kept for a certain period of time, all faculty members shall retain accurate grade book records of individual assignments for a minimum of three years. These grade records shall include a numerical final class average as well as the final letter grade.

5.04.10.6 GRADE APPEALS

Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. It should be understood that the student who chooses to appeal a course grade must assume the burden of proof concerning any believed error in the grade assigned and should follow the grade appeal procedures as outlined in the Middle Georgia State University Academic Catalog.

5.04.11 FINAL EXAMS

All faculty members are encouraged to give a final exam in each of their courses at the scheduled time. Whether the final exam is comprehensive or not is left to the discretion of the faculty member.

5.04.12 CREDIT BY EXAMINATION AND ADVANCED PLACEMENT

See the Middle Georgia State University Academic Catalog for information on CLEP Exams. The procedure for handling Departmental Advanced Standing Credit Examinations is as follows: a.

The test instrument shall be approved by the College or School Dean and the Provost.
b. After determining that there is a departmental exam available, the student will pay the fee to the Business Office and receive a receipt and a "Credit Examination Notice" card stamped as paid. The stamped card shall be presented to the College or School Dean before the student is tested. If the student passes the exam, the card shall be signed by the College or School Dean and turned in to the Registrar's Office. If the student fails the exam, the College or School Dean shall file the card so that the record will be accessible if the student attempts to take a second exam on the same subject.

5.04.13 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights and Privacy Act (FERPA), a federal law enacted in 1974, students' scores or grades should not be displayed publicly. Even with names obscured, numeric student identifiers are considered personally identifiable information and must not be used. Grades, transcripts, or degree audits distributed for purposes of advisement should not be placed in plain view in open mail boxes located in public places. Graded papers or tests should not be left unattended on a desk in plain view in a public area, nor should students sort through papers or tests to retrieve their own work. Class rosters and grade sheets should be handled in a confidential manner, and the information contained in them should not be re-disclosed to third parties. Parents, spouses, and others do not have a right to information contained in a student’s education record.

Students who choose to have their grades disclosed to parents or other individuals may complete the “Authorization of Grade Disclosure Form,” available online, to authorize Middle Georgia State University to release final grade reports for specified terms. These forms are processed in the Registrar’s Office.

Faculty may directly communicate course progress (test scores, essay grades, etc.) with an individual student via MGA student email or through MGA D2L; for these purposes, student use of MGA D2L and student email indicates prior consent for this communication.

5.04.14 STUDENT RIGHTS

As outlined in the 1974 Family Educational Rights and Privacy Act (FERPA), students have the right to inspect and review their education records, request the amendment of their records (if proven inaccurate or misleading), limit disclosure of personally identifiable information contained in their education record, and file a complaint with the U. S. Department of Education concerning alleged failures of the institution to comply with the law. Middle Georgia State University makes every effort to comply with the law by protecting the privacy of student records and by evaluating requests for release of information from those records. However, FERPA authorizes the release of “Directory Information” without the student’s prior consent under certain conditions which are set forth in the Act. Middle Georgia State University has defined its “Directory Information” in accordance with the law.

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. At Middle Georgia State University the following is designated as public or “Directory Information”: the student’s name, addresses, telephone number, date of birth, major field of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance at the institution, full-time or part-time enrollment status, the previous educational agency or
institutions attended, and participation in officially recognized activities and other similar information. Directory information is information that the institution may disclose, but it is not required to do so. Middle Georgia State University does not disclose social security numbers, personal identification numbers, grades, grade point averages, class schedules, academic actions, or the number of credits the student is taking unless the student has signed a consent form that specifically identifies to whom the information is to be released.

Faculty and staff who have a need to know are permitted access to students’ records in the course of their duties as school officials. As such, the law requires them to act in a legally specified manner with regard to education records. FERPA applies to the education records of persons who are or who have been in attendance, including students in cooperative and correspondence programs. Education records are records that are 1) directly related to a student and 2) maintained by an educational agency or institution or by a party acting for the agency or institution. Access to the Banner Student Information System is not tantamount to authorization to view the data. Faculty members are deemed to be “school officials” and can access data in the Banner Student Information System or SWORDS if they have a “legitimate educational interest.” A legitimate educational interest exists if the faculty member needs to view the education record in order to fulfill professional responsibilities. Neither curiosity nor personal interest can be considered as a legitimate educational “need to know.”

5.04.15 THE COPYRIGHT ACT OF 1976

The Copyright Act of 1976 provides the following guidelines for classroom copying in not-for-profit educational institutions:

1. SINGLE COPYING FOR TEACHERS

A single copy may be made of any of the following by or for a teacher for scholarly research or for use in teaching or for preparation to teach a class:

- A chapter from a book
- An article from a periodical or newspaper
- A short story, short essay, or short poem, whether or not form a collective work
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

2. MULTIPLE COPIES FOR CLASSROOM USE

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher teaching the course for classroom use or discussion; provided that:

- The copying meets the test of brevity and spontaneity as defined below
- Meets the cumulative effect test as defined below
- Each copy includes a notice of copyright

3. DEFINITIONS

A. Brevity
• Poetry: brevity is defined as a complete poem if less than 250 words and if printed on not more than two pages or, from a longer poem, an excerpt of not more than 250 words. This numerical limit may be expanded to permit the completion of an unfinished line of a poem.

• Prose: brevity is defined either as a complete article, story, or essay of less than 2,500 words or an excerpt from any prose work of not less than 500 or more than 1,000 words or ten percent of the work, whichever is less. This numerical limit may be expanded to permit the completion of an unfinished paragraph.

• Illustration: brevity is defined as one chart, graph, diagram, cartoon, or picture per book or per periodical issue

• “Special” works: this term refers to certain works in poetry, prose, or “poetic prose,” which often combine language with illustrations and are intended either for children or a more general audience and fall short of 2,500 words in their entirety. Despite the prior definition of brief prose, such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text may be reproduced.

B. Spontaneity

• The copying is at the instance and inspiration of the individual teacher

• The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

4. CUMULATIVE EFFECT

• The copying of the material is for only one course in the school in which the copies are made.

• Not more than one short poem, article, story, or essay or two excerpts copied from either the same author; no more than three texts from the same collective work or periodical volume may be copied during one class term. This limitation does not apply to current news periodicals, newspapers, and current news sections of other periodicals.

• There shall not be more than nine instances of such multiple copying for one course during one class term. This limitation does not apply to current news periodicals, newspapers, and current news sections of other periodicals.

5. PROHIBITIONS TO SECTIONS 1 AND 2 ABOVE

Despite the copying guidelines in Sections 1 and 2, the following shall be prohibited:

• Copying shall not be used to create, replace, or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of or excerpts from various works are accumulated or used separately.

• There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, etc.
• Copying shall not:
  o Substitute for the purchase of books, publishers’ reprints, or periodicals
  o Be directed by a higher authority
  o Be repeated with respect to the same item by the same teacher from term to term
  o Be charged to the student beyond the actual cost of photocopying

5.04.16 USG COPYRIGHT POLICY’S FAIR USE EXCEPTION

According to the University System of Georgia Copyright Policy’s Fair Use Exception, “One may make fair use of a copyrighted work without the copyright holder’s permission. The determination of whether a use of a copyrighted work is within fair use depends upon making a reasoned and balanced application of the four fair use factors set forth in Section 107 of the U. S. Copyright Act. Those factors are:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- the nature of the copyrighted work
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole
- the effect of the use upon the potential market for or value of the copyrighted work

All four factors should be evaluated in each case, and no one factor will determine the outcome. While fair use is intended to apply to teaching, research, and other such activities, an educational purpose alone does not make a use fair. The purpose and character of use is only one of four factors that users must analyze in order to conclude whether or not the use is fair, and therefore lawful. Moreover, each of the factors is subject to interpretation as courts work to apply the law. Working through the four factors is important. Simple rules and solutions may be compelling, but by understanding and applying the factors, users receive the benefits of the law’s application to the many new needs and technologies that continue to arise at members institutions within the University System of Georgia.”

More information about the Fair Use Exception is available at the University System of Georgia website.

According to the University System of Georgia’s Copyright Policy, “The following standards apply to use of copyrighted works for electronic reserves:

- Instructors are responsible for evaluating, on a case-by-case basis, whether the use of a copyrighted work on electronic reserves requires permission or qualifies as a fair use. If relying upon the fair use exception, instructors must complete a copy of the fair use checklist before submitting material for electronic reserve.
- Inclusion of materials on electronic reserves will be at the request of the instructor for his or her educational needs.
- Materials made available on electronic reserves should include a citation to the original source of publication and a form of copyright notice.
- The instructor, library, or other unit of the institution must possess a lawfully obtained copy of any material submitted for electronic reserves.
• Access to course material on electronic reserves should be restricted by password to students and instructors enrolled in and responsible for the course. Access should be terminated as soon as the student has completed the course.
• Library reserves staff should check to see whether any materials submitted for electronic reserves are available through an electronic database or are otherwise legally available. If so, staff should provide a link rather than scanning and posting the material.
• Library reserves staff should delete materials available on electronic reserves at the conclusion of each semester.
• Institutions in the University System of Georgia will impose no charge to students for access to materials on electronic reserves.”

5.04.17 SELF-AUTHORED TEXTBOOKS

The practice at Middle Georgia State University is to allow the use of faculty-authored textbooks, provided that the school, department, or program provides an appropriate third-party review process for the adoption of these texts. The review process for each school shall be kept on file in the Office of Academic Affairs (BOR Policy Manual 310, “Academic Textbooks”).

Faculty members are not allowed to resell sample texts or desk copies provided by publishers or to take advantage of any financial incentives offered by publishers in the assignment of specific texts (BOR Policy Manual 310, “Academic Textbooks”).

5.04.18 Technology Use in Online Courses

1. Desire2Learn is the official Learning Management System for online courses at Middle Georgia State University.
2. Desire2Learn must be used to deliver or link to course content, and it must be used exclusively for electronic collection and storage of sensitive student data, including assessments, in accordance with the Family Educational Rights and Privacy Act (FERPA).
3. These policies represent minimum requirements; departments and schools may implement additional policies, provided they do not conflict with the one listed here.

5.05 Grant Proposals, Research Involving Human Subjects, and Intellectual Property

5.05.01 GUIDELINES FOR RESEARCH AND GRANT PROPOSALS

Middle Georgia State University has developed a process required for submission of grant proposals by faculty. Contracts and grants are external funds received through formal written application to federal, state, and local agencies, corporations, foundations, and other agencies. These funds supplement the institution’s state-appropriated funding level to assist the institution in meeting its goals. While contracts and grants may assist Middle Georgia State University in providing a margin of excellence, the institution does not rely on grant funds to replace the regular operating budget. All grants and contracts are awarded to Middle Georgia State University or the Foundation rather than to the Proposal Initiator/Project Director. Middle Georgia State University accepts fiduciary
responsibility for all grants and contracts awarded, acting as the fiscal agent. Therefore, the institution is responsible for fulfilling the project’s objectives and requirements, with the exception of faculty study grants awarded directly to a faculty member. Middle Georgia State University’s Contracts and Grants policies and procedures are in compliance with policies established by the University System of Georgia’s Board of Regents.

The development of an idea for a grant proposal generally begins with a staff or faculty member’s discussion with the immediate administrative supervisor or Academic Dean. The proposed grant must relate directly to and ensure conformity with the stated purpose and mission of the institution. If the proposal is approved by the appropriate administrator/dean, the initiator of the proposal must identify funding sources, prepare a proposal synopsis, and submit a completed “Intent to Apply Form,” available online, to the Contracts and Grants Manager’s Office for review and approval by senior administrators. If the proposal is approved, the initiator may begin formal proposal activities, including developing a detailed budget proposal and providing required certifications and documentation. Fiscal Affairs is responsible for all financial and contract negotiations and must approve final proposal applications.

5.05.02 RESEARCH INVOLVING HUMAN SUBJECTS

Middle Georgia State University has implemented an Institutional Review Board (IRB), a standing Board of the Faculty Senate, and developed policies related to research involving human subjects. All faculty and students of the Middle Georgia State University community contemplating research involving human subjects are responsible for familiarizing themselves with the requirements of the current Institutional Review Board (IRB) Guidelines of the Office for Human Research Protections (OHRP). In addition, the policies of Middle Georgia State University, as provided below, must also be followed.

All faculty and students of the Middle Georgia State University community contemplating research are responsible for familiarizing themselves with the requirements of the Middle Georgia State University Institutional Review Board (IRB).

Research is defined as any process that seeks to secure information from humans or about humans; this process need not be interactive.

Research is any endeavor that:

- is funded by Middle Georgia State University or through Middle Georgia State University channels.

- is conducted by faculty, students, or employees of Middle Georgia State University who are acting in connection with their responsibilities or relationships to Middle Georgia State University or who intend to invoke the name of Middle Georgia State University in any report of the activity involving the records of Middle Georgia State University.

- occurs on the grounds of Middle Georgia State University or uses as subjects Middle Georgia State University students, faculty, or staff in their respective roles.
uses Middle Georgia State University faculty, staff, students, or employees to identify and/or contact clients, patients, or students to serve as subjects and includes the use of MGA equipment for the purpose of research.

uses experimental drugs, agents, devices, or medical procedures.

Research is not:

- simulations of human experimentation.
- activities designed for educational purposes only, in which student volunteers or other participants are clearly informed that the activities are an instructional exercise and not actual research.
- data collection which will not be generalized outside of the classroom (Reporting of data within the class is acceptable).
- data collection which will not result in an article, master’s thesis, doctoral dissertation, poster session, abstract, or any other publication or presentation outside of the classroom.

Exception:

Use of experimental drugs, agents, devices, or medical procedures, even when done by students, always constitutes human subjects research and requires prior Institutional Review Board approval. The purpose for this process is not only to protect the institution, but also to protect those individuals who are participating in this research. The procedure for submitting proposals and application materials are available on the will be available from the MGA Institutional Review Board.

The procedure for submitting proposals for review by IRB is as follows:

Step 1:

The researcher will complete the appropriate Application for Human Subjects Research (Exempt, Expedited, or Full Review).

Step 2:

The researcher will return the signed application and five copies to the Chair of the Institutional Review Board or to the Director of Institutional Planning and Research.

Step 3:

The Board will review the application (at which point the applicant may be asked to clarify or to respond to questions).

Step 4:

The Board will approve or deny the application.

It is essential that the proposal be submitted in sufficient time to allow for proper institutional review prior to initiation of research or submission of proposals to granting organizations. The Board meets on or about the fifteenth day of each month. All applications (exempt, expedited, and full review) are
due by the first of each month. Applicants should receive feedback within five business days after the meeting of the Board.

For Faculty Research:

Informed consent is required in ALL research projects requiring full IRB review and in most research projects which qualify for expedited review or are exempt from review. To qualify for a waiver of the informed consent requirement, a research project must meet the following guidelines:

- the research must involve no more than minimal risk to subjects,
- the waiver must not adversely affect the rights and welfare of the subjects,
- the research cannot practically be carried out without the waiver, and
- where appropriate, the subjects must be provided with additional pertinent information after they have participated in the study.

In research with minors or other vulnerable populations, informed consent is especially necessary and must be obtained from parent(s) or legal guardian(s). An understandable explanation of the research procedures should also be given to the minors or other vulnerable participants (populations such as pregnant women, prisoners, those who lack the capacity to consent, non-English speaking individuals, etc.) for whom consent has been obtained, and they should be given the chance to volunteer to participate in the proposed activity. This is called “assent.” Their wishes determine their participation. A Parent/Guardian Consent Form is available online on the Middle Georgia State University website.

For Student Course-Directed Human Subjects Research:

For some classes, students are required to collect data on human subjects to enhance their understanding of research methodology. “Course-Directed Human Subjects Research” refers to any student HSR that is designed to develop or contribute to hands-on learning. Students may not be familiar with the federal government’s policies that govern this type of research. For this reason, proposed student HSR must be reviewed and approved by the Institutional Review Board prior to initiation of the course work.

Students conducting Human Subjects research should follow these parameters:

- No Minors or Vulnerable Populations: The project cannot include minors or other vulnerable populations such as pregnant women, prisoners, those who lack the capacity to consent, non-English speaking individuals, etc.
- No More Than Minimal Risk: “Minimal risk” is the probability and magnitude of harm that is normally encountered in the daily lives of healthy individuals. This also precludes the study of any illegal activities.
- No Deception: The project cannot include any deception. Individuals must be fully informed and given the opportunity voluntarily to consent to participation.
- No Publication: Data from student projects approved under this review category cannot be used for publication or for thesis/dissertation research.

Responsibility of Instructors Overseeing Student Research:

- Course instructors are responsible for submitting all of the Applications for Human Subjects Research. All applications, along with the class roll, should be submitted at the same time.
- Instructors are responsible for instructing students in ethical principles for the protection of the human subjects and the relevant institutional policies and procedures.
• Instructors are also responsible for prior review of the applications before they are sent to the Office of Institutional Research.

5.05.03 INTELLECTUAL PROPERTY

The Board of Regents of the University System of Georgia has developed policies related to Intellectual Property. The Board of Regents of the University System of Georgia Policy Manual 6.3.1 states the following:

The University System of Georgia is dedicated to teaching, research, and the extension of knowledge to the public. The personnel at its institutions recognize as two of their major objectives, the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works, and the development of computer software. Such activities contribute to the professional development of the faculty, staff, or students involved enhance the reputation of the institutions concerned provide additional educational opportunities for participating students promote the general welfare of the public at large.

Patentable inventions and materials often come about because of activities of University System faculty, staff, or students who have been aided wholly or in part through the use of resources of the University System. It becomes significant, therefore, to insure the utilization of such inventions for the public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor or creator must be preserved so that his or her abilities and those of other faculty, staff, or students of the colleges and universities of the University System may be further encouraged and stimulated.

The University System recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. The Board of Regents acknowledges that faculty, staff, or students regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books, and other scholarly works which may be subject to copyright and which may generate royalty income for the author. Publication may also result from work supported either partially or completely by the institution. With the advent of innovative techniques and procedures, the variety and number of materials which might be created in a university community have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

As outlined in 603.2 of the Policy Manual:

“Intellectual Property” shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

“Patentable Materials” shall be deemed to refer to items other than software which reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes, including Novel Plant Varieties and Patentable Plants, whether or not patentable thereunder.

“Copyrighted Materials” shall include the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and
proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programmed instructional materials; (7) mask works; and (8) other materials or works other than software which qualify for protection under the copyright laws of the United States (See 17 U.S.C. 102 et seq.) or other protective statutes whether or not registered thereunder.

“Software” shall include one or more computer programs existing in any form, or any associated operational procedures, manuals, or other documentation, whether or not protectable or protected by patent or copyright. The term “computer program” shall mean a set of instructions, statements, or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

“Trademarks” shall include all trademarks, service marks, seals, symbols, designs, slogans, or logotypes developed by or associated with the University System or any of its institutions. (See 15 U.S.C. 1127.)

“Trade Secrets” means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. (See O.C.G.A. 10-1-761.)

“Patentable Plant” means an asexually reproduced distinct and new variety of plant. (See 35 U.S.C. 161.)

“Mask Work” means a series of related images, however fixed or encoded: (i) having or representing the predetermined, three-dimensional pattern of metallic, insulating, or semi-conductor material present or removed from the layers of a semiconductor chip product; and (ii) in which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product. (See 17 U.S.C. 901.)

“Novel Plant Variety” means a novel variety of sexually reproduced plant. (See 7 U.S.C. 2321 et seq.)

BOR Policy Manual Section 6.3.3 addresses the “Determination of Rights and Equities in Intellectual Property.”

Middle Georgia State University has adopted the following policies in regards to the determination of rights and equities in intellectual property:

A. Sponsor-Supported Efforts
The grant or contract between the sponsor and the institution, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor may choose to do one of the following:

- specify that the materials be placed in the public domain
• claim reproduction, license-free use, or other rights
• assign all rights to the institution. In those cases where royalty income is realized by the institution, the inventor or creator may appropriately share in the royalty income. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to sponsor and institution agreements.

B. Institution-Assigned Efforts

Ownership of Intellectual Property developed as a result of assigned institutional effort shall reside with the institution; however, sharing of royalty income with the inventor or creator is authorized as an incentive to encourage further development of Intellectual Property. The nature and extent of inventor or creator participation in royalty income, however, shall be the decision of the institution.

C. Institution-Assisted Individual Effort

Ownership of Intellectual Property developed by faculty, staff, or students of the institution where the institution provides support of their efforts or use of institution resources in more than a purely incidental way (unless such resources are available without charge to the public) shall be shared by the inventor or creator and the institution. The nature and extent of inventor or creator participation in royalty income, however, shall be the decision of the institution.

D. Individual Effort

Ownership rights to Intellectual Property developed by faculty, staff, or students of the institution shall reside with the inventor or creator of such Intellectual Property provided that:

• there is no use, except in a purely incidental way, of institution resources in the creation of such Intellectual Property (unless such resources are available without charge to the public);
• the Intellectual Property is not prepared in accordance with the terms of an institution contract or grant;
• the Intellectual Property is not developed by faculty, staff, or students as a specific institution assignment. The general obligation to produce scholarly and creative works does not constitute a specific assignment for this purpose. The nature and extent of the use of institution resources shall be subject to institution regulations and shall be determined by the institution.

E. Other Efforts

Ownership rights to Intellectual Property developed under any circumstances other than those listed in Section 603.03 A-D of this policy shall be determined on an individual basis and approved by the President of Middle Georgia State University or his or her designated representative. The nature and extent of inventor or creator participation in royalty income, however, shall be the decision of the institution.

5.06 Faculty Grievance Policy and Procedure

5.06.01 INSTRUCTIONS FOR A FACULTY OR STAFF MEMBER FILING A GRIEVANCE

These procedures apply to all employee grievances that arise while employed at Middle Georgia State University. It is the policy of the institution that all employee grievances will be resolved promptly and fairly, and that all employees shall receive fair and equitable treatment.
Grievance procedures are designed to promote accessibility, simplicity, speed, and standards of fairness that will encourage employees to select the internal procedure route over an external route in seeking redress of perceived injustices.

There shall be no retaliatory action taken by any employee of Middle Georgia State University against any other employee of the institution as a result of an employee seeking redress under these procedures, cooperating in an investigation, or otherwise participating in any proceeding under these procedures. Such retaliatory action is prohibited and shall be regarded as a separate and distinct grievance under these procedures.

Faculty and staff members may request a grievance review (either informally or formally) in matters concerning terms and conditions of employment and unlawful discrimination. Matters involving alleged discrimination, outside the purview of the faculty and staff grievance procedures, shall be referred to the MGA’s Affirmative Action Officer, who shall conduct an informal investigation. Questions of promotion, tenure, performance evaluations, hiring decisions, classification appeals, challenges to grades and assessments, challenges to salary decisions, challenges to transfers or reassignments, termination or layoff due to lack of work or elimination of position, normal supervisory counseling, and investigations or decisions reached under the institutions Harassment Policy are not subject to review through an institutional grievance process supervised by the Ad Hoc Conflict Resolution Committee. (See USG Human Resource Administrative Practice Manual: Employee Relations – Grievance Policy Dated May 2008, modified July 3rd, 2012)

NOTE: Procedures of Dismissal (outside the scope of this policy) can be found in 8.3.9.2 BOR Policy Manual.

The Ad Hoc Conflict Resolution Committee shall be comprised of the following ex-officio members representing both classifications of employees:

- Chair of the Academic Personnel Policies Committee
- Chair Elect of the Executive Committee
- Director of Human Resources
- Assistant Vice President for Facilities
- Assistant Vice President for Student Affairs

These committee members shall receive biennial training in conflict negotiation and resolution, coordinated by the Executive Committee of the Senate, the Human Resources Department of the institution, and the campus liaisons for conflict resolution. Members will serve as rotating chairs of faculty and/or staff panels (Board of Review, as defined by USG Human Resources Administrative Practice Manual: Employee Relations) populated to hear employee grievances. The Ad Hoc Conflict Resolution Committee annually will select a chair and recorder, prior to hearing grievances in that academic year. Either the staff or faculty contact designee for a formal grievance may call the first meeting of the year. The staff contact is the Director of HR; the faculty contact is the Chair Elect of the Executive Committee. If and when the President assigns ombudsmen (ombuds), these individuals shall serve to direct other employees to this process and shall advise the President (in consultation with the campus liaisons for conflict resolution) as to what types of complaints are being heard and what kinds of training shall be maintained to reduce institutional conflicts; to avoid potential harm to individuals; and to reduce the chance of legal exposure to the institution and to the USG.
The procedures for both informal and formal grievances are outlined as follows:

**Informal Grievance**
1. The employee should first address the grievance with the immediate supervisor.
2. If the grievance remains unresolved following the above or is in reference to the immediate supervisor, the employee may address it with the next level of authority.
3. If circumstances of the grievance prevent the use of step #1 and/or #2, or if the problem is not solved within five (5) working days of the action that caused the problem or grievance, or if the employee wishes support or has grievance policy questions, they may contact the Ad Hoc Conflict Resolution Committee to mediate the conflict or provide procedural options.

**Formal Grievance**
1. If no satisfactory solution to a problem is forthcoming from the informal procedures or should an informal decision not be satisfactory to the employee, an employee faculty member shall notify the Chair-Elect of the Executive Committee, while a staff member shall notify the Office of Human Resources to begin the formal grievance process.
2. Notifications must be made within 15 days of (1) the alleged grievance incident, (2) the last documented informal meeting, or (3) the date of the informal grievance decision. Notifications are to be submitted using Employee Grievance Form.
3. This notification shall be made to the appropriate employee classification designee by way of email and certified mail, and the Executive Director of Human Resources shall be copied in that and any other subsequently related emails and certified letters. The written communication shall state (1) the nature of the complaint and (2) any supporting preliminary evidence to verify Committee jurisdiction. The communication must (3) outline what preliminary actions have failed to provide a solution. The communication shall also (4) contain the names of persons who are involved in the complaint itself and have already heard the complaint at a preliminary level.

**5.06.02 INSTRUCTIONS FOR CHAIR OF THE AD HOC CONFLICT RESOLUTION COMMITTEE**

Within seven (7) working days after the Chair Elect of the Executive Committee or the Vice President for Facilities receives the written notification, the Chair of the Ad Hoc Conflict Resolution Committee shall, with the advice of the Ad Hoc Conflict Resolution Committee:

**Formal Grievance**
- Review the preliminary actions already undertaken.
- Determine whether the committee and subsequent panel has jurisdiction under this document.
- If Jurisdiction is established the Chair shall:
  - Notify all parties named in the grievance in writing that a formal grievance has been filed.
  - Select a committee member, on rotation, to act as chair of the formal grievance process for the grievance presented and supervise the employee panel hearing the grievance.
  - Select an employee panel as necessary.

**5.06.03 EMPLOYEE PANELS**

An employee faculty panel has authority to review grievances in matters concerning terms and conditions of employment, unlawful discrimination, or suspension, or in matters referred to such a panel by the President or the Board of Regents. Questions of salary, promotion, tenure, or non-
renewal of contract and all other referenced in 5.06.01 above shall be appealed directly to the Board of Regents following preliminary appeals. If an employee written notification involves a complaint in a prohibited area, the employee shall be so informed in writing within seven (7) working days and the grievance will be recorded as dismissed.

Employee panels are constituted and populated as follows:

1) In grievances involving faculty exclusively: the Ad Hoc Conflict Resolution Committee shall create a list of names of all members of the Academic Assembly. These members represent full-time faculty at the institution. The Chair of the Ad Hoc Conflict Resolution Committee shall strike from the list the name of any person named in the written notification from the faculty member or otherwise known to have been previously involved in the grievance. Each remaining name shall be written on a slip of paper, and the Recorder of the Ad Hoc Conflict Resolution Committee shall select names blindly and at random, numbering them sequentially as selected. Once seven people have been selected and agree to serve on the employee panel, two additional names shall be selected as alternates. If any of the original seven selected for the panel must withdraw, the next available alternate shall replace that member. The assigned staff member of the Ad Hoc Conflict Resolution Committee will serve as chair of the employee panel and shall be responsible for announcing the time and place of the review and for ensuring that the procedures for the review are followed precisely.

2) In grievances involving staff exclusively: the Ad Hoc Conflict Resolution Committee shall request a list of names of all full-time staff members as documented by the Human Resource Department. These members must be past any probationary period imposed at their hiring date. The Chair of the Ad Hoc Conflict Resolution Committee shall strike from the list the name of any person named in the written notification from the staff member or otherwise known to have been previously involved in the grievance. Each remaining name shall be written on a slip of paper, and the Recorder of the Ad Hoc Conflict Resolution Committee shall select names blindly and at random, numbering them sequentially as selected. Once seven people have been selected and agree to serve on the employee panel, two additional names shall be selected as alternates. If any of the original seven selected for the panel must withdraw, the next available alternate shall replace that member. The assigned faculty member of the Ad Hoc Conflict Resolution Committee will serve as chair of the employee panel and shall be responsible for announcing the time and place of the review and for ensuring that the procedures for the review are followed precisely.

3) In grievances involving faculty and staff: the Ad Hoc Conflict Resolution Committee shall create a list of names comprised of all eligible faculty and staff (see 1 and 2 above). The Chair of the Ad Hoc Conflict Resolution Committee shall strike from the list the name of any person named in the written notification from the faculty or staff member or otherwise known to have been previously involved in the grievance. Each remaining name shall be written on a slip of paper, and the Recorder of the Ad Hoc Conflict Resolution Committee shall select names blindly and at random, numbering them sequentially as selected. Once seven people have been selected and agree to serve on the employee panel, two additional names shall be selected as alternates. If any of the original seven selected for the panel must withdraw, the next available alternate shall replace that member. The assigned member (either staff or faculty) of the Ad Hoc Conflict Resolution Committee will serve as chair of the employee panel and shall be responsible for announcing the time and place of the review and for ensuring that the procedures for the review are followed precisely.

Regarding the timeline for faculty/faculty or faculty/staff complaints: Should the Chair Elect of the Executive Committee or the Assistant vice President for Facilities be notified of a complaint within the last fifteen class days of a semester, the counting of days shall begin at the start of the next
semester, whether it be Fall, Spring, or Summer. Because the Ad Hoc Conflict Resolution Committee is a 12-month appointment, it is incumbent upon the Chair of the Ad Hoc Conflict Resolution Committee to make certain that any grievance is addressed when classes are in session; therefore, any grievance must be carried to the beginning of a new semester, with day one (1) of that semester being day one (1) of the seven (7) working days referred to under 5.06.02 above.

5.06.04 INSTRUCTIONS FOR CHAIR OF THE EMPLOYEE PANEL
The selected Chair of the Employee Panel has seven responsibilities, which are as follows:
   a) To make arrangements for the review;
   b) To meet with the panel, the grievant, and the person named in the grievance to discuss the conditions under which the review shall be conducted;
   c) To preside over the review;
   d) To inform the panel as to institutional process and conflict resolution practice;
   e) To ensure that the procedures for the review are followed precisely;
   f) To write the report of the faculty panel's findings;
   g) To deliver the finished report.

The Chair of the Employee panel acts as a supervisory agent and repository of institutional process and conflict resolution practice. They are assigned to chair the panel on rotation for cases outside their employee classification and act as non-voting members of the committee.

5.06.05 MAKING ARRANGEMENTS FOR THE REVIEW
The chair of the employee panel shall secure a room and schedule the review for the earliest suitable date. The location shall be at the discretion of the panel chair, taking into consideration campus affiliation the parties involved. Each participant in the review shall have ten (10) working days’ notice of the date and time. Each panel member, participant, or witness shall be notified of the review via registered U. S. mail with receipt. A room shall be reserved for several days.

5.06.06 ESTABLISHING CONDITIONS
A tape recording, transcript, or summary of the proceedings shall be kept and made available to the parties concerned in the event an appeal is filed. The Human Resources office will be responsible for providing someone to tape record or take notes on the proceedings.

5.06.07 PRESIDING AT THE REVIEW
The chair of the employee panel shall determine the acceptability and availability of witnesses, pertinent written documents, and any additional pertinent information. The chair of the employee panel shall establish the length and method of presentation.

The chair shall ensure that the review is conducted in an orderly and impartial manner and insist that procedural determinations of the panel be followed precisely.

5.06.08 REVIEW PROCEDURES
The employee panel shall hold all reviews in private. The guiding principle at the review is that any involved party shall have a fair opportunity to be heard. The parties concerned shall be permitted to obtain and present witnesses and documentation or other evidence as approved by the chair of the employee panel. Each party involved in the review is also entitled to an adviser. An adviser may not
be an attorney by degree or active member of the Bar. The role of the adviser is to advise
participants about the process and their grievance presentation. He or she may not take an active role
in the review, except that he or she may request a brief recess if there is a question of process that
must be addressed.

In the first segment of the review, the grievant shall present his or her information. In the second
segment of the review, the person named in the grievance shall present his or her information. The
remainder of the session shall be used by the employee panel to question the participants. Those
present at the review shall be cautioned to avoid discussing the information outside the review
process. If the review involves an allegation of discrimination, the institution’s Affirmative Action
Officer shall attend.

Both parties shall be given adequate time to present their case, although all effort should be made to
expedite the procedure in the interest of time and clarity of purpose. Both parties will be asked not
to exceed one hour. The Ad Hoc Conflict Resolution shall not be bound by strict rules of legal
evidence. The committee chair may allow any evidence or statement deemed to have probative
value to adjudicate the grievance.

At the conclusion of the grievance review, the employee panel will deliberate and draft conclusions
and recommendations related to the grievance. If additional deliberation time is needed, two (2)
additional working days will be allotted from the start of the grievance review for the employee
panel to reconvene and reach a decision. All conclusions and recommendations shall be determined
by majority vote of the employee panel and shall be based entirely on information presented at the
review.

5.06.09 REPORT AND DELIVERY OF THE EMPLOYEE PANEL

After fairly considering the statements of all interested individuals and taking other submitted
findings into account, the Chair shall deliver the panel’s written report (see attached form) to the
President, the participants, and each member of the panel within ten (10) working days of the panel’s
decision.

In making his/her decision, the President shall not be bound by recommendations of the Ad Hoc
Conflict Resolution Committee. The President shall, within ten (10) working days after the receipt
of the committee’s official recommendation, advise the employee, the employee panel, the Ad Hoc
Conflict Resolution Committee, and other parties concerned by certified mail with return receipt of
his/her decision.

5.06.10 APPEALS

The President or his or her designee shall also notify the employee by certified mail of his/her right to
appeal to the Board of Regents for review of the President’s final decision in accordance with the
provisions of Article IX of the bylaws of the Board of Regents. Such communication shall be
delivered to the addressee only, with a return receipt.

Any application for appeal or review shall be submitted in writing to the Board of Regent’s Senior Vice
Chancellor for Human and External resources within a period of twenty (20) days following the
decision of the President; the application shall identify the decision in question and the redress desired. A hearing before the Board (or committee of or appointed by the Board) is not a matter of right, but is within the sound discretion of the Board. The Board may, in its discretion, refer a matter for mediation, arbitration or evaluation of settlement options. If an application for review is granted, the Board, a committee of the Board, a committee appointed by the Board, or a Hearing Officer appointed by the Board, shall investigate the matter thoroughly and report its findings and recommendations to the Board. The decision of the board shall be final and binding for all purposes.

5.07 University Safety/Emergency Procedures

Middle Georgia State University Plant Operations Department is responsible for university safety and emergency procedures, although the Campus Safety Committee recommends policy. These safety and emergency procedures may be located at the Plant Operations website.

5.08 Travel

Travel funds are available through the college and/or schools, departments, the Faculty Development Committee, and the International Study and Travel Committee. These funds provide for travel by faculty members for the following purposes:

- To attend professional functions and meetings as a means of professional growth and development.
- To represent Middle Georgia State University outside of Central Georgia, as requested by the Dean or Chair, the Provost, or the President. All travel for which reimbursement is desired must be approved in advance by the Chair and/or Dean, or the Vice President for Fiscal Affairs.

When funds are not available to honor all travel requests, the Dean or Chair will prioritize funding criteria in determining which trips to approve.

When several faculty members attend the same meeting, travel expense shall be minimized as much as possible. Faculty members are encouraged to share rooms and to travel in a cost-effective manner. All faculty members must adhere to Middle Georgia State University travel regulations and guidelines and submission of approval forms. All professional travel during the academic year must receive approval prior to travel, whether reimbursed or not. Statewide Travel Regulations and Guidelines are available in the Middle Georgia State University “Fiscal Affairs” Policies and Procedures Manual.

5.09 General Support Information

5.09.01 ADMINISTRATIVE ASSISTANCE

Each school and department is assigned an appropriate level of administrative assistance. Student workers, employed by the institution through its financial aid and assistantship programs, are also made available when possible.
5.09.02 ANNOUNCEMENT OF EVENTS

Should the faculty wish to notify the entire student body of an upcoming event, the Director of Student Life can arrange to have the announcement publicized.

5.09.03 BOOKSTORE

The Academic Dean or Department Chair will coordinate the ordering of texts and other student materials through the bookstore. All faculty members receive a 10% discount on purchases made through the bookstore.

5.09.04 BUSINESS OFFICE

Inquiries regarding payroll deductions, retirement benefits, and health and life insurance may be directed to the Director of Human Resources. Personal checks not exceeding $50.00 may be cashed at the Business Office.

5.09.05 CAFETERIA –

Food services are availability on each campus. Refer to the institution website for location and operational hours.

5.09.06 CAMPUS MAIL SERVICE

Mail is delivered daily to the campus mailroom and distributed along with campus mail to the various departments. There is no charge for any outgoing mail of an official nature. Campus mail should be placed in the special envelopes provided for internal communication. Mail service is for official Middle Georgia State University business only.

5.09.07 CAMPUS NEWS

The Round Table is published monthly via the web and carries items of interest for the faculty and staff. Faculty who would like to have items published should notify the Director of Communications.

The Statement, the University student newspaper, provides news to Middle Georgia State students and the University community. MGA-TV provides the student body with timely and pertinent information about campus events via a closed-circuit television network.

5.09.08 COMPUTERS AND COMPUTER TERMINALS

Each full-time faculty member is supplied with a computer in his or her office. The computer is linked to email and the Internet. In addition, the institution has several types of computers located in the Library, various classrooms, and the Academic Resource Center as well as terminals communicating with the Georgia Educational Network Computer in Athens. Faculty members and students interested in using this equipment shall contact their Academic Dean or Department Chair.

5.09.09 COPYING EQUIPMENT

Copying and duplicating machines are distributed throughout the campuses. The institution’s print shop is equipped to handle most institutional jobs. Faculty members shall determine the degree of
quality necessary and use the most economical method to achieve it. Copyright laws shall be observed.

5.09.10 EXERCISE AND RECREATIONAL FACILITIES

The University has a variety of exercise and recreational facilities, operated under the auspices of the Student Life Health and Wellness Program. Both Cochran and Macon campuses have a Wellness Center, and the Warner Robins campus has a Fitness Center as part of its recreational facilities. Exercise and fitness equipment is available, at a nominal cost to faculty. Outdoor tennis courts are available when not in use by classes.

5.09.11 GRADING MACHINES

Faculty members interested in using the institution's grading machines can obtain special test forms from the Academic Unit. Certain machines are coupled to computers for an analysis of tests answered on the above forms. The current location of these machines can be obtained from the Academic Dean or Chair.

5.09.12 HEALTH CLINIC

Macon Campus Wellness Center, (478) 471-2092
The Health Services program at Middle Georgia State University is designed to promote wellness and to treat minor and episodic illness. The Health Clinic is staffed by nurse practitioners. In addition to wellness promotion on campus, referrals to community health and wellness services are provided. There are nominal fees for some services while others are free. A valid Middle Georgia State University ID card is required to receive health services.

Cochran and Eastman campuses have contracted with local physicians to provide routine health services to students residing in the residence halls in Cochran and in Eastman. This service and policy covers basic, routine office visits ONLY for temporary care for acute medical conditions. The University is not responsible for repetitive care and doctors’ visits for routine or sports physicals, chronic or on-going conditions, and/or diseases. Examples of repetitive care for which the University is not responsible include, but are not limited to, diabetes, pregnancy, allergies, or post-surgical treatments. The procedures and a list of physicians are available at http://www.mgc.edu/Students/health-Services.cfm

5.09.13 INTRAMURALS

Faculty members are invited to participate in the Middle Georgia State University intramural program, and faculty teams are invited to enter all events.

5.09.14 KEYS

The distribution of keys to offices and campus buildings is controlled by the Director of Plant Operations. Each key is assigned to an individual and must be returned by that individual upon termination of employment. The request for keys is made through the Academic Dean or Department Chair.

5.09.15 MAINTENANCE
The University has a well-trained maintenance staff. Problems shall be called to the attention of the school’s administrative assistant for submission to Plant Operations.

5.09.16 OFFICE SUPPLIES

Each school has a procedure for obtaining office supplies. Contact the administrative assistant for procurement.

5.09.17 PUBLIC RELATIONS

Faculty members are encouraged to participate in the institution's community affairs program and to cooperate with the Vice President for University Advancement in developing materials for release through the local news media. All public appearances and statements to the news media representing the institution shall be cleared through the Office of Marketing and Communications.

Section 6: General Personnel Policies

6.01 Personnel Categories

6.01.01 FACULTY MEMBERS

The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 300 of the Policy Manual of the Board of Regents of the University System of Georgia and in Section 4.01.01 of this Handbook.

6.01.02 CLASSIFIED PERSONNEL

Classified employees shall consist of professional and administrative personnel and staff as defined in the Board of Regents' Human Resources Administrative Practice Manual.

6.02 Employment

6.02.01 EQUAL EMPLOYMENT OPPORTUNITY

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 University System. (BoR Minutes, 1969-70, p. 154; 1979-80, p. 15; October 2008).

6.02.02 AGE CRITERIA

The employment of all persons under the age of eighteen (18) years shall be in compliance with the regulations of the U. S. Department of Labor and with applicable State law (BR Minutes, April 2002).
6.02.03 EMPLOYMENT OF RELATIVES

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

2. No individual shall be employed in a department or unit that will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management (BR Minutes, 1989-90, p.250). This standard does not apply to the temporary or part-time employment of children under age 25, nor to any individual employed as of February 14, 1990, at any institution where a relative of such individual then holds a superior position at least one level of supervision removed from such individual in any line of authority. Exceptions may be approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the institution and the University System.

3. For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing (BR Minutes, February 14, 1973, p. 312).

6.02.04 EMPLOYMENT OF FOREIGN NATIONALS

The employment and/or payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions (BR Minutes, April 2002).

6.02.05 EMPLOYEE ORIENTATION

Each new employee is required to participate in an employee orientation prior to employment. They shall also be responsible for reading and familiarizing himself/herself with the contents of the appropriate policy and/or procedures manuals at his or her institution. Each new employee shall be specifically responsible for obtaining information regarding the following work related issues:

1. Personnel policies and procedures
2. Leave benefits, as applicable;
3. Insurance benefits, as applicable;
4. Retirement benefits; and
5. An explanation of the duties and responsibilities of the position, the conditions of employment, the amount of compensation, and other work-related matters, as deemed appropriate by the employee's department chair or immediate supervisor.

Copies of the appropriate policy and/or procedures manuals shall be made available in the departmental office of each new employee's department chair or immediate supervisor (BR Minutes, April 2002).
**6.02.06 JOINING EMPLOYEE GROUPS**

Personnel have the right to join, or to refrain from joining, any of the numerous professional and other types of associations of employees. Participation in strikes, walkouts, or similar activities is illegal, and participants are subject to disciplinary action.

**6.03.07 VOLUNTARY DISCLOSURE OF DRUG USE**

If, prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by the institution President, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. The employee’s work activities may be restructured if in the opinion of the immediate supervisor it is deemed advisable. No statement made by an employee to a supervisor or other person, in order to comply with this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a System employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or a dangerous drug. (BoR Minutes, 1989-90, p. 396).

**6.02.08 DRUG-FREE CAMPUS POLICY**

Middle Georgia State University recognizes and supports present local, state, and federal laws and policies of the Board of Regents, with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs, as well as the Drug-Free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or dangerous drugs on university campuses and elsewhere. See [http://www.mga.edu/police/drugfree.aspx](http://www.mga.edu/police/drugfree.aspx) for further information about the Drug-Free Campus policy.

**6.02.09 TOBACCO FREE CAMPUS**

In alignment with USG policy 9.1.7 as of October 1, 2014, Middle Georgia State University prohibits the use of tobacco products on any property owned, leased, or controlled by MGA. All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products i.e. cigarettes, cigars, smokeless tobacco, snuff, pipes, electronic cigarettes, hookahs, or other similar products while on MGA property.

The implementation of this policy is a shared responsibility, which means all students, faculty, and staff share in the responsibility to help keep the campus tobacco-free. Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Persons refusing to comply may be asked to leave campus.

**6.02.10 AMOROUS RELATIONSHIPS**

A USG faculty or staff member, including a graduate teaching assistant, is prohibited from having an amorous relationship with any student who the faculty or staff member supervises, teaches, or evaluates in any way.
A USG employee is prohibited from having an amorous relationship with any other employee if either employee supervises, evaluates, or in any other way directly affects the terms or conditions of the other’s employment. Any individual who violates this policy is subject to disciplinary action commensurate with the offense, up to and including termination.

6.03 Holidays

Each institution within the System shall establish twelve (12) official paid holidays each calendar year for employees at the institution. These holidays shall be awarded in addition to earned vacation time, and shall be observed in accordance with the rules and regulations set forth by the respective institutions. A terminating employee shall not be paid for any official holidays occurring after the last working day of employment (BR Minutes, 1984-85, pp. 145-46; 1989-90, p. 246).

Note: Holidays for faculty members are normally verified by the President at the beginning of each calendar year.

6.04 Leave

6.04.01 VACATION / ANNUAL LEAVE

Faculty and Administrative Officers

A member of the faculty and an administrative officer are defined in Sections 3.2.1, 3.2.2, and 3.3.3 of this BOR Policy Manual <http://www.usg.edu/policymanual/section3/policy/3.2_faculties/>.

A full-time faculty member employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. All working days during the fiscal year shall be counted. Absences during academic calendar breaks shall be recorded as vacation. All vacation days shall be recorded on institutional leave records.

A full-time administrative officer employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. The use of approved vacation/annual leave shall be recorded on institutional leave records.

The accrual rate of vacation/annual leave for a faculty member or for an administrative officer will be based upon his/her contractual work commitment.

A faculty member who changes from a fiscal year contract to an academic year contract shall be paid his/her unused, accrued vacation/annual leave subject to the 45-day (360-hour) maximum payment restriction upon termination of the fiscal year contract.

A faculty member employed on an academic year (9- to 10-month) basis does not earn vacation/annual leave.
An academic-year contracted faculty member who teaches during Maymester and/or summer semester will not be eligible to accrue vacation/annual leave for such service.

Vacation/annual leave shall be accrued based on the initial employment date of an employee. A new hire must be employed on or before the fifteenth of a month to qualify for accrual of vacation/annual leave for that month.

Vacation/annual leave shall be taken at times mutually acceptable to the employee and his/her supervisor, provided, however, that a University System institution may, on not more than five days, require the use of vacation/annual leave during periods in which all or substantially all of the institution's facilities are closed because classes are not offered.

On December 31 of each calendar year, each employee's leave record shall be adjusted to reflect no more than 45 days (360 hours) of accrued vacation/annual leave.

All unused, accrued vacation/annual leave, not to exceed 45 days (360 hours), shall be paid to an employee upon his/her termination from employment. An employee who terminates on or after the fifteenth of a month shall accrue vacation/annual leave for that month.

Upon a move between USG institutions with no break in service, an employee must transfer all accrued vacation/annual leave up to 20 days (160 hours). For employees with accrued vacation/annual leave of greater than 20 days (160 hours), an employee may elect one of the following options:

1. Transfer of the total accrued vacation balance, not to exceed 45 days (360 hours); or,

2. Payment by the institution from which the employee is moving of accrued vacation leave in excess of 20 days (160 hours). The total accrued vacation leave for which the employee may be paid shall not exceed 25 days (200 hours).

Temporary Employee

A temporary employee, as defined in the Human Resources Administrative Practice Manual, is not eligible to accrue vacation/annual leave.

6.04.02 REPORTING SICK LEAVE

In accordance with USG guidelines, faculty members shall report sick leave in increments of eight (8) hours, four (4) hours, or one (1) hour. If a faculty member misses an entire day, eight hours shall be reported; if a faculty member misses half a day, four hours shall be reported; and if a faculty member misses an hour, one hour shall be reported. If a faculty member misses an entire week, forty (40) hours shall be reported. If a faculty member misses a class because of health-related reasons, the faculty member is obligated to inform his or her immediate academic supervisor (the dean or, if there is a chair, the chair). Having someone else cover a class does not replace reporting leave.

Faculty members shall record these hours as accurately as possible on the monthly sick leave report (via ADP) and should check the Time Report in ADP as to the accuracy of accrued sick leave.
Although it is the faculty member’s responsibility to report leave, it is the academic supervisor’s duty to address questions of accuracy.

If sick leave extends beyond a week (40 hours), the faculty member shall report in writing to the Office of the Executive Vice President for Fiscal Affairs, to the school dean, and to the chair, if there is a chair; this report shall document with a physician’s letter the need for extended leave. In the case where a faculty member is unable to communicate because of illness, the University shall exercise reasonable flexibility with the faculty member’s family or designee in ascertaining his or her status.

6.04.03 SICK LEAVE WITH PAY

For all regular full-time employees of the University System of Georgia defined in Section 801, sick leave shall be accumulated 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 their percentage of time employed. Sick leave for employees shall be cumulative.

Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee’s absence for any of the following reasons:

1. Illness or injury of the employee;
2. Medical and dental treatment or consultation;
3. Quarantine due to a contagious illness in the employee's household; or
4. Illness, injury, or death in the employee's immediate family requiring the employee's presence.

If sick leave is claimed for a continuous period in excess of one week, a physician's statement is required to permit further claim of sick leave rights by the employee-patient.

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his or her employment.

Upon the movement of an employee among institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service (BR Minutes, 1991-92, pp. 354-355). The accumulation and use of sick leave is an important employee benefit of the University System of Georgia. Accumulated unused sick leave is summarized monthly on an eligible member’s pay check. Sick leave for employees shall be cumulative with no limit on the amount that can be accumulated. The use of Accumulated Sick Leave (ASL) allows a member to be paid without interruption when a member is unable to perform professional responsibilities. Once ASL has been exhausted, the individual may apply for Leave Without Pay.

ASL provides a bridge between the onset of long-term disability or illness and the delay in the start-up of long-term disability insurance benefits (an option for each member). Also, if a faculty member has chosen to participate in the Georgia Teacher Retirement System, Georgia statutory law provides that upon retirement unused ASL shall be added to the years of service and can be used in determining eligibility for retirement benefits. However, faculty members who have opted to use optional retirement plans are not eligible for such benefits.

6.06.04 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 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.

6.06.05 EDUCATIONAL AND PROFESSIONAL LEAVE

Leaves of absence of one year or less with or without pay may be granted by the institution's president and reported to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his or her designee.

In considering a request for leave with pay, the president should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the employee proposes to work, and he or she should also consider the likelihood of the employee’s being able to accomplish the purposes for which leave is requested. (It is expected that scholarly and professional leaves shall be granted without pay where the leave is supported by an external grant or stipend).

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

The President ordinarily should not approve a request for a leave with pay if the applicant for leave has been employed at an institution for the period of less than three years. The University System chief academic officer will promulgate guidelines regarding educational and professional leave (BR Minutes, February 2007).

Any employee who has been granted a leave of absence with pay shall be required, before beginning the leave, to sign an agreement indicating that:

1. for a leave with pay of less than one year, the employee will return to the institution at the termination of the leave for a period of at least one year;

2. for a one-year leave with pay, the employee will return to the institution at the termination of the leave for a period of at least two years; and that

3. if the employee does not return to the institution for the full amount of time specified in the agreement, the employee will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave, including all benefit costs (BoR Minutes, February 2007).
A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave. (BR Minutes, 1980-81, p. 191)

No leaves of absence will be granted to persons in the University System who are retired and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the University System. Approved leave shall allow employees the right to elect to continue group insurance benefits with institutional participation (BoR Minutes, 1949-50, pp. 452-53; 1990-91, pp. 298-299; February, 2007).

6.04.06 MILITARY LEAVE WITH PAY

Ordered Military Duty. For the purpose of this policy, ordered military duty shall mean any military duty performed in the service of the State or the United States, including, but not limited to, service schools conducted by the armed forces of the United States. Such duty shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee (BR Minutes, 1990-91, p. 173).

Leave of Absence. An employee who receives orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of 18 workdays in any one federal fiscal year (October 1 - September 30) (as authorized by Georgia Law O.C.G.A. § 38-2-279[e]). At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active military duty (BoR Minutes 1990-91, pp. 173-174).

Emergency Leave of Absence. Notwithstanding the foregoing leave limitation of 18 days, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee while performing such duty shall be paid his or her salary or other compensation as an employee for a period not exceeding 30 days in any one federal fiscal year. Payment of Annual Leave—After an employee has exhausted his or her paid military leave, an institution may pay the employee for his or her accumulated annual leave (BR Minutes, 1990-91, p. 174).

6.04.07 FAMILY AND MEDICAL LEAVE

In accordance with the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to 12 work weeks of leave during any 12-month period for one or more of the following reasons:

1. the birth and care of a newborn child of the employee;

2. the legal placement of a child with the employee for adoption or foster care;

3. the care of an immediate family member (defined as the employee's spouse, child, or parent) with a serious health condition; or
4. a serious health condition of the employee him- or herself, which renders the employee unable to perform the duties of his or her job.

To be eligible for FMLA leave, the employee must have worked for the University System of Georgia

1. for at least 12 months total; and

2. for at least 1,250 hours during the 12-month period immediately preceding the commencement of such leave. (BR minutes, August 2004)

6.04.08 MATERNITY

Disability due to pregnancy shall be considered as any other disability, and appropriate sick leave provisions shall apply.

6.04.09 COURT DUTY

Court-duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders (subpoena) from the appropriate court.

If the employee is a plaintiff or a defendant in an action, he/she is not entitled to court leave.

6.04.10 VOTING

Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee's normally scheduled work shift, sufficient leave time must be granted to permit the employee to vote. In this instance, an institution should grant the employee a two-hour block of time in which to vote, if needed. (BoR Minutes, April 2002)

6.04.11 EMERGENCY LEAVE

In the event of inclement weather or any emergency which requires leave of absence of employees, the President may declare leave with or without pay (BoR Minutes, 1992-93, p. 135)

6.04.12 MISCELLANEOUS LEAVE

Fair Labor Standards Act (FLSA)-When an exempt employee is absent from work for less than one scheduled workday and his or her accumulated leave is insufficient to cover the partial day of absence, the employer will:

1. deduct the cost for such leave in hourly increments from an exempt employee's salary; or

2. place the exempt employee on leave without pay, if so requested by the exempt employee.
Such action by the employer will not disqualify the exempt status of the employee's position (29 CFR 541.5d).

1. Court Duty. See 6.04.09

2. Voting. See 6.04.10

3. Military Physical Examination. Any regular employee required by Federal law to take a military physical examination shall be paid for any time lost to take such an examination.

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

5. Leave for Organ and Marrow Donation. Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty (30) days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven (7) days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation (BoR Minutes, August 2002).

6. Other Leave. See 6.04.11

6.04.13 ACCEPTANCE OF LEAVE FROM A STATE OF GEORGIA AGENCY BY THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia shall accept up to a maximum of 96 hours of sick leave from a benefited employee who moves from a State of Georgia agency to the University System of Georgia. For a unit of the University System of Georgia to accept sick leave, the employee must have no more than a 30-calendar-day break in service. Written verification of the employee's sick leave balance must be provided to the University System of Georgia by the terminating State of Georgia agency. Annual leave will not be accepted for a benefited employee who moves from a State of Georgia agency to the University System of Georgia (BR Minutes, June 2005).

6.05 Retirement

6.05.01 RETIREMENT SYSTEMS

It is the policy of the Board of Regents to provide for the retirement of all eligible employees either through the Teachers Retirement System of Georgia or the Regents' Retirement Plan. Employees eligible for the Regents' Retirement Plan shall be those employees identified in Sections 302.01, 302.02 and 302.03 of the Policy Manual and persons who serve on the Chancellor's administrative staff whose appointment is subject to approval by the Board of Regents (BoR Minutes, 1990-91, p. 39).
6.05.02 DEFINITION OF A UNIVERSITY SYSTEM OF GEORGIA RETIREE/ELIGIBILITY FOR RETIREMENT

Effective November 1, 2002, to be eligible for retirement from the University System of Georgia, an employee must meet one of the following four conditions at the time of his or her separation from employment, regardless of the retirement plan elected by the employee:

1. An employee must have been employed by the University System of Georgia for the last 10 years in a regular, benefitted position and have attained age 60; or

2. An employee must have at least 25 total years of benefitted service established with a State of Georgia sponsored retirement plan, of which the last 5 years of employment must have been continuous and with the University System of Georgia. An early pension benefit penalty will apply to an individual who elects to participate in the Teachers Retirement System of Georgia, or in the Employees Retirement System, if he or she decides to retire with between 25 and 30 years of benefitted service, prior to attaining age 60; or

3. An employee must have at least 30 total years of benefitted service established with a State of Georgia sponsored retirement plan, of which the last 5 years must have been continuous and with the University System; or

4. An employee must be deemed to be totally and permanently disabled, as documented through the receipt of disability benefits from Social Security or from the Teachers Retirement System of Georgia, following 9.5 years of continuous service to the University System in a regular, benefitted position.

An individual who has retired from another State of Georgia sponsored retirement plan may not count such retirement service toward meeting the eligibility criteria for retirement from the University System of Georgia (BR Minutes, October 2002).

6.05.03 EMPLOYMENT BEYOND RETIREMENT

An individual, who has retired from the University System of Georgia and is receiving benefits from the Teachers Retirement System, the Employees Retirement System, or the Regent's Retirement Plan, may be eligible for reemployment on a part-time basis, by the University System. Reemployed of USG retirees by the University System of Georgia must fall under the following conditions:

- The reemployment of a University System of Georgia retiree must be approved by the hiring institution's president. Institution's must submit a copy of their hiring and approval procedures to rehire USG retirees to the Office of Faculty Affairs;

- A rehired retiree must have a minimum break of at least one month between the effective date of his or her retirement and the effective date of his or her reemployment;

- The work commitment of a rehired retiree must be less than half-time; i.e., less than 49%;

- The salary that is paid to a rehired retiree must be either:
  - No more than 49% of the annual benefit-base compensation amount that he or she was earning at the time of his or her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired, or;
6.06.01 GROUP HEALTH INSURANCE
Hospitalization, surgical, medical and major medical benefits shall be made available to regular employees of the University System working one-half time or more. These benefits shall also be made available to dependents of the same employees. The University System shall pay that portion of the cost of such insurance as shall be designated from time to time by the Board.

6.06.02 GROUP LIFE INSURANCE

Group life insurance, with accidental death and dismemberment coverage, shall be made available to regular employees of the University System who work one-half time or more. The University System, as employer, shall pay the premium on the basic amount of life insurance, which shall be $25,000. This amount of insurance is designated "basic life insurance" and the maximum premium therefore shall be established by the Board. In addition, "supplemental life insurance" may be offered to these same employees with no employer participation in the premiums. Group life insurance for dependents of these employees shall be made available to them in amounts which shall be established from time to time by the Board. There shall be no employer contribution to the dependent life insurance premiums (BoR Minutes, 1987-88, pp. 63-64).

6.06.03 OTHER INSURANCE

Each institution may provide any additional types of group insurance protection desired on a voluntary basis if the total cost of such protection is paid by the employee.

6.06.04 BENEFITS CONTINUATION INTO RETIREMENT

A University System of Georgia retiree or career employee who upon his or her separation of employment from the University System of Georgia meets the criteria for retirement as set forth in Section 802.08.02 Definition of a Retiree/Eligibility for Retirement or Section 802.08.04 Career Employee shall remain eligible to continue as a member of the basic and dependent group life insurance and health benefits plans. The University System shall continue to pay the employer's portion of the cost for such benefits (BoR Minutes, October 2002).

6.06.05 DISABLED EMPLOYEES INSURANCE

Employees who become permanently and totally disabled and who have less than 9.5 years of continuous benefited service with the University System shall remain eligible for group health and life insurance benefits for a maximum of 12 consecutive months following the receipt of the required documentation of a disability. The University System shall continue to pay the employer portion of the cost of group insurance for disabled employees for this 12-month period.

Participation in the group healthcare plan may continue after the 12-month period under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). University System participation in the cost shall cease. The terms and conditions of COBRA participation that are described in the University System of Georgia's healthcare summary plan documents shall apply.

Continued participation in the group life insurance program is not covered by the provisions of COBRA. Participation in the group life insurance program may continue after the 12-month period; however, University System participation in the cost shall cease.
Employees who are deemed to be permanently and totally disabled following 9.5 years of continuous benefited service with the University System shall remain eligible for group health and life insurance benefits. The University System shall continue to pay the employer portion of the cost of group insurance for these retirees (Section 802.08.02 paragraph A-4).

Eligibility in the group plans will cease for reasons including, but not limited to, the following:

- Failure to remit premiums in a timely manner;
- A dependent child no longer meets the definition of a "qualified dependent" under the plan's provisions;
- The dependent becomes covered by another group health plan; and/or
- The plans cease to be offered to employees (BoR Minutes, August 2005).

**6.06.06 DEPENDENTS OF DECEASED EMPLOYEES, DISABLED EMPLOYEES, OR RETIREE**

The dependents of a deceased employee, a disabled employee, or a retiree may remain in the group health and life insurance programs of the University System of Georgia consistent with the following provisions:

**Dependents of Deceased Employees With Less Than 10 Years of Continuous Benefited Service**

If an employee with less than 10 years of continuous benefited service dies while in active service with the University System, his or her dependents shall remain eligible to participate in the group health insurance program for a period of 12 consecutive months following the death of the employee. The University System shall continue to pay the employer portion for the cost of the group health insurance for the surviving dependents for this period of 12 consecutive months.

Participation in the group healthcare plan may continue after the 12-month period under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). University System participation in the cost shall cease. The terms and conditions of COBRA participation that are described in the University System of Georgia's healthcare plan summary documents shall apply.

If a deceased employee with less than 10 years of continuous benefited service had elected to participate in the dependent life insurance program prior to his or her death, the employee’s dependents shall remain eligible to continue to participate in this program for a period of 12 consecutive months following the death of the employee. The surviving dependent(s) will be responsible for the entire cost of the dependent life insurance. At the conclusion of this 12-month period, a dependent will have individual policy conversion privileges.

**Dependents of Deceased Disabled Employees With Less Than 9.5 Years of Continuous Benefited Service**

Those employees who become permanently and totally disabled and who have less than 9.5 years of continuous benefited service with the University System shall remain in the group
health insurance program for a maximum of 12 consecutive months following the receipt of the required documentation of a disability (Section 802.09.05). If a disabled employee dies during this 12-month period, his or her dependents shall remain eligible to participate in the group health insurance program for the remainder of the 12-month period. The University System shall continue to pay the employer portion for the cost of group health insurance for the surviving dependents for the remainder of the 12-month period.

Participation in the group healthcare plan may continue after the 12-month period under the provisions of COBRA. University System participation in the cost shall cease. The terms and conditions of COBRA participation that are described in the University System of Georgia's healthcare plan summary documents shall apply.

If a permanently and totally disabled employee with less than 9.5 years of continuous benefited service had elected to participate in the group life and/or dependent life insurance programs prior to becoming disabled, plan coverage will be permitted for a maximum of 12 consecutive months following the receipt of the required documentation of a disability. If a disabled employee dies during this 12-month period, his or her dependents shall remain eligible to participate in the dependent life insurance program for the remainder of the 12-month period. The surviving dependents will be responsible for the entire cost of the dependent life insurance. At the conclusion of this 12-month period, a dependent will have individual policy conversion privileges.

Dependents of Deceased Employees With At Least 10 Years of Continuous Benefited Service

If an employee with at least 10 years of continuous benefited service dies while in active service with the University System of Georgia, his or her dependents shall remain eligible to continue participating in the group health insurance program. The University System shall continue to pay the employer portion of the cost of group health insurance for the surviving dependents.

If a deceased employee with at least 10 years of continuous benefited service had elected to participate in the dependent life insurance program prior to his or her death, the employee’s dependents shall remain eligible to continue participating in this program. The surviving dependents will be responsible for the entire cost of the dependent life insurance.

Dependents of Deceased Retirees

Upon the death of a retiree, his or her dependents shall remain eligible to continue participating in the group health insurance program. The University System shall continue to pay the employer portion of the cost of group health insurance for the surviving dependents.

If a deceased retiree had elected to participate in the dependent life insurance program while in active service, his or her dependents shall remain eligible to continue participating in this program. The surviving dependents will be responsible for the entire cost of the dependent life insurance.

In no event shall the spouse of the deceased continue in the group after remarriage. Dependent children may remain in the group until they reach the legal age of majority or until they become eligible for another group benefits plan. The definition of dependent children as defined in the University System of Georgia’s healthcare summary plan documents shall apply.
Eligibility in the group plans will cease for reasons including, but not limited to, the following:

- Failure to remit premiums in a timely manner;
- Remarriage of the spouse;
- A dependent child no longer meets the definition of a "qualified dependent" under the plan's provisions;
- The dependent becomes covered by another group health plan; and/or
- The plans are no longer offered to any employees (BOR Minutes, August 2005).

6.07 Worker's Compensation Benefits

All employees of the University System shall be covered under provisions of the Worker's Compensation Act.

6.08 Social Security

Terms, conditions, requirements, reservations, benefits, privileges, and other conditions of Title II of the Social Security Act, as amended, shall apply to all officers and employees of the University System except those specifically excluded under the agreements with the Employee's Retirement System of Georgia providing coverage.

Under agreements between the Employees' Retirement System of Georgia and the Board of Regents of the University System of Georgia, Social Security coverage was extended to the following classes of employees:

1. All employees eligible for the Teachers Retirement System of Georgia.

2. All temporary, seasonal, or intermittent employees whose work hours constitute a normal full-time working period.

The following employees are not covered by Social Security: student assistants, graduate assistants, laboratory assistants, and employees working less than half-time. Non-immigrant aliens may be exempt, in accordance with the provisions of their visas. There shall be withheld from any salary or compensation due any employee covered by Social Security a percentage of salary, wage, or compensation required to be withheld by the Act, whether computed in cash, quarters, subsistence, or in kind and reserved in an institutional agency account for quarterly remittance to the Employees' Retirement System of Georgia. Rules and regulations of the Employees' Retirement System of Georgia for administration of the Act shall be followed.

6.09 Annuity Programs/Deferred Compensation Programs
Institutions of the University System of Georgia are authorized to enter into tax-sheltered annuity plans and are authorized to enter into deferred compensation plans to make available for employees a non-forfeitable annuity contract and/or a non-forfeitable deferred compensation contract under the provisions of Internal Revenue Code, Section 403(b), and Internal Revenue Code, Section 457(b), respectively.

Institutions of the University System of Georgia are authorized to enter into nonqualified deferred compensation plans for employees of the University System of Georgia under the provisions of Internal Revenue Code, Section 403(b), and Internal Revenue Code, Section 457(f). Any contribution by the employer must be pursuant to an approved deferred compensation agreement by the Board. (BR Minutes, August 2004)

6.09.01 GEORGIA HIGHER EDUCATION SAVINGS PLAN

Institutions of the University System of Georgia are authorized to provide for employee deductions for the Georgia Higher Education Savings Plan under the provisions of Internal Revenue Code Section 529.

6.10 Campus Identification Cards

All faculty members are expected to carry an official University Identification Card. This card serves to identify faculty to security personnel.

6.11 Personnel Records

The Human Resources office maintains current employee records and must be informed of any changes in name, address, marital status, number of children or other dependents in the immediate family and/or tax withholding status. This information affects the amount of an employee’s payroll deduction for federal withholding tax, insurance premiums and benefits.

An employee’s personnel record is kept confidential, to the maximum extent protected by law. Outside parties or agencies are not provided with information in your personnel file unless specifically authorized by you in writing, or as required by law.

6.12 Changes of Name, Address, Phone Number, and Tax Information

Faculty members are expected to keep their Academic Dean, Department Chair, and the Office of the Provost informed of current addresses and telephone numbers.

The Human Resources office maintains current employee records and must be informed of any changes in name, address and/or tax withholding status. Tax exemption certificates should be kept up-to-date as you gain or lose exemptions.
6.13 Parking

Specific areas on campus have been restricted for faculty parking. All faculty members are expected to comply with parking rules and regulations.

Required parking decals are issued to the faculty by the Department of Public Safety free of charge. If parking decals differ from campus to campus faculty parking decals from one campus will be honored on all campuses.

6.14 Emergencies

In the event of serious illness or injury, call 911 immediately and then notify the switchboard or security.

6.15 Gratuities

Prohibited Receipt of Gifts by USG Employees

An employee of the Board of Regents shall not directly or indirectly solicit, receive, accept, or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his or her performance or failure to perform any official action. The acceptance of a benefit, reward, or consideration where the purpose of the gift is to influence an employee in the performance of his or her official functions is a felony under O.C.G.A. § 16-10-2.

A USG employee, or any other person on his or her behalf, is prohibited from knowingly accepting, directly or indirectly, a gift from any vendor or lobbyist as those terms are defined in Georgia statutes (O.C.G.A. § 21-5-70 (6) and 45-1-6(a)(5) b). If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization.

A gift may be accepted by the employee on behalf of the institution subject to reporting requirements of the Board of Regents. If the gift is accepted, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.

For purposes of this policy a gift is defined as lodging, transportation, personal services, a gratuity, subscription, membership, trip, loan, extension of credit, forgiveness of debt, advance or deposit of money, or anything of value.

A gift shall not include:

- Food or beverage consumed at an occasional meal or event, provided the value is reasonable under the circumstances but in no event exceeds $100 per person.

- Food, beverages, and registration at group events to which substantial numbers of employees of an institution are invited.
• Food, beverage, or expenses afforded employees, relatives, or others that are associated with normal and customary business or social functions or activities.

• Actual and reasonable expenses for food, beverages, travel, lodging, and registration provided to permit participation in a meeting, demonstration, or training related to official or professional duties if participation has been approved in writing by the Chancellor, the President, or his or her designee.

• Promotional items generally distributed to the general public.

• Textbooks, software, and instructional materials to be reviewed by teaching faculty.

• An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional, private, or public service or achievement.

• Legitimate salary, honoraria, benefit, fees, commissions, or expenses associated with the recipient's non-public business, employment, trade, or profession.

• Gifts from a person or entity who is neither a lobbyist nor a vendor as those terms are defined in State Statutes, nor a student or patient at an institution.

• Consulting fees, honoraria, or financial benefits from sponsors or foundations, received in conformance with USG policies, institution policies, and Georgia law.

• Gifts to or from USG foundations or other separately incorporated, charitable entities

(BOR Policy Manuel 8.2.13.1)

Violations

A violation of this policy may subject an employee to disciplinary action, including termination of employment.

6.16 Conflicts of Interest

An employee of the University System of Georgia should avoid actual or apparent conflict of interest between his/her university obligations and his/her outside activities. Personnel should be especially careful to avoid using, or the appearance of using, an official position for personal gain, for giving unjustified preferences, or for losing sight of the need for efficient or impartial decisions in our methods of operation. No act should be committed which could result in questioning the integrity of the institution.

An appearance of conflict exists when a reasonable person will conclude from the circumstances that the employee's ability to protect the public interest or perform public duties, is compromised by personal interest. An appearance of conflict can exist even in the absence of a legal conflict of interest. Employees are referred to State Conflict of Interest Statutes O.C.G.A. §45-10-20 through §45-10-70
and Board of Regents Policies 802.15 through 802.15.03 and institutional policies governing professional and outside activities

Other Rules of Conduct

1. Every employee shall make a due and diligent effort to determine whether he or she has a conflict of interest or appearance of conflict before taking any action.

2. Every employee shall continually monitor, evaluate, and manage his or her personal financial and professional affairs to ensure the absence of conflicts of interest and appearance of conflicts.

6.11 Garnishment and Withholding of Pay

6.11.01 GARNISHMENT OF PAY

Each institution shall establish procedures to counsel with employees who fail to meet their personal financial obligations. Repeated instances of default in payment by employees of the University System shall be considered sufficient grounds to terminate for cause. (BR Minutes, February, 2007)

6.11.02 WITHHOLDING OF PAY

University System institutions are authorized to withhold paychecks or deduct from paychecks amounts owed by employees of the institution for any fine, fee, penalty or other financial obligation(s) to the institution of employment.

6.12 Outside Activities

An employee of the University System of Georgia should avoid actual or apparent conflict of interests between his or her college or university obligations and his or her outside activities.

6.12.01 OCCUPATIONAL

1. An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.

2. All full-time faculty members, administrators, and other professional staff members employed by an institution of the University System are expected to give full professional effort to their assignments of teaching, research, and service.

3. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the institution.

4. For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the president or his or her designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.
6.12.02 CONSULTING

Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year. Each institution of the University System shall adopt guidelines governing consulting activities of faculty members which shall include the following:

1. A plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons.
2. A procedure for obtaining prior approval of the President or his or her designee.
3. A procedure for defining and prohibiting conflicts of interest.

6.12.03 POLITICAL

As responsible and interested citizens in a democratic society, employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the System. Therefore, the following policies governing political activities are hereby adopted:

1. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the System.
2. Employees may not hold elective political office at the state or federal level.
3. A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at an institution of the System, with or without compensation.
4. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office, such a person must resign prior to assuming office.
5. Employees may seek and hold elective office at other than the state or federal level or appointive office when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the System.

6.13 Harassment

6.13.01 BOARD OF REGENTS’ STATEMENT ABOUT SEXUAL HARRASSMENT
Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of
the sex of any person, to discharge without cause, to refuse to hire, or to otherwise discriminate
against any person with respect to any matter directly or indirectly related to employment or academic
standing. Harassment of an employee on the basis of sex violates this federal law.

1. Sexual harassment of employees or students in the University System is prohibited and shall
subject the offender to dismissal or other sanctions after compliance with procedural due
process requirements. Unwelcome sexual advancements, requests for sexual favors, and other
verbal or physical conduct of a sexual nature constitutes sexual harassment when:

2. Submission to such conduct is made explicitly or implicitly a term or condition of an
individual's employment or academic standing; or submission to or rejection of such conduct
by an individual is used as a basis for employment or academic decisions affecting an
individual; or

3. Such conduct unreasonably interferes with an individual's work or academic performance or
creates an intimidating, hostile or offensive working or academic environment (BR Minutes,

6.13.02 MIDDLE GEORGIA STATE UNIVERSITY SEXUAL HARRASSMENT POLICY
AND PROCEDURES

1. General Statement

Middle Georgia State University is committed to maintaining an academic environment in which its
members can freely work together, both in and out of the classroom, to further education, service, and
research. Every member of the Middle Georgia State University community must recognize that
sexual harassment compromises the integrity of the institution, its tradition of intellectual freedom, and
the trust placed in its members. It is the intention of Middle Georgia State University to prevent sexual
harassment as well as to correct and, where indicated, discipline those engaged in sexual
harassment. Because of the special nature of a university community, Middle Georgia State University
reiterates its commitment to academic freedom and asserts that these procedures shall not be
detrimental to the principles of academic freedom.

2. Definition of Sexual Harassment

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

a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's
professional or academic standing; or

b. Submission to or rejection of such conduct by an individual is used as the basis for professional or
academic decisions affecting an individual; or

c. Such conduct has the purpose or effect of unreasonably interfering with a person's work or
academic performance or creating an intimidating, hostile, or offensive working or academic
environment.

See 6.19.05 for further definition of Sexual Harassment
3. Responsibility as to the Sexual Harassment Policy

a. All members of the Middle Georgia State University community must ensure that their personal behavior does not constitute sexual harassment. This responsibility extends to all who do business with Middle Georgia State University and to all who visit any Middle Georgia State University facility or attend any Middle Georgia State University -sponsored activity.

b. Faculty, administrators, and supervisors have the responsibility to prevent and to eliminate sexual harassment in their respective areas. A complaint alleging sexual harassment made to a faculty member, administrator, or supervisor requires immediate steps to address the matter under the procedures outlined in this policy.

4. Procedures for Filing a Sexual Harassment Complaint

a. Students with concerns about sexual harassment may find it helpful to discuss the matter with the Vice President of Student Affairs. All persons feeling aggrieved under the policy against sexual harassment are encouraged to seek informal resolution first.

b. Students with a sexual harassment inquiry or complaint should contact:

   (1). Either the Vice President of Student Affairs, Student Life Center, Office of Student Affairs; or \

   (2). The Coordinator for Section 504/Title II, Title IX, and the Age Act; or

   (3). Any member of the faculty of Middle Georgia State University. Upon contact, the faculty member shall then be expected to:

      (a) Inform the student as to the Middle Georgia State University Sexual Harassment Policy and the procedures for filing a complaint.

      (b) Encourage the student to seek informal resolution of the complaint by contacting one of the University officers listed above. If asked, the faculty member may accompany the student to the first meeting with these officers. For purposes of confidentiality, the initial meeting(s) with either of these two administrators may, by appointment, be held at a location other than the administrator's office.

c. A faculty member, any other employee, or any third party who has a sexual harassment inquiry or complaint should contact the Coordinator for Section 504/Title II, Title IX, and the Age Act.

d. The administrator(s) of the institution responsible for receiving these complaints shall:

   (1). Receive the sexual harassment complainant, provide information about sexual harassment, and discuss the options for addressing it.

   (2). If needed, refer the complainant for counseling.

   (3). Within five (5) working days, inform the complainant regarding applicable Middle Georgia State University policies and procedures and outline the options, both informal and formal, for resolving the complaint.

   (4). Wherever possible, assist the parties toward informal resolution of the complaint.
(5). If there can be no informal resolution and an investigation and hearing of the complaint are appropriate, assist the complainant in filing a formal complaint.

e. A Formal complaint must be filed within one hundred eighty (180) days from the date of the incident and must be filed with the Coordinator for Section 504/Title II, Title IX, and the Age Act. The Coordinator for Section 504/Title II, Title IX, and the Age Act shall:

(1). Within ten (10) working days from the date of receipt of complaint, interview the complainant, the respondent, and other persons believed to have pertinent knowledge.

(2). Afford both the complainant and the respondent a full opportunity to respond to the allegations and evidence received.

(3). Promptly prepare a written summary of the investigation with recommendations based thereon which shall be forwarded to the President of Middle Georgia State University and each party. A copy shall be filed with, and retained in, the offices of the Provost/Vice Provost and the Federal Liaison- Coordinator for Section 504/Title II, Title IX, and the Age Act.

f. Within ten (10) working days from the receipt of the summary and the recommendations of the Provost /Associate Provost or the Federal Liaison- Coordinator for Section 504/Title II, Title IX, and the Age Act, either party may request a hearing of the complaint by a panel of inquiry under the further provisions of this policy. This request should be forwarded to the President of Middle Georgia State University.

g. If no such request is made for a hearing, the President of the University shall act on the recommendations contained in the summary of the investigation. If a hearing is indicated and either party is a member of the faculty, the President of Middle Georgia State University shall refer said complaint to the Chair of the Executive Committee for hearing pursuant to the Procedures for Faculty Grievance Hearings (see Article IV, Section F on statutes) and for a recommendation based on that hearing.

h. If neither party to the complaint is a member of the Middle Georgia State University faculty, the President of Middle Georgia State University shall, within ten (10) working days from the date of receipt, appoint an impartial panel of inquiry composed of a Chair and four members, two males and two females. The Chair shall be nonvoting, but when necessary, will cast the tie-breaking vote.

(1). Panel membership will be dependent upon the status of the parties involved in the complaint as follows:

(a). When both parties in an alleged incident are students, the panel will be made up of two students, two faculty members, and one member of the staff.

(b). When both parties are members of staff, the panel will be made up of members of staff.

(c). When the parties are from different constituencies and neither party is a faculty member, the panel will have a faculty member plus two members from each of the two constituencies.

(d). With respect to complaints brought by third parties, it is not the status of the third party but rather the status of the subject(s) of the complaint that shall determine the composition of the panel.
(2). The purpose of the panel of inquiry is to determine, to the best of its ability, the facts regarding the alleged sexual harassment, to ascertain whether there has been a violation of the policy of Middle Georgia State University prohibiting sexual harassment, and to recommend appropriate discipline for those found to have violated the sexual harassment policy.

(3). Prior to the hearing, the panel shall meet to determine procedures for conducting the hearing, and shall consult with the principals involved prior to making such determination. At the University level, attorneys normally are not present. However, a complainant or alleged victim may, at any stage of the procedure, have present an advisor of his/her own choosing, who shall provide advice but shall not be an active participant in the proceedings.

(4). Within ten (10) working days from the date the panel is formed, the panel will hear the complainant, the respondent, and witnesses identified by each party and shall examine all evidence it deems relevant and necessary. The rights of both parties will be observed and privacy and confidentiality shall be protected to the extent practicable.

(5). Within ten (10) working days after the conclusion of its gathering of evidence, the panel shall issue a written report to the President of Middle Georgia State University. The panel's report shall detail the allegations and evidence received in the matter, evaluate the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses, state its determination as to whether there has been a violation of the policy of Middle Georgia State University sexual harassment, and make recommendations for disciplining those found to have violated the sexual harassment policy

i. Within ten (10) working days after receipt, the President of Middle Georgia State University shall review the report findings of the panel of inquiry and will make final determination as to what action, disciplinary or otherwise, should result. A copy of the report evidencing the final action taken by the President of Middle Georgia State University in the matter shall be forwarded to the complainant and the respondent.

j. In accordance with the provisions of Article IX of the By-laws of the Board of Regents, either Party may file an application for review, in writing, with the Board of Regents of the University System of Georgia within twenty (20) calendar days following the written decision of the President of Middle Georgia State University.

k. For good cause, time restraints set forth in this policy may be extended for a reasonable period of time. The parties and the panel hearing the complaint may also enter an agreement for the extension of time for good cause, and the agreement shall be entered in the record.

l. Retaliation, in any form, against those reporting incidents of sexual harassment, those presenting evidence by testimony or otherwise, those participating on a hearing panel, or participating in any manner as to matters which are set forth in this policy shall not be tolerated, and shall subject the person attempting retaliation to disciplinary action which may include suspension or dismissal.

6.13.03 CAMPUS SEXUAL ASSAULT POLICY

Policy

All sexual offenses, whether forcible or non-forcible, on the Middle Georgia State University campuses are forbidden and will be the subject of disciplinary action. The report of a sexual assault
made to the University, being a report of an alleged crime, will be reported to the proper law enforcement agency having jurisdiction for investigation and prosecution, if warranted.

**Procedures**

a. If a sex offense occurs, the victim should promptly preserve all evidence as may be necessary to prove a criminal assault or other sex offense.

b. In the event of emergency, or if the arrest of the perpetrator is needed for the safety of the victim or others, a report should be made by the victim directly to one of the following local law enforcement agencies:

   Macon Campus: Campus Police: (478)471-2414
   Cochran Campus: (478) 934-3002
   Warner Robins Campus: (478) 731-9901
   Dublin Campus: (478) 274-7751
   Eastman Campus: (478) 374-6403
   Robins Residence Center: Robins Air Force Base Telephone: SECURITY - 911
   Emergency at ALL locations: Dial 911

c. Make a written report of the offense and promptly file it with Middle Georgia State University at one of the following locations:

   **STUDENTS:** Macon Campus - Office of Student Affairs, SLC-112 (478)757-7383
   Cochran Campus – Office of Student Affairs, Sanford Hall (478) 934-3352
   Dublin Campus – Office of the Campus Director (478) 275-6769
   Eastman Campus – Office of the Campus Director (478)374-6402
   Warner Robins Campus – Office of the Campus Director (478) 929-6700
   Robins Resident Center - Reports should be filed with military authorities as required under Air Force policy. For further information, contact the Office of the Director, Robins Resident Center; Telephone: (478) 327-7307

   **FACULTY, STAFF, CONTINUING EDUCATION PARTICIPANTS, AND VISITORS:**
   Macon Campus – Human Resources Suite 214 Campus Support Services SLC-112 (478)471-2010
   Cochran Campus – Human Resources in Jackson Hall 107 (478) 934-3066
   Dublin Campus – Office of the Campus Director (478) 275-6769
   Eastman Campus – Office of the Campus Director (478)374-6402
   Warner Robins Campus – Office of the Campus Director (478) 929-6700
   Robins Resident Center - Reports should be filed with military authorities as required under Air Force policy. For further information, contact the Office of the Director, Robins Resident Center; Telephone: (478) 327-7307

**Counseling/Medical Services**

a. The Middle Georgia State University Counseling Center is available to students during office hours at (478) 471- 2985 or (478) 934-3092 or MGSC Public Safety dispatch at (478) 934-3002

b. Crisis Line of Macon & Bibb County Rape Crisis Team 24-hour emergency number is (478) 745-9292. Crisis Line for Bleckley, Dodge and Laurens County WINGS Rape Crisis Team 24-hour emergency number is (478)272-8000.
c. In the event a medical examination is required to preserve the evidence of rape or sexual assault, such examination would be necessary immediately after the crime, and prior to any change in the body of the victim by washing or elimination of fluids. There are no facilities for medical examination on the campus of Middle Georgia State University. It would be necessary for such examination to be arranged off campus, with the cooperation of the victim.

_Notwithstanding the provisions made for on-campus disciplinary proceedings as indicated below, the victim has the option to notify proper law enforcement authorities and the option to be assisted by campus authorities in notifying such authorities._

**On-Campus Disciplinary Actions**

Procedures for on-campus disciplinary action in cases of alleged sexual offenses shall include a hearing as described in of the Student Handbook, “Disciplinary Procedures.”

At the hearing of an accusation of sexual assault:

1. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and,
2. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding. Both may appeal the findings of a campus disciplinary proceeding as described in “Disciplinary Procedures.”

**Middle Georgia State University Campus Sexual Assault Victims' Bill of Rights**

a. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations that assist such victims to be accorded recognition.

b. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

c. The right to be free from any kind of pressure from campus personnel that victims not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or, report crimes as lesser offenses than the victims perceive them to be.

d. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because: victims are somehow responsible for the commission of crimes against them;

- victims were contributory negligent or assumed the risk of being assaulted; or,
- by reporting crimes they would incur unwanted personal publicity.

e. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.

f. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
g. The right to be made aware of, and assisted in exercising any options, as provided by State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.

h. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.

Programs

Campus seminars and printed material aimed at the prevention of sex offenses will be available to students each year. These programs are instituted to educate, and promote awareness of rape, acquaintance rape, or other sex offenses that are proscribed by law.

6.19.04 MIDDLE GEORGIA STATE UNIVERSITY HARRASSMENT POLICY

It is the policy of Middle Georgia State University that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation based on race, color, religion, gender, sex, national origin, age, whistle blower status, or disability. Such forms of harassment or retaliation constitute discrimination under various state and federal laws and will not be tolerated by the University.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sex, national origin, age, whistle blower status, or disability, or that of his/her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
3. Otherwise adversely affects an individual’s employment opportunities.

Examples of harassing conduct include, but are not limited to, the following:

1. Epithets, slurs, negative stereotyping, intimidating, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, national origin, age, whistle blower status, or disability; and

2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, national origin, age, whistle blower status, or disability that is placed on walls, bulletin boards, or elsewhere on university premises, or circulated on the campus.

Similarly, sexual harassment involves:

1. Making, as a condition of employment, unwelcome sexual advances or requests, requests for sexual favors, or other verbal or physical conduct of a sexual nature;

2. Making submission to or rejection of such conduct the basis for employment decisions; or

3. Creating an intimidating, offensive, or hostile work environment by such conduct.

The following are examples of sexual harassment:
1. Verbal – sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;

2. Nonverbal – making suggestive or insulting noises, leering, whistling, or making obscene gestures;

3. Physical – touching, pinching, brushing the body, coercing sexual intercourse, or assault.

See also 6.19.02 for Middle Georgia State University Sexual Harassment Policy and Procedures.

Any employee who feels that he or she has suffered any form of harassment or retaliation should immediately report the alleged conduct to his or her supervisor so that a confidential investigation of the complaint can be undertaken. If the employee has reason to be uncomfortable reporting to his or her supervisor, the employee should report the offensive behavior to any administrator with whom the employee feels comfortable. The administrator then has the responsibility of helping the employee with the procedure.

While verbal reports are anticipated, an employee reporting these types of behavior will be asked to make a written report providing as much detail as possible concerning who has engaged in the behavior, when, where, and exactly what was done or said.

Any employee who observes conduct by another employee that he or she believes to be harassing, retaliatory, or discriminatory must report such conduct as outlined above. All complaints of harassment will be treated confidentially and will be investigated promptly and thoroughly.

Any individual found by the University to have harassed another employee will be subject to appropriate disciplinary action ranging from a written warning in his or her file up to and including termination. Retaliation or discrimination against an employee for reporting or complaining about harassment is prohibited and will result in disciplinary action up to and including termination.

Faculty members and all campus employees should act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

6.20 Office Gift-Giving

Gifts for colleagues (such as friendly tokens acknowledging life events, remembrances, flower funds, hospitality funds, or celebratory tributes) must be completely voluntary. Any gifts or contributions should be of nominal value and in keeping with the spirit of the event.

6.21 Use of State Property

Employees should not, directly or indirectly, use or allow the use of state property of any kind for activities other than official activities.

6.22 Appropriate Use Policy for Information Technology Resources and Social Media
6.22.01 APPROPRIATE USE POLICY FOR INFORMATION TECHNOLOGY RESOURCES

It is the policy of Middle Georgia State University to provide an environment that encourages the free exchange of ideas and sharing of information. Access to this environment and Middle Georgia State University’s information technology (IT) resources is a privilege and must be treated with the highest standard of ethics.

Middle Georgia State University expects all users to use IT resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, state and Federal laws, and Middle Georgia State University policies and standards.

IT resources include, but are not limited to, equipment, software, networks, data, and telephones, whether owned, leased, or otherwise provided by Middle Georgia State University. This policy applies to all users of Middle Georgia State University IT resources, including faculty, staff, students, guests, external organizations, and individuals accessing network services, such as the Internet via Middle Georgia State University resources. Use of Middle Georgia State University IT resources is granted based on acceptance of the following specific responsibilities.

Appropriate Use Policy, Responsibilities, and Guidelines:

A. Use only those computing and IT resources for which you have authorization.
   For example, it is a violation:
   • To use resources you have not been specifically authorized to use
   • To use someone else's account and password or share your account and password
     with someone else
   • To access files, data, or processes without authorization
   • To purposely look for or exploit security flaws to gain system or data access

B. Protect the access and integrity of computing and IT resources.
   For example, it is a violation:
   • To use excessive bandwidth
   • To release a virus or a worm that damages or harms a system or Network
   • To prevent others from accessing an authorized service
   • To send email that may cause problems and disrupt service for other users
   • To attempt to deliberately degrade performance or deny service
   • To corrupt or misuse information
   • To alter or destroy information without authorization

C. Abide by applicable local, state, federal laws, university policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted material.
   For example, it is a violation:
   • To download, use or distribute copyrighted materials, including pirated software or music or videos or games (aka: illegal peer-to-peer file sharing)
   • To make more copies of licensed software than the license allows
   • To operate and participate in pyramid schemes
   • To upload, download, distribute or possess pornography
   • To upload, download, distribute or possess child pornography

D. Use IT resources only for their intended purpose.
   For example, it is a violation:
To use computing or network resources for advertising or other commercial purposes
To distribute copyrighted materials without express permission of the copyright holder
To send forged email
To misuse Internet Relay Chat (IRC) software to allow users to hide their identity, or to interfere with other systems or users
To send terrorist threats or "hoax messages"
To send chain letters
To intercept or monitor any network communications not intended for you
To attempt to circumvent security mechanisms
To use privileged access for other than official duties
To use former privileges after graduation, transfer or termination, except as stipulated by Middle Georgia State University

E. Respect the privacy and personal rights of others.
   For example, it is a violation:
   To use electronic resources for harassment or stalking other individuals
   To tap a phone line or run a network sniffer or vulnerability scanner without authorization
   To access or attempt to access other individual's password or data without explicit authorization
   To access or copy another user's electronic mail, data, programs, or other files without permission
   To disclose information about students in violation of Middle Georgia State University guidelines

F. Do no harm

System and Network Administrator Responsibilities

System Administrators and providers of Middle Georgia State University computing and IT resources have the additional responsibility of ensuring the confidentiality, integrity, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

Security Caveat

Be aware that although computing and IT providers throughout Middle Georgia State University are charged with preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control.

Users are therefore urged to take appropriate precautions such as:
   Safeguarding their account and password
   Taking full advantage of file security mechanisms
   Backing up critical data on a regular basis
   Promptly reporting any misuse or violations of the policy
   Using virus scanning software with current updates
   Using personal firewall protection on personal computers
   Installing security patches in a timely manner
Violations

Every user of Middle Georgia State University resources has an obligation to report suspected violations of the Appropriate Use Policy for Computing and IT Resources. Reports should be directed to the institution, unit, center, office, department, department, school, or administrative area responsible for the particular system involved.

Enforcement

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property, and subjects one to discipline. Any user of any Middle Georgia State University system found using IT resources for unethical and/or inappropriate practices has violated this policy and is subject to disciplinary proceedings including suspension of system privileges, suspension/expulsion from the institution, termination of employment and/or legal action as may be appropriate.

Although all members of the university system have an expectation of privacy, if a user is suspected of violating this policy, his or her right to privacy may be superseded by Middle Georgia State University’s requirement to protect the integrity of IT resources, the rights of all users and the property of the Middle Georgia State University. Middle Georgia State University thus, reserves the right to examine material stored on or transmitted through its resources if there is cause to believe that the standards for appropriate use are being violated by a user or a trespasser onto its systems or networks.

6.22.02 SOCIAL MEDIA POLICY

Given the nature of social media and that university professors hold a “special position in the community [that] imposes special obligations” (AAUP 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments, modified 1989 and 1990), members of the corps of instruction should exercise an abundance of caution in how they interact with students, former students, members of the community, and other professionals through such media, and should bear in mind how their comments might be construed in legal and professional contexts.

In the case of a social media site that is created solely by the teacher for a class, an organization, or a club, the instructor bears reasonable responsibility for monitoring the appropriateness of content, just as he or she would for any other electronic platform directly related to University activities, in or outside of the classroom.

In further instances where technology allows instantaneous commentary, faculty members should be extremely careful, as such technology lends itself to off-hand remarks that could later be read in terms of professional reputation, accuracy, and liability. The University strongly recommends that all of its professionals exercise their best professional judgment in the use of all social media.

6.23 University System of Georgia Ethics Policy
1. Introduction

The University System of Georgia (USG) is committed to the highest ethical and professional standards of conduct in pursuit of its mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment, and dedication to public service from all members of the USG community. While the USG affirms each person's accountability for individual actions, it also recognizes that the shared mission and the shared enterprise of its institutions require a shared set of core values and ethical conduct to which each member of the USG community must be held accountable. Furthermore, the USG acknowledges that an organizational culture grounded in trust is essential to supporting these core values and ethical conduct. The following Statement of Core Values and Code of Conduct are intended to build, maintain, and protect that trust, recognizing that each member of the USG community is responsible for doing his or her part by upholding the highest standards of competence and character.

2. Applicability

The Statement of Core Values and the Code of Conduct comprise the USG Ethics Policy. The USG Ethics Policy applies to all members of the USG community. The USG community includes all members of the Board of Regents, all individuals employed by or acting on behalf of the USG or one of the USG institutions including volunteers, vendors, contractors, members of the governing boards, and employees of all cooperative organizations affiliated with the USG or one of its institutions. Violations of the USG Ethics Policy may result in disciplinary action including dismissal or termination.

Members of the Board of Regents and all individuals employed by the USG or one of its institutions in any capacity shall participate in USG Ethics Policy training and shall certify compliance with the USG Ethics Policy on a periodic basis as provided in the USG Business Procedures Manual. Cooperative organizations, vendors, and contractors shall certify compliance with the USG Ethics Policy by written agreement as provided in the USG Business Procedures Manual. The USG Ethics Policy governs only official conduct performed by or on behalf of the USG.

3. Statement of Core Values

Integrity – We will be honest, fair, impartial, and unbiased in our dealings both with and on behalf of the USG.

Excellence – We will perform our duties to foster a culture of excellence and high quality in everything we do.

Accountability – We firmly believe that education in the form of scholarship, research, teaching, service, and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.

Respect – We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion and decency.

4. Purpose of the Code of Conduct
Every member of the USG community is required to adhere to the USG Statement of Core Values (Integrity, Excellence, Accountability, and Respect) that form and guide the daily work of the organization. The USG recognizes that each member of the USG community attempts to live by his or her own values, beliefs and ethical decision-making processes. The purpose of the Code of Conduct is to guide members of the USG community in applying the underlying USG Statement of Core Values to the decisions and choices that are made in the course of everyday endeavors. Each USG institution must ensure that its institutional ethics policies are consistent with this USG Ethics policy.

5. Code of Conduct

We will:

- Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service, and grants administration.
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.
- Treat fellow employees, students, and the public with dignity and respect.
- Refrain from discriminating against, harassing, or threatening others.
- Comply with all applicable laws, rules, regulations, and professional standards.
- Respect the intellectual property rights of others.
- Avoid improper political activities as defined in law and Board of Regents Policy.
- Protect human health and safety and the environment in all USG operations and activities.
- Report wrongdoing to the proper authorities, refrain from retaliating against those who do report violations, and cooperate fully with authorized investigations.
- Disclose and avoid improper conflicts of interest.
- Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.
- Not use our position or authority improperly to advance the interests of a friend or relative.

6. Interpretation and Sources

The Statement of Core Values and Code of Conduct do not address every conceivable situation or ethical dilemma that may be faced by members of the USG community. Members of the USG community are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules, and regulations. Specific questions pertaining to the Statement of Core Values of Code of Conduct should be directed to a supervisor or other competent authority at the University System Office or at the institution’s office of Legal Affairs, Internal Audit, Compliance, Human Resources, Academic Affairs, or other appropriate office. There are also multiple sources of authority that address specific questions or situations.

Examples include:

- Board of Regents Policy Manual
- Board of Regents Business Procedures Manual
- Board of Regents Human Resources Administrative Practice Manual
- Institutional policies, handbooks and procedures
- State Laws and Regulations
- Federal Laws and Regulations
Further specific explanatory notes and references may be found on the USG’s website at www.usg.edu/compliance/ethics/ or its successor reference (BoR Minutes, November 2008).
Section 7: Financial Exigency

7.01 Definition of Financial Exigency
7.02 Layoffs or Terminations
7.03 Program Modification or Discontinuance in the Event of Financial Exigency

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

7.01 Definition of Financial Exigency

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

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

The determination of the existence and extent of a financial exigency affecting the System or any institution or within an academic unit of an institution shall be the sole responsibility of the Board of Regents, but the president of an institution, after consultation with representative faculty members, may request such a determination by the Board. A request for the declaration of a financial exigency at any level below the institution level must originate at the institution. When such determinations are made, this policy, along with approved implementing procedures, will take precedence over those applicable Board policies which govern normal operating procedures. The president of each institution shall follow implementing procedures prescribed by the Chancellor.

7.02 Layoffs or Terminations

The term layoff, as used in this policy, is defined as the temporary dismissal of any employee, including tenured faculty members or non-tenured faculty or other contracted employees, before the
end of their contract term. Layoffs may lead to eventual termination. Layoffs or terminations may occur within an academic or other units of an institution without a net loss of faculty members or other personnel at the institution; that is, layoffs or terminations in some academic or other units may occur with simultaneous authorization of new positions for different duties in academic or other units depending upon the needs of such units. The president of each institution, after consultation with faculty and staff, shall determine whether layoffs or terminations are required and which employees will be affected. This determination shall be made in accordance with the procedures established by the Chancellor, which will give primary consideration to the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

Faculty and other employees under contract who are laid off or terminated before the end of their contract term for reasons of financial exigency shall, whenever possible, be notified at least ninety (90) days in advance of the date of layoff or termination. The notice of layoff or termination shall be delivered personally or by certified mail, with return receipt requested. This notice shall include, in writing, a statement of the conditions requiring layoff or termination, a general description of procedures followed in making the decision and a statement of the employee's right to respond orally and in writing to the appropriate official at the institution as to the reasons for the layoff or termination. The employee(s) shall also have the right, upon written request within twenty (20) days from the date of the final decision of the president to apply to the Board of Regents for a review of the president's decision in accordance with the provisions of the Bylaws of the Board.

7.03 Program Modification or Discontinuance in the Event of Financial Exigency

Anything in the policies of the Board of Regents to the contrary notwithstanding, if the Board of Regents finds that a condition of financial exigency exists at an institution, either within an academic or other unit of an institution or in the System as provided in this Policy Manual, then program modifications or discontinuances recommended by the Chancellor and approved by the Board may be made at any such institution, within an academic or other unit of any such institution or the System generally. If any such program modifications or discontinuances involve the layoff or termination of any tenured faculty, non-tenured faculty, or other contract employees, before the end of their contract term, the provisions of Section 805.02 shall apply to any such layoffs or termination (BoR Minutes, 1991-92, pp. 114-117).
Section 8: Adoption of Amendments, Interpretation, and Distribution of the Handbook

8.01 Review of the Handbook
As a matter of practice the Office of Academic Affairs and the Academic Personnel Policies Committee shall annually review the Handbook.

8.02 Amendments to the Handbook
Amendments to the Handbook may be initiated by any member of the Academic Assembly, Administrative Council, or by a Standing or Ad Hoc Committee, or Board of the University. All proposed amendments shall be submitted in writing to the Executive Committee for consideration; such proposals will then be assigned, if necessary, to the appropriate Standing Committee or Board. In most cases assignments will be made to the Academic Personnel Policies Committee, which shall consider the proposal and then return it to the Executive Committee for further action. In all instances, the Executive Committee shall respond in writing to the original initiator of the amendment that the proposal has been considered.

After the Academic Personnel Policies Committee conducts its annual review of the Handbook, it shall forward its recommendations to the Executive Committee for review. Once approved by the Executive Committee, such recommendations for amendment of the Handbook shall be placed on the agenda for Faculty Senate and shall be forwarded to members of the Senate no later than ten (10) business days before the Senate meets. Amendments to the Handbook are normally considered by the Senate in the spring of each year.

8.03 Adoption of Amendments to the Handbook
After approval first by the Academic Personnel Policies Committee and subsequent approval by the Executive Committee of the Faculty Senate, amendments to the Faculty Handbook must then be approved by a simple majority of the Faculty Senate.

After approval by the President, such amendments shall be updated in the Faculty Handbook. However, in such cases that amendments pertain to USG policy and do not fall under the purview of the Senate, these amendments shall be approved by a simple majority of the Administrative Council, as long as the Executive Committee of the Senate is notified.

Notification of the Administrative Council to the Executive Committee shall be in the form of the exact language and the precise section of the Faculty Handbook that needs to be updated.

The Provost is responsible for directing any amendments from the Administrative Council to the Executive Committee.
8.04 Interpretation of the Handbook

The Executive Committee is charged with the responsibility of interpreting the Handbook, including all questions of committee jurisdiction.

8.05 Distribution of the Handbook

The Handbook shall be made available electronically on the University web site. Printed copies shall be distributed annually to all Schools and Departments. It is the responsibility of the Academic Personnel Policies Committee to verify, at the beginning of fall semester, that the Handbook is on the MGA web site and that at least one printed copy is in place in each College, School and Department.
APPENDIX 1

Middle Georgia State University Senate Rules of Process

Recommended November 16, 2012
Effective January 1, 2013- June 30 2014

I. Purpose, Interpretation, and Amendment of the Rules

A. Purpose

1. The MGA Senate Rules of Process (Rules) shall serve to detail certain steps in the Bylaws of the Assembly and of the MGA Senate, and to assign other protocols of process and practice. 
2. The Rules shall be maintained in the Faculty Handbook; both documents may be updated annually, with no requirement that the BOR approve such changes. 
3. Where the Rules do not speak to a specific process, Robert’s Rules of Order, Newly Revised, shall address such questions.

B. Interpretation

1. The Parliamentarian of the Senate shall be responsible for knowing Robert’s Rules of Order and these Rules.
2. The Parliamentarian of the Senate shall be responsible for maintaining an updated version of the Rules on the University website and for providing copies as necessary at all meetings of the Senate.
3. The Parliamentarian of the Senate shall work with the Academic Personnel Policies Committee to make sure that the Rules are updated in the Faculty Handbook.
4. Only the Parliamentarian of the Senate shall make rulings on process during Senate deliberations, except that advice can be sought during brief adjournments of Senate meetings in consultation with the Chair or the Presiding Officer.

C. Amendment

1. Any member of the Assembly or member of the Senate may make recommendations for amendment to the Rules; this recommendation shall be made in writing, with exact language provided for this purpose.
2. If a non-Senator wishes to recommend an amendment to these Rules, it shall be directed to the Faculty Chair of the Senate.
3. Only Senators can make motions for such amendments, with any member of the Assembly petitioning any Senator for this purpose.
4. Recommendations for amendment to the Rules shall be sent out to all Senators no later than ten (10) business days before the next meeting of the Senate.
5. Any proposal to amend the Rules shall come to the floor for a vote, provided that the above rules have been followed.
6. Any proposal to amend the Rules can be postponed, voted down, amended from the floor, or passed.
7. If a proposal to amend the Rules passes, the effective date is July 1, unless otherwise stated in the specific language of the motion to amend.
II. The Election of MGA Senators and the Election of MGA Senate Officers

A. Election of MGA Senators

1. Before the Election of Senators, academic units shall meet to nominate candidates, for the purpose of the Rules, an academic unit is a school, or if there are departments, a department. There might be two or three unit nominating meetings within an hour.

2. At the meeting of the unit, nominations shall be placed on a paper ballot, which are then distributed to unit members for voting purposes.

3. As a standing rule of courtesy, although they may be elected, Chairs of Departments may not ask to have their names put in nomination; further, Chairs will not serve as Senators. One does not need to be on campus to be nominated as a Senator, but all votes shall be in person.

4. The Faculty Governance Work Team shall convene and conduct all this unit election(s). It may be necessary for a Faculty Governance Work Team member to conduct more than one unit election.

5. Ballots are marked immediately and collected by the Faculty Governance Work Team member, reviewing the count to verify there is not a tie. If necessary, vote will be taken again until there is a clear winner identified as one vote more than other nominees. The count will not then be announced.

6. Soon after elections are complete, all votes are counted by designated administrative personnel from the Office of the Provost, which shall then populate a roster of Senators later that day.

B. Election of MGA Senate Officers

1. The EC shall send the roster of newly-elected Senators to the President, who shall send out an email calling for a meeting of the MGA Senate to elect its Officers. The Faculty Chair or the Faculty Vice-Chair of the Senate shall preside over that meeting.

2. The Faculty Chair of the Senate shall receive a one course release per semester of service.

3. The Senate Recorder or a designee assigned by the Faculty Chair shall write the Minutes of the Organizational Meeting; but the newly-elected Faculty Chair of the MGA Senate shall put these Minutes to a vote at the next Regular Meeting of the MGA Senate.

4. At this Organizational Meeting of the Senate, the Chair of EC shall affirm that all processes of election were followed in accordance to these Rules.

5. The President of the University shall preside over the Oath, which affirms that “I, Senator ________, shall uphold the Bylaws of the University System of Georgia, the Bylaws and Statutes of Middle Georgia State University, and the MGA Senate Rules of Process, and shall uphold the responsibilities of shared governance in support of the Mission Statement Middle Georgia State University for the well-being of the Students, the Faculty, and the University."

6. In accordance with Article IV, Section C of the MGA Senate Bylaws, “nominations for officers of the MGA Senate will come from the elected Senators. The process will be as follows: two names each for Faculty Chair, Faculty Vice-Chair, a Recorder, and Parliamentarian of the MGA Senate will be listed (eight total); additional nominations may be made from the floor by any member of the MGA Senate. Only tenured faculty members shall serve in the position of Faculty Chair and Faculty Vice-Chair of the MGA Senate."

7. After Senators have been sworn in, other nominations for Officers, besides those from the nominating committee, shall be taken from the Senate floor and placed on the paper ballot.

8. The designated administrative representative from the Office of the Provost shall then count the votes; the Office of the President shall confirm and announce the results by the end of the day.

III. Terms of Service, Replacement, and Removal of Senators
A. Terms of Service

1. A Senator’s term begins when the President affirms the election and ends when the President announces the election of new Senators.
2. In accordance with Article IV, Section E of the MGA Senate Bylaws, “The elected officers of the MGA Senate shall serve for eighteen months (January 1 – June 30),”
3. In accordance with Article III, Section F of the MGSC Senate Bylaws, “Voting members of the MGA Senate shall serve for eighteen months (January 1, 2013 – June 30, 2014), except as determined by the EC, acting in accordance with the Rules, in such common situations as retirement, illness, promotion, dismissal, resignation, or any other organizational changes.”
4. An Officer of the Senate can be replaced during an unexpired term upon his or her resignation and/or for any reassignment or status change that makes the officer ineligible to serve; such an election shall be conducted by the Parliamentarian who will be assisted in the formation of a ballot by four other Senators.
5. This election in #4 shall be announced to the Senate with ten (10) days’ notice. And the ballot itself provided to all Senators within five (5) days of the election; in extraordinary cases, this vote, with the approval of the Chair of the Executive Committee, may be conducted by email.
6. A person filling an unexpired term shall serve until the next Senate election.

B. Replacement and Removal

1. If a Senator is unable to complete a term, he or she shall notify by email the Chair of the EC and the Faculty Chair of the Senate as soon as possible, but no later than ten (10) days after the change of status that makes it impossible to serve.
2. Within a week, the Chair of EC shall notify that unit (school, or department, if there is a department) to forward nominations to the Chair of EC, who shall prepare a ballot and email it to all members of the unit.
3. Although electronic ballots are normally not allowed under the Bylaws of the MGA Senate, for this purpose, electronic votes are allowed; nevertheless, the votes must be printed out and counted by the Faculty Chair of the Senate and the Recorder of the Senate.
4. A Senator may be removed from a term if, in the judgment of the Senate, the Senator is not adequately representing his or her unit, either by habitual and unexcused absences or by notification by the respective unit that this Senator is not adequately serving the academic unit; in all instances, the onus for proving cause in the removal of a Senator is on whomever has made the claim. Only a two-thirds vote of the Senate can remove a Senator.
5. If a Senator is removed, the Faculty Chair of the Senate shall notify by email the Senator in question that his or her term has ended; within ten (10) days, the Chair of EC shall notify that unit (school, or department, if there is a department) to forward nominations to the Chair of EC, who shall prepare a ballot and email it to all members of the unit.
6. Elections to replace Senators shall be held only when the University is in session.
7. The Faculty Chair of the Senate is responsible for promptly notifying the Office of the President of any changes to the Senate roster.

IV. Meeting Times

1. Regular Meetings of the Senate shall be called by the Faculty Chair of the MGA Senate at least twice each semester (See the Bylaws of the MGA Faculty Senate, Article V, B).
2. The time and location of Regular Meetings shall be determined by the Faculty Chair of the Senate. The Senate normally meets on the first Friday of the month.
3. The calendar of Regular Meetings of the Senate shall be announced to all members of Academic Assembly within the first month of Spring semester.
4. Senate representatives may come from any one of the five campus locations and have varied work schedules, so the Faculty Chair may hold “virtual” meetings. Technology options include conference calls, video conferencing, using tools such as Skype and Face Time, web conferencing, and the chart function in D2L. Votes may be taken in virtual meetings (roll call and paper ballot results stated aloud).

5. Special Meetings and Emergency Meetings shall follow guidelines in the Bylaws of the MGA Faculty Senate, Article V, C & D:

   Article V.C: “Special meetings may be called by the Faculty Chair of the MGA Senate with at least ten business days written notice stating the date, time, place, and purpose of the Special Meeting.” [MGA Senate Bylaws]

   Article V.C: “Emergency Meetings of the MGA Senate shall be called by the Faculty Chair of the MGA Senate no less than four hours prior to the meeting. Only matters requiring immediate action by the MGA Senate for the welfare of the University or a part thereof shall be considered as constituting an emergency. Only items stated in the call of an Emergency Meeting shall be considered by the President at that meeting. [MGA Senate Bylaws]

V. Called Votes of the Academic Assembly on Actions of the MGA Senate

A. Petitions

1. As allowed under the Bylaws of the Academic Assembly and the Bylaws of the Senate, any motion of the Senate can be brought to Academic Assembly for a Called Vote if 10% of the Assembly petitions the Parliamentarian of the Senate.

2. Any member of the Assembly may submit a Petition.

3. The Petition shall be a typed hard copy statement clearly stating which proposal, motion, or recommendation of the Senate the petitioners wish to be presented for a Called Vote; signatures on this Petition shall be by hand.

4. Upon affirmation that the names on the Petition are correct and that the percentage is correct, the Parliamentarian of the Senate presents the Petition to the Parliamentarian of the Academic Assembly.

5. The Petition shall be acted upon by the Assembly within twenty (20) business days of the delivery of the Petition to the Parliamentarian of the Senate, with no less than ten (10) business days’ notification.

6. The President of the University shall notify all members of the Assembly as to the above time and location of the Called Meeting; the names of the petitioners and the original Senate item shall be attached to this notice.

B. Objection and Discussion

1. At the Called Meeting, a single petitioner from the list shall present the objection to the Senate proposal, with no more than 15 minutes to present; after, the Faculty Chair of the Senate, or a designee, provides a response, with no more than 15 minutes to present.

2. After both presentations, discussion shall follow, with a 30 minute limit, unless a motion is made to extend debate, which must be seconded and carried by a two-thirds vote of the Assembly quorum.

3. The original petition may not be modified by amendment, but any motion to uphold the Senate proposal or vote down the Senate proposal must be seconded.

4. A two-thirds vote of the Assembly quorum and voting shall carry a motion.

C. Veto
1. The President has ten (10) working days to notify the Assembly as to his or her decision to accept or veto the vote of the Assembly.

2. In the case of any veto, and in accordance with the University System of Georgia Handbook, the President shall communicate in writing to the Assembly the decision and to summarize the reasons for the veto; additionally, the President shall communicate in writing to the Senate the decision to veto and to summarize the reasons for the veto.

VI. Reports and Minutes

A. Minutes

1. The Recorder shall keep the Minutes.

2. The Faculty Chair of the Senate shall distribute the Minutes.

3. The Minutes, both in draft and final approved version for the record, are formal, with members listed by title, position, and rank.

4. The Minutes shall indicate all business; all motions and seconds; a brief summary of discussion; a record of all old business acted upon; a record of all new business and actions taken; and a record of members present, excused, or absent, as well as a list of guests and/or officers of the University who address the Senate.

5. A Draft of Minutes of the Senate shall go out to all members of the Assembly and of the Senate, within five (5) business days of a Senate meeting.

6. Although Minutes are formally approved at the next meeting of the Senate, Senators shall indicate (by email and in a timely manner) of changes or edits to the draft, so that an accurate set of Minutes can be used as a report of actions to share with their constituents.

7. An indication of accuracy in #6 above shall not be construed as a vote to approve the Minutes, but as a separate responsibility of each Senator.

B. Reports

1. The Faculty Chair of the Senate shall make an annual oral report to the Assembly as to the Senate’s actions.

2. The Recorder, the Faculty Vice Chair, and the Faculty Chair of the Senate shall write the Annual Report of the Senate.

3. The Annual Report of the Senate shall be compact, but complete, and shall include, in addendum, a complete set of the Minutes for that year.

4. The Annual Report of the MGA Senate shall be filed with the Office of the President and shall be posted on the governance site by July 1.
## Appendix 2:
Register of Changes to the Faculty Handbook
Beginning Fall 2013

<table>
<thead>
<tr>
<th>Date Approved</th>
<th>Revision (Include Identifying Section Number)</th>
<th>Date Added to Handbook</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eliminated 2014 due date and replaced with generic language, e.g., annually; amended MGA referent College to “institution”.</td>
<td>11/2014</td>
</tr>
<tr>
<td></td>
<td>Changed references to School as the academic unit to Academic Unit to differentiate in the handbook between MGA as a college and the College of Arts and Sciences;                                                                                     Changed references of Administrative Council to President’s Cabinet;</td>
<td>01/2015</td>
</tr>
<tr>
<td></td>
<td>Expanded job descriptions of President and his cabinet to reflect BOR and Carl Vinson job descriptions;                                                                                              Changed position titles as appropriate, e.g., Vice President of Fiscal Affairs to Executive Vice President and VPAA to Provost;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Edited Section 2.08 to reflect 2014 – 2015 administrative structure and responsibilities within the Academic Units                                                                                                                                  Section 3 : Faculty Governance : All references to College to mean MGA changed to MGA to avoid confusion with the College of Arts and Sciences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Section 2.01-History: Added a statement to reflect granting of university status;</td>
<td>6/2015</td>
</tr>
<tr>
<td></td>
<td>Section 2.03.01-Mission: Replaced the State College mission with State University mission;</td>
<td></td>
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<tr>
<td></td>
<td>Section 5.04.10.2: Submission of grades-Revised the policy to reflect mid-term grades</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Section 2.09.04: GAMES-revised to reflect name change</td>
<td></td>
</tr>
</tbody>
</table>