



COLLEGE *of*
COASTAL
GEORGIA

UNIVERSITY SYSTEM OF GEORGIA

The Faculty Handbook

Prepared by:
The Office of Academic Affairs

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INTRODUCTION

The College of Coastal Georgia's Regulations apply primarily to members of the faculty who are employed in full-time positions. A separate handbook entitled Part-time Regulations is available to address the specific policies and procedures that apply to part-time faculty.

The purposes of the Regulations are threefold:

1. To orient new faculty members to the policies and procedures of the College which are particularly related to the life and work of the faculty.
2. To communicate the administration's expectations of the faculty.
3. To serve as a ready reference for all faculty members.

Effort has been made to avoid duplicating in the Regulations information which is available on the College Website, in other College of Coastal Georgia and University System of Georgia publications, such as the Bylaws, Statutes, the College of Coastal Georgia Catalog, the Student Handbook, and the Policies of the Board of Regents. These publications are available for public viewing at the College Web address, in the Information Commons and in many administrative offices on campus.

The Regulations are not to be interpreted as a contract of employment nor do they guarantee any individual the right to employment. It is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the policies of the Board of Regents, the policies of the Board of Regents shall prevail. (These are available on the University System Website at www.usg.edu . All information is subject to review and change without notice. Questions concerning the interpretation or meaning of any information in this handbook should be referred to the Vice President for Academic Affairs (VPAA).

CORE CHARACTERISTICS

The College of Coastal Georgia shares with every institution in the University System the following core characteristics:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education; and
- collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

MISSION STATEMENT

The College of Coastal Georgia offers targeted baccalaureate degree programs, pre-baccalaureate programs for transfer, and associate degree programs, and serves as a portal to graduate education. As a state college of the University System of Georgia, it is the mission of the College to:

- provide accessible and affordable higher education to a wide spectrum of learners, from recent high school graduates to returning adults;
- foster academic excellence and individual development in a supportive environment that accentuates career preparation and enriches student lives;
- investigate, capture and disseminate 21st century knowledge and skills, blending student-centered education and innovative service learning to promote social responsibility, global awareness, diversity, leadership, engaged entrepreneurship, and lifelong learning; and
- engage actively with the community and region through economic development partnerships, public service initiatives, early college outreach, applied scholarship, professional development programs, cultural enrichment experiences, and other activities.

VISION

The College of Coastal Georgia will be a college of choice for students within Georgia and beyond, providing an outstanding education for tomorrow's leaders and citizens through service learning, global awareness and engaged entrepreneurship.

VALUES

The College of Coastal Georgia's core values frame the mission and vision, and guide the institution through changing times and priority setting:

Quality Education

Commitment to providing high-quality, innovative, and flexible educational opportunities and services in an accessible student-centered environment, creating a climate of discovery that values and embraces both inquiry and creativity; expect students to take active responsibility for their education; foster close student-teacher bonds; offer ongoing assessment of academic programs; integrate all programs that promote student access and success

Experiential Learning

Integrate meaningful experiential and holistic community service on campus and in the broader community with instruction and reflection to enrich the learning experience, fostering an attitude of generosity in service, teaching civic responsibility and strengthening communities

Global Awareness

Commitment to providing value-added education by promoting cross-cultural understanding, fostering respect and appreciation among and between students, faculty and staff, and cultivating collaborative relationships with international programs and global communities

Leadership

Advocate leadership roles that uphold professionalism, responsibility and motivation through enhanced skills in organizing, planning, problem-solving, and communicating to prepare students to meet tomorrow's workforce and the region's evolving development needs

Entrepreneurship

Infuse exploration and innovation across the educational process while anchoring these entrepreneurial strategies in social and community purposes

SECTION ONE (1)

ORGANIZATION AND ADMINISTRATION OF THE COLLEGE

I. ORGANIZATION OF THE COLLEGE ADMINISTRATION

To accomplish the mission of the institution, the College of Coastal Georgia is organized into seven major areas of responsibility under the supervision of the President (who is directly responsible to the Chancellor of the University System) and under the leadership of the following administrators:

- The Vice President for Academic Affairs
- The Vice President for Business Affairs
- The Vice President for Student Affairs
- The Chief Information Officer
- The Director of Institutional Effectiveness
- The Vice President for Advancement and Executive Director of the College Foundation

Each of these administrative officers is responsible to the President for administering his or her particular area of responsibility. The specific duties of each officer are described in detail in the Statutes.

The organizational chart in the CCGA Statutes shows the direct lines of authority and responsibility among the administration, faculty, and staff members of the College. The President's Office updates the chart periodically.

II. FULL TIME COLLEGE FACULTY

Full-time faculty are faculty who have a contract for employment on a 100% workload basis for two out of every three consecutive academic terms. The full-time faculty consist of the following categories:

A Full-Time Faculty with Board-Approved Academic Rank (Academic Professional which includes duly certified librarians, administrators who have faculty status, Lecturer, Instructor, Assistant Professor, Associate Professor, Professor) Faculty who are tenured, who are on tenure track including instructors, and who are not on tenure track by contract, are included in this category. All faculty members who hold one of the five Board-approved academic ranks are in this category, regardless of additional titles they may hold.

Full-Time Instructional Faculty: Full-time instructional faculty consist of the following: teaching faculty (faculty whose primary assignment is instruction); temporary faculty and visiting faculty when employed at .75 EFT or more; research faculty; and School Deans. Academic rank resides in the school. Each member of the instructional faculty is responsible to the dean of his or her School for carrying out responsibilities under his or her contract.

III. ORGANIZATION FOR INSTRUCTION

The faculty is organized as follows:

School of Education and Teacher Preparation
School of Nursing and Health Sciences
School of Business and Public Affairs

School of Mathematics and Natural Sciences
Department of Mathematics
Department of Natural Sciences

School of Arts, Humanities and Social Sciences
Department of Arts and Humanities
Department of Social Sciences

Vice President for Academic Affairs

The Vice President for Academic Affairs (VPAA) is the College's chief academic officer and the senior member of the President's Cabinet. The VPAA is responsible for providing leadership for the faculty, for the planning and implementation of academic policies, for providing guidance in the development of the curriculum, for fostering academic excellence, and for overseeing the overall budget for all academic units. Reporting to the VPAA are the Associate Vice President for Academic Affairs, the Dean of the School of Education and Teacher Preparation, the Dean of School of Nursing and Health Sciences, the Dean of Business and Public Affairs, the Dean of the School of Arts, Humanities and Social Sciences, the Dean of the School of Mathematics and Natural Sciences, the Director of Library Services, the Director of the Center for Professional Development and Lifelong Learning, the Director of the Camden Center, the Director of the Center for Academic Advising, and the Coordinator for the Learning Center.

Associate/Assistant Vice Presidents

Associate/assistant Vice Presidents shall be appointed by the President at his/her discretion.

Academic Deans

The Academic Deans are responsible to the VPAA for administering and supervising the total work of their respective School, including the annual evaluation of all faculty members in the School. The Deans hold office at the pleasure of the President without tenure as deans but retain the rights of tenure that they may have in the Corps of Instruction.

Lead Instructors

Lead Instructors may be appointed to assist the Deans with specific duties related to an academic discipline or school.

Members of the Corps of Instruction

The established objectives of the College of Coastal Georgia require appropriate teaching/learning experiences for students. Accomplishing this is dependent upon the effective functioning of the members of the Corps of Instruction. According to Board of Regents Policy, “Full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.”

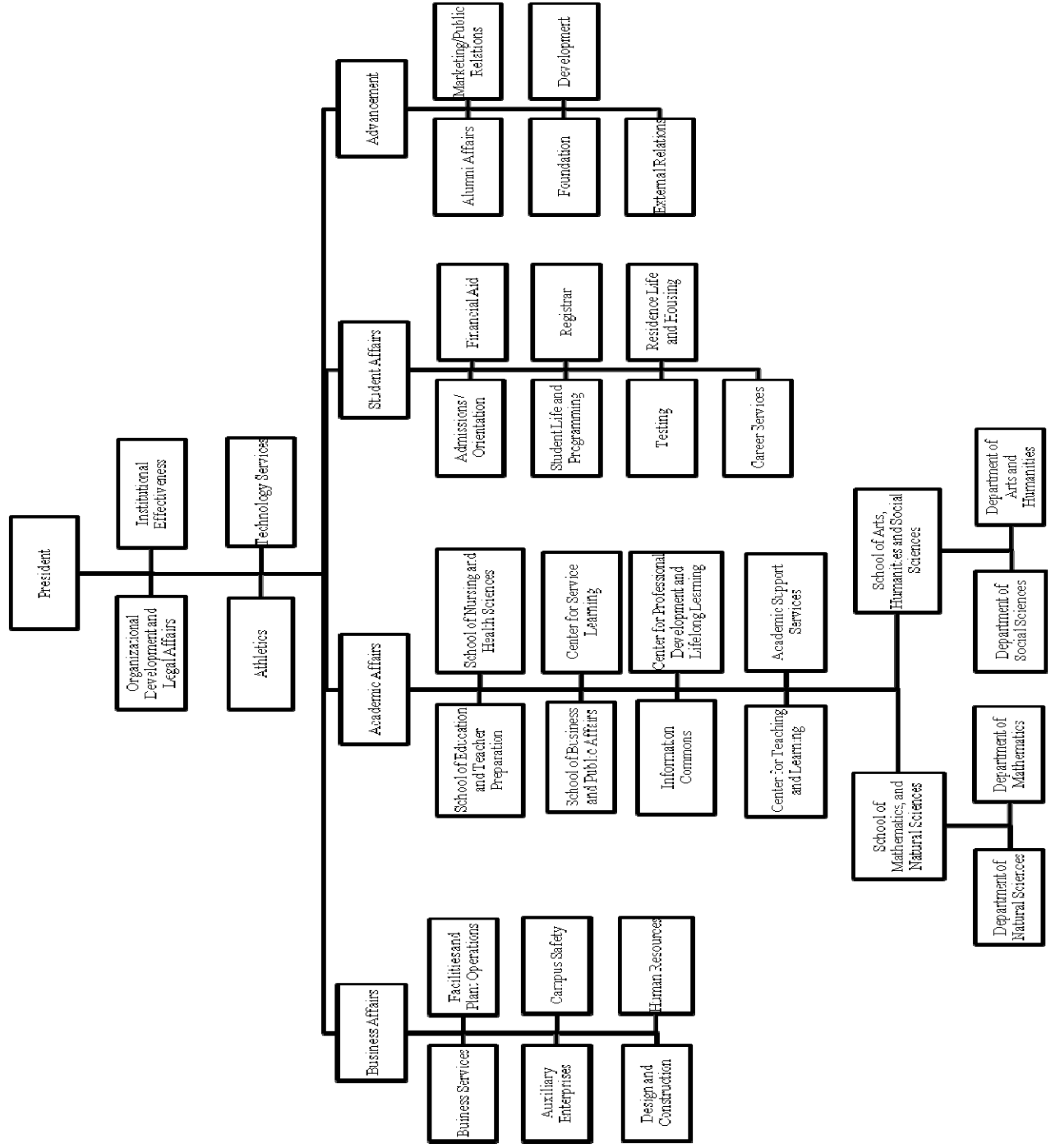
IV. THE FACULTY COMMITTEES

The work of the faculty is accomplished through a Faculty Senate and a system of committees. The names of the committees, as well as their functions, are described in the CCGA Faculty Bylaws. Additional work of the College is conducted by its Standing Committees of the College and Advisory Committees to the President. The Standing Committees of the College and the Advisory Committees to the President are described in the Statutes.

V. FACULTY MEETINGS

Faculty meetings are held regularly each month during the fall and spring semesters as called by the Vice President for Academic Affairs. Special faculty meetings may be called as needed. Faculty members are expected to attend all faculty meetings unless excused to perform teaching or other related duties which conflict with the meeting of the faculty.

College Organizational Chart



SECTION TWO (2)

ACADEMIC EMPLOYMENT

This section includes policies and procedures related to recruitment, selection, appointment, compensation, evaluation, promotion, tenure, and termination of faculty. It also contains the requirements incumbent upon the institution for providing notice of contract renewal/non-renewal and requirements incumbent upon the faculty member for providing notice of resignation, retirement, or other conditions that may interfere with the faculty member's ability to fulfill assigned responsibilities. The basis for most of these policies and procedures will be found in Section 800 of the Board of Regents Policy Manual. All faculty members are encouraged to read this information with care.

I. QUALIFICATIONS FOR FACULTY APPOINTMENT

At the College of Coastal Georgia, the minimum qualifications for faculty employment are consistent with Board of Regents' policies and with the Southern Association of Colleges and Schools' (SACS) requirements for institutional accreditation.

CCGA faculty members shall have the master's degree or higher with a major in the teaching discipline or a master's degree with at least 18 graduate semester hours in the teaching discipline. Exceptions may be made for:

- faculty with well-documented special training and ability;
- faculty with clinical assignments only.

The following qualifications must also be present for all teaching faculty members:

- evidence of ability as a teacher and a commitment to excellence in teaching;
- show evidence of a pattern of productive activity in professional development and or scholarly activities as defined by Boyer (1997)
- successful experience (except in the case of those just entering the academic profession who meet all other requirements);
- desirable personal qualities judged on the basis of personal interview, biographical data, and recommendations;
- interest in service to students, the community, and the institution;
- ability to utilize technology in classroom instruction as appropriate.

Other qualifications may be desired, depending on the academic area and the specific position. The academic rank awarded at the time of appointment shall be based on the criteria established for each rank as stated in this section, VII, "Promotion in Rank."

II. RECRUITMENT AND SELECTION

The process used by the College of Coastal Georgia for recruiting, interviewing, and appointing regular full-time faculty members is published and distributed by the VPAA. This procedure is

to be followed by the School Dean each time a faculty vacancy occurs or a new faculty position is established. A copy of this process may be requested from the Office of Academic Affairs. The School Dean has the responsibility for recruiting new faculty members. He/she works with a search committee in screening the candidates. Final candidates for positions are invited to the campus, where they meet members of the School/department, the VPAA, and the President.

After interviews are completed, the School Dean and the search committee shall solicit reactions to the candidate from the school/department members concerning the candidate's qualifications. The School Dean is responsible for reviewing official transcripts to determine that the candidate has the required coursework in the teaching field. The VPAA, after consultation with the Chair of the Search Committee and the School Dean, offers in writing employment to the individual selected and specifies whether any probationary credit will be given if this is a tenure track position.

The appointment of a person selected to fill an instructional faculty position or an academic administrative position must be approved by the President of the College.

Policy 803.05 in the Policy Manual of the Board of Regents provides the protocol to be followed when a University System of Georgia institution desires to make an offer of employment to a person who is a principal administrator or faculty member from another System institution.

III. CONDITIONS OF EMPLOYMENT

The following actions are required of faculty and all other employees as conditions of employment, and evidence thereof must be retained in the employee's personnel file:

- The State Security Questionnaire must be completed for all persons employed for thirty or more days.
- The Loyalty Oath must be completed as required by the laws of the State of Georgia.
- Federal and Georgia withholding tax forms must be completed.
- When applicable, employees must complete an application for membership in either the Teachers Retirement System or the Board of Regents' Optional Retirement Plan.
- Faculty employees must assure that official transcripts are supplied from the institutions they attended. Original transcripts must be sent directly from the institution awarding the credit to the CCGA Office of Academic Affairs. Transcripts are required for all degrees and coursework completed which substantiate qualifications for the position held.
- Form I-9, Employment Eligibility Verification, must be completed and proper documentation that establishes identity and employment eligibility must be supplied within three days of employment.
- The background check consent form must be signed.

An applicant may be disqualified for employment for reasons including:

- Conviction of a criminal drug offense shall disqualify a candidate for not less than two years. Any candidate who has been convicted of a second or subsequent offense shall be ineligible for employment or re-employment for a period of five years from the most recent date of conviction.
- Any false statement of material fact in application documents.
- The applicant is or has been a member of an organization advocating the violent overthrow of the government of the United States.
- The applicant has been convicted of a crime involving moral turpitude, unless the applicant has been pardoned.
- Receipt of an unfavorable criminal background check.
- Failure to submit I-9 documents within three days of hiring.

IV. COMPENSATION

A. Entry Level Salaries

Each entry level salary should be determined on the basis of the specific requirements of 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 recognition.

All entry-level salary recommendations should be sensitive to salaries of currently employed individuals within the genre or similar disciplines and within the College.

B. Salary Increases Salary increases for full-time teaching faculty shall be awarded on the basis of merit, as stated in Board of Regents Policy 803.1402, "Criteria for Determining Salaries." As indicated in this policy, the amount available for distribution of merit increases is dependent upon legislative appropriations. The determination of the extent of such increases is linked to the performance evaluation processes of the institution and the criteria upon which performance is evaluated, with consideration also given to attainment of additional degrees, promotion in rank, and other accomplishments. (Refer to Item VI of this section.) Other types of salary adjustments may be made as necessary and appropriate for documented reasons of internal or external salary inequities, provided funds are available.

C. Overloads, Summer School, and Center for Professional Development and Lifelong Learning Classes

1. Overloads for CCGA Classes - A faculty member who has been approved to teach an overload class will be compensated at the overload rate that has been set by the institution. The amount for the overload is added to the regular pay and included in the regular paycheck of the faculty member. Overloads must be requested by the School Dean, and have the approval of the VPAA and the President.

2. Summer School Classes for CCGA - If an academic year faculty member is approved to teach one or more classes during the summer semester, a letter of summer appointment will be prepared which outlines the courses to be taught and the compensation for each. Compensation for summer school is set by the institution and is based on the number of classes or credit hours taught. All summer appointments must be approved by VPAA. Academic year faculty employed to teach CCGA classes for the summer semester will be paid in accordance with a summer pay schedule. The actual pay dates are determined each year just prior to the beginning of the summer semester. The general guidelines for full-time faculty and part-time faculty, as appropriate, who teach during one or more of the CCGA summer terms are as follows:

- a. The total number of credit hours taught by any faculty member over the various summer terms will usually be six to eight semester hours (dependent upon additional requirements for laboratory or clinical component of courses) with nine to twelve semester hours (3rd course) being permissible as directed by need and enrollment and where written justification is provided by the School Dean and approved by the VPAA.
- b. Full-time faculty will receive full summer pay for the first two sections of three and/or four credit hour classes taught or the equivalent if classes of fewer than three credit hours are involved.
- c. Part-time faculty will be paid at the normal part-time pay rate for all courses taught during the summer.
- d. The above guidelines apply to all regular summer courses. It is likely that some variations may be necessary for some nursing and allied health courses where the accountability emphasis is on clock hours rather than credit hours. Any such variations and other requested exceptions must be submitted in writing with justifications to the VPAA for review and approval.
- e. All regular full-time faculty who teach during the summer should be aware that normal faculty obligations apply including office hours, advising, and college service.
- f. Requests for approval for a faculty member to teach during the summer for another institution will be reviewed in regard to that faculty member's obligations to CCGA and the load limits specified in items 1 and 2 above.
- g. Any items above regarding summer pay will be superseded by the Board of Regents limit on summer pay if a conflict occurs. This limit states that a faculty

member on an academic year contract may not earn more than one-third of their regular compensation from the previous academic year by teaching in the summer.

3. Center for Professional Development and Lifelong Learning Classes - Faculty may be asked to teach a non-credit class for the Center for Professional Development and Lifelong Learning. If this happens, the faculty member must request permission through administrative channels to teach the class. (See Section IV, "Outside Employment and Consulting Work" regarding teaching non-credit classes.) If approval is granted, the faculty member may be paid in accordance with the terms of a part-time contract negotiated with the Director of the Center for Professional Development and Lifelong Learning and approved by the Vice President for Business Affairs and the President. The rate of pay will be in accordance with the Center for Professional Development and Lifelong Learning pay schedule in effect at that time.

4. Overloads and Summer School Classes for Other University System Institutions - If a faculty member wishes to teach for another University System institution during the academic year or in the summer, the President of the other institution must request written permission from the CCGA President to use the services of the CCGA faculty member. The requesting President must state the courses to be taught, when they will be taught, and how much the faculty member is to be paid. Simultaneously, the CCGA faculty member must request permission through institutional channels by completing the form "Request for Prior Approval to Provide Personal Services within the University System of Georgia."

Pursuant to agreement between the Presidents, payment for the extra services will be added to the regular CCGA paycheck of the faculty member. (For more information, refer to Section 4, "Outside Employment and Consulting Work.")

D. Method of Payment of Faculty Salaries

Fiscal year faculty members are paid on a monthly basis on the last working day of each month July through June. Faculty employed on an academic year basis receive one-tenth of their contract salary on the last working day of each month August through May.

V. PROCESS FOR ANNUAL EVALUATIONS

It is the policy of the College of Coastal Georgia to evaluate the performance of all faculty members annually. To carry out this policy a formal and comprehensive evaluation process has been developed and implemented. The evaluation process used at the college for instructional faculty includes these components:

- Student evaluations of faculty for all courses taught during the fall and spring semesters;
- Observation of faculty in the classroom each semester by School Deans;
- A self-evaluation completed by the individual faculty member; and

- A comprehensive evaluation form completed by the School Dean focusing on the broad categories of teaching, service to the institution and community, and professional development, as described in VI below.

The faculty evaluation process serves at least four purposes:

- To evaluate the effectiveness of individual faculty members;
- To improve instruction for the students of the institution;
- To assist the faculty member in his or her professional development;
- To provide a basis for awarding merit-based salary increases, as authorized each year by the Board of Regents approved Salary Administration Plan.

The comprehensive evaluation form used by the School Dean for the annual performance evaluation of teaching faculty is found on the CCGA website. Instructional faculty members are required to participate in this annual evaluation process and submit an evaluation portfolio. Administrative and professional faculty and other administrative staff are evaluated using an evaluation instrument designed for administrators and managers. This form is available from the Human Resources Office and is given to new employees during the new-employee orientation. Senior administrators (those reporting to the President) are also to be evaluated by their subordinates at least once every five years.

VI. EVALUATION CRITERIA / PERFORMANCE EXPECTATIONS

This section describes the duties/responsibilities/expectations that pertain to all instructional faculty at CCGA and which serve as the criteria upon which all instructional faculty are evaluated during the annual performance evaluation process. These same criteria also are used as a basis for promotion in rank, pre-tenure review, tenure, and post-tenure review. It is recognized that there may be other position-specific responsibilities expected of an individual according to the nature of the teaching discipline, but this section explains the core expectations which are common to all instructional faculty.

The College of Coastal Georgia recruits faculty members who exemplify integrity, tolerance, responsibility, and expertise in their field. These faculty members support and sustain the mission and purpose of the college in all their activities while maintaining high standards of professional development, including scholarship as defined by Boyer (1997).

The Boyer model of scholarship recognizes four types of scholarly activities: Discovery - building of new knowledge through traditional research; Integration - interpreting the use of knowledge across disciplines; Application – aiding society and professions in addressing problems; and Teaching – studying teaching models and practices to achieve optimum learning.

The scholarship of discovery may be demonstrated through activities such as publishing in peer- reviewed forums, producing and/or performing creative work within an established field or creating infrastructure for future studies.

The scholarship of integration can be demonstrated through such as activities as preparing a comprehensive literature review, writing a textbook for use in multiple disciplines or collaborating with colleagues to design and deliver a core course.

The scholarship of application may be demonstrated through activities such as serving industry or government as an external consultant, assuming a leadership role in a professional organization or advising student leaders to foster their professional growth.

The scholarship of teaching can be demonstrated by advancing learning theory through classroom research, developing and testing instructional materials or designing and implementing a program-level assessment system.

The faculty has the responsibility for the comprehensive curriculum at the College of Coastal Georgia. Therefore, all faculty members are expected to provide excellence in teaching within their discipline; to serve the institution and community in a manner that supports the total mission and operation of the college; and to participate in professional development activities that allow the faculty to maintain, in their discipline, the high standards which sustain the academic community.

The primary responsibility of each faculty member is to facilitate and encourage student learning through excellence in teaching. Teaching faculty members must devote the greatest percentage of their professional efforts to teaching.

The faculty member must demonstrate competence and high quality teaching, which includes:

- Selecting, developing, updating, and utilizing appropriate instructional materials.
- Maintaining a classroom climate which is conducive to student learning.
- Utilizing appropriate teaching methods, strategies, and technologies.
- Providing student feedback/reinforcement to promote success.
- Monitoring student progress and consulting with students as needed.
- Teaching a full load each term in the academic year (including alternate times, locations, and through distance learning) as needed to support the college mission.
- Participating in the development, evaluation, and improvement of courses, curricula, and educational outcomes using assessment results.
- Posting and keeping regular office hours as stipulated by current policy.
- Preparing and submitting instructional materials, reports, and/or grades on time.
- Providing student learning outcomes for all courses.
- Demonstrating professional and ethical conduct (integrity, tolerance, collegiality, responsibility, and accountability).
- Meeting specific criteria related to discipline (to be determined and documented by each discipline and/or school/department).

The faculty member must provide professional service to the institution and the community, which includes:

- Participating in the academic advisement and registration of students.

- Participating in appropriate institutional activities (e.g., committees, student recruitment, club sponsorship, proposal/grant writing) on an ongoing basis.
- Participating on a regular basis in discipline, school, department, and college faculty meetings.
- Assisting the School Dean, as appropriate, in faculty searches, budget planning, school goals, required reports, etc.
- Participating in community service (e.g., making presentations, volunteer activities, partnerships, charitable groups) to support the college mission.
- Supporting college extracurricular activities (e.g., cultural and athletic events, clubs).
- Demonstrating collegiality (respect for views and rights of other faculty, staff, students, and administrators).

The faculty member must participate in professional growth and development, which may include:

- Participating in creative and/or scholarly activities including applied research.
- Demonstrating expertise and current knowledge in discipline taught.
- Continuing formal education.
- Participating actively in professional organizations.
- Presenting or publishing in one's discipline.
- Attending appropriate seminars, conferences, and other Center for Professional Development and Lifelong Learning activities.
- Practicing clinically in one's discipline.
- Consulting in one's discipline.
- Earning academic honors/awards.
- Achieving professional certification and/or maintaining required licenses/certificates.

VII. PROMOTION IN RANK

A. Promotion Criteria for Tenure Track Faculty

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. The minimum considerations for promotion in all professional ranks are completing of a minimum of three years of full-time employment in rank at the College of Coastal Georgia prior to the promotion application deadline; satisfying the minimum guidelines for appointment to the respective rank as shown below; meeting the minimum criteria as outlined in the Policies of the Board of Regents of the University System of Georgia. In particular, these are:

- a record of superior teaching
- a record of outstanding professional service to the institution and the community
- a record of outstanding research, scholarship, creative activity, and/or academic achievement
- a record of professional growth and development (BR Minutes, October 2008)

Noteworthy achievement in all areas is not mandatory but is expected in at least two. Minimum criteria for the various academic ranks are found below. These criteria are used for promotion and for initial determination of rank upon employment. For promotion purposes, any required

experience must be completed prior to the promotion application deadline. In all cases, it is required that the degree be from a regionally accredited institution of higher education and be related to the teaching field. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member will be given credit for years of service at other regionally accredited institutions at the time of hire.

Clinical Faculty:

Academic Subject Area

1. Bachelor's degree or Masters in some instances from a regionally accredited institution of higher learning

Assistant Professor:

Academic Subject Areas

1. Doctorate from a regionally accredited institution of higher learning

OR

2.
 - a. Master's degree from a regionally accredited institution of higher learning
 - b. Thirty semester hours of planned program in subject field beyond the Master's degree
 - c. Three years successful, full-time, relevant teaching experience at College of Coastal Georgia. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire.

OR

3.
 - a. Master's degree from a regionally accredited institution of higher learning
 - b. Five years successful, full-time, relevant teaching experience at College of Coastal Georgia. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire.

Associate Professor:

Academic Subject Areas

1.
 - a. Earned Doctorate or terminal degree appropriate to field/discipline from a regionally accredited institution of higher learning
 - b. Six years successful, full-time, relevant teaching experience College of Coastal Georgia, five of which must be at the assistant professor level or equivalent. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire. This means that normally a faculty member can stand for promotion during their fifth year at the rank of Assistant Professor.

OR

2.
 - a. Master's degree from a regionally accredited institution of higher learning and some clearly demonstrable expertise
 - b. Thirty semester hours of a planned program in subject/field beyond the Master's degree
 - c. Eight years successful, full-time, relevant teaching experience at College of Coastal Georgia, five of which must be at the assistant professor level or equivalent. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire.
This means that normally a faculty member can stand for tenure during their fifth year at the rank of Assistant Professor.

OR

3.
 - a. Master's degree from a regionally accredited institution of higher learning and some clearly demonstrable special expertise
 - b. Ten years successful, full-time, relevant teaching experience at College of Coastal Georgia, five of which must be at the assistant professor level or equivalent. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire.
This means that normally a faculty member can stand for promotion during their fifth year at the rank of Assistant Professor.

Professor:
Academic Subject Areas

1.
 - a. Earned doctorate or terminal degree from a regionally accredited institution of higher learning, with exceptions made only if lack of degree is balanced by some clearly demonstrable special distinctions deemed equivalent to the degree.
 - b. Ten years successful, full-time, relevant teaching experience at College of Coastal Georgia, five of which must be at the associate professor level or equivalent. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire.
This means that normally a faculty member can stand for promotion during their fifth year at the rank of Associate Professor.

The above guidelines will also be used in determining the rank of newly appointed faculty. Although the above conditions are necessary for a faculty member to be considered for promotion, they do not assure that a promotion in academic rank will be forthcoming in the initial or subsequent years of eligibility. In particular, a history of poor performance and or lack of scholarly activities will delay or prevent promotion.

B. Procedure for Applying for Promotion for Faculty

1. Each year, by the second Monday in September, the Vice President for Academic Affairs will verify which faculty members are eligible to apply for promotion and or tenure and will notify these faculty and the appropriate deans.
2. When a faculty member on the list wishes to be considered for promotion in rank, he/she must notify the VPAA of their intent to submit Promotion Portfolio by the date indicated on the notification from the VPAA.
3. The candidate submits a Promotion portfolio by the last Friday in November to the Office of the VP for Academic Affairs, where it is logged in and all reviewers have access to it.

The Promotion Portfolio must include all of the following:

- A cover letter applying for promotion that provides overall summary of successes and contributions;
- A current curriculum vita;
- A dossier written by the faculty member detailing his or her role in the operation of the College of Coastal Georgia which addresses each of the evaluation criteria listed in VI. Evaluation Criteria and which cites specific documented examples of the accomplishments and achievements in the areas of teaching, service to the institution, and professional development that have contributed to the fulfillment of that role;
- a summary of accomplishments since the last promotion or since employment at the College of Coastal Georgia, as appropriate;
- summary of all student evaluations taught by the faculty member since the last promotion or employment;
- copies of all annual evaluations by supervisors since hiring or last promotion.
- a copy of the faculty member's Pre-Tenure Action Plan if appropriate

The above supporting materials must be relevant documentation of teaching, scholarship, service and professional growth and development. The promotion application portfolio must be submitted to the Office of Academic Affairs no later than the date specified in the annual promotion/tenure calendar issued from the Office of Academic Affairs.

Failure to comply with the submission deadline or to provide a portfolio that includes all required sections are grounds for the application to be rejected by the VPAA.

4. The immediate academic supervisor (Dean) will review the portfolio and prepare a written recommendation for or against promotion which is added to the faculty member's portfolio. A copy of this recommendation is also sent to the faculty member by the first Friday in January. This recommendation must address teaching, service, scholarship, and professional growth and development and be a clear and concise summary of the merits (or lack thereof) reflected in the submitted materials.
5. Each candidate for promotion shall be reviewed by at least a five-person Promotion and Tenure Review Committee. This committee is appointed annually by the President

and serves in an advisory capacity to the VPAA and the President. The committee is normally comprised of tenured faculty members who hold the rank of professor and should include at least one faculty member from the same or a closely related discipline of the candidate.

6. After a full discussion of each candidate's portfolio, the members of the Promotion and Tenure Review Committee 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 Committee. All recommendations must be accompanied by an explanation of how the candidate met or failed to meet the criteria for promotion. The written recommendation for acceptance or rejection and all relevant material are then forwarded to the VP for Academic Affairs, who shall meet with the Chair of the Promotion and Tenure Review Committee and, if the VP for Academic Affairs requests, members of the Committee.

6. The VPAA shall complete a separate evaluation the applicant's portfolio, the written recommendations of the Promotion and Tenure Review Committee, the written recommendations of the School Dean. The VPAA shall prepare and forward a written recommendation to the President with all supporting documentation.

8. The President shall evaluate the candidate's contributions to the College. This evaluation shall be based on an individual review of the applicant's portfolio, the recommendation of the P&T Review Committee, and the written recommendations of the VP for Academic Affairs and the appropriate dean. The President, who has final authority to approve or decline the promotion, shall inform all candidates in writing of his or her decision regarding their application as well as inform the Board of Regents.

9. A copy of the President's action will be placed in the faculty member's personnel file. Promotion does not take effect until the start of the next fiscal or academic year contract.

10. Individuals promoted to the rank of Assistant Professor shall receive a five hundred dollar increase in salary in addition to any approved merit raise for that year. Individuals promoted to the rank of Associate Professor shall receive a one-thousand dollar increase in salary, in addition to any approved merit raise for that year. Individuals promoted to the rank of Professor shall receive a fifteen-hundred dollar increase in salary, in addition to any approved merit raise for that year. All salary considerations are subject to the availability of funds.

C. Promotion Criteria for Non-Tenure Track Faculty is the same as the criteria for tenure track faculty

D. Appeal Procedure for Promotions

There is no appeal of the President's final decision on promotion.

VIII. TENURE POLICIES (BOARD OF REGENTS)

Tenure embraces both rights and duties. It is a guarantee of academic freedom by the institution that awards it to the professor who receives it. It is a pledge of professional academic performance by the professor who holds it to the institution that grants it. It protects a professor from arbitrary dismissal; it protects an institution from unprofessional academic performance. Therefore, tenure is of benefit to the professor and to the institution in carrying out their obligations to students and to society.

A. Criteria Relating to Tenure

In order to be considered for tenure, a faculty member must hold the earned doctorate or appropriate terminal degree from a regionally accredited institution of higher learning, with exceptions made only if lack of degree is balanced by some clearly demonstrable special expertise.

A faculty member must have completed a satisfactory 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 at other regionally accredited institutions of higher learning in tenure track positions or for full-time service at the College of Coastal Georgia. Such credit for prior service shall be requested by the individual and shall be defined in writing by the President.

Notwithstanding anything to the contrary in these Regulations, in exceptional cases, the 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.

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 College and must show a history of evaluations that merits the award of tenure. A history of weak evaluations may lead to the denial of tenure – even in the candidate's final year of eligibility. Retention throughout a probationary period of service is by itself insufficient to guarantee the success of a candidacy for 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 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).

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.

Board of Regents Policy 803.09 provides the background for the award of tenure in the University System and sets forth the following minimum criteria:

1.
 - a. Superior teaching; demonstrating excellence in instruction
 - b. Academic achievement, as appropriate to mission
 - c. Outstanding service to the institution, profession or community
 - d. Professional growth and development
2. 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 dean of the school 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.
3. Only faculty employed full-time at the rank of assistant professor or higher are eligible for tenure.
4. The College of Coastal Georgia requires that candidate hold an earned doctorate or the appropriate terminal degree in the candidate's respective field with exceptions made only if the lack of degree is balanced by some clearly demonstrable special distinctions.

In addition to the criteria above, Board of Regents Policy 803.09 provides the following mandate, among others:

Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to provide 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 of Regents.

B. Pre-Tenure Review

Pre-tenure review applies only to faculty members on tenure track. In the spring semester of the academic year in which the tenure track faculty member is completing three years of service, a pre-tenure review shall be conducted. If the faculty member has probationary credit towards

tenure, pre-tenure review will be conducted during the year in which they would achieve three years toward tenure. New faculty members who were awarded three years of probationary credit will be reviewed following their first year.

In preparation for this pre-tenure review, the School Dean will take into account the following factors:

- the percentage of faculty members in the school/department who are currently tenured;
- the enrollment trends in the discipline of the faculty member;
- the faculty member's annual evaluations;
- the faculty development activities undertaken by the faculty member; and
- materials submitted by the faculty member.

In preparation for the pre-tenure review, a faculty member must provide:

- a cover letter
- a current curriculum vita
- student evaluations for the previous 2.5 years
- annual evaluations for the previous two years
- a development plan outlining the faculty member's expectations for activities to be undertaken prior to the application for tenure. The five year tenure development plan will be negotiated between the School Dean and the faculty member.

The development plan shall include but is not limited to:

1. Teaching:

- a. document progressive innovations in teaching strategies
- b. document progressive use of ancillary classroom resources.
- c. demonstrate increasing sophistication/depth in use of appropriate instructional materials; and
- d. demonstrate increasing use of more sophisticated and diverse methods of providing students with instructional feedback.

2. Service to the institution and community:

- a. document completion of committee assignments;
- b. document ancillary activities (e.g., recruitment, student organizations); and
- c. document professional contributions to local and regional community.

3. Professional Development:

- a. document research, publishing, presentations, creative endeavors, and/or scholarly activities relevant to field;
- b. document successful educational and/or professional licensure activities;
- c. document advancement and/or maintenance of professional certifications; and
- d. document attendance at professional seminars, workshops or meetings.

The actual pre-tenure review shall be a conference with the faculty member and the School Dean. The School Dean is expected to provide, in writing, clear guidance to the faculty member concerning the likelihood of tenure. The School Dean will combine his or her own ideas with

ideas from the faculty applicant's development plan to develop the steps that may be taken in order to maximize the likelihood of tenure. A document summarizing the main points from the development session will be provided to the faculty member and the VPAA and kept on file in the faculty member's permanent record.

It should be noted that a successful pre-tenure review in no way guarantees the future award of tenure or promotion in rank.

C. Tenure Considerations and Application Process

1. Eligibility and Probationary Period for Tenure
 - a. Only Assistant Professors, Associate Professors, and Professors who are normally employed full-time by the institution in a tenure track position 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.

Minimum Time

Tenure may be awarded by 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; therefore, consideration may occur during the sixth year of service.

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

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

2. Criteria for Tenure
 - a. Tenure is based upon merit.
 - b. To be eligible for tenure the candidate must meet the following:
 - a record of superior teaching
 - a record of outstanding service to the institution, school, or department
 - a record of scholarship as defined by Boyer (1997)
 - a record of professional growth and development
 - 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 College shall be determined by an examination of such matters as participation on College-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 College, coordinating or judging pre-collegiate competitions held at the College, etc.). At his or her discretion, the faculty member may provide additional evidence of service to the College.
- Scholarly and or creative activities including publication in professional journals, presentation of original work at conferences, and other initiatives deemed to meet the College's standard of scholarly activities.
- 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.

3. Procedure for Applying for Tenure

The process for tenure candidacy is identical to that for promotion. (refer to VII B 1-3 of this Section)

a. In support of the applicant's petition for tenure, a Tenure Portfolio must be supplied by the applicant that includes:

- A cover letter applying for tenure that provides summary of faculty member's accomplishments
- Current curriculum vita
- Narrative written by the faculty member regarding his or her role in the operation of the College of Coastal Georgia which addresses each of the criteria in VI. Evaluation Criteria and cites specific examples of the accomplishments and achievements in the areas of teaching, service to the institution, and professional development that have contributed to the fulfillment of that role
- Written narrative addressing the development plan initiated in pre-tenure review
- Summaries of all student evaluations since pre-tenure review
- Summaries of all annual evaluations by supervisors since pre-tenure review
- Additional materials which are relevant to the tenure review

The above supportive documents must be clearly relevant to the criteria for teaching, service, and professional growth and development. The tenure application package must be submitted to the Office of Academic Affairs no later than the date specified in the annual promotion/tenure calendar issued from the Office of Academic Affairs. Failure to comply with the submission deadline(s) or to provide a portfolio that includes all required sections are grounds for the application to be rejected by the VPAA.

b. The immediate academic supervisor (Dean) will review the portfolio and prepare a written recommendation for or against tenure which is added to the faculty member's portfolio. A copy of this recommendation is also sent to the faculty member by the first Friday in January. This recommendation must address teaching, service, scholarship, and professional growth and development and be a clear and concise summary of the merits (or lack thereof) reflected in the submitted materials.

c. Each candidate for tenure shall be reviewed by at least a five-person Promotion and Tenure Review Committee. This committee is appointed annually by the President and serves in an advisory capacity to the VPAA and the President. The committee is normally comprised of tenured faculty members who hold the rank of professor and should include at least one faculty member from the same or a closely related discipline of the candidate.

d. After a full discussion of each candidate's portfolio, the members of the Promotion and Tenure Review Committee shall vote by secret ballot to recommend the acceptance or rejection of the application for tenure. At this time, the results of this ballot shall be made known to the Committee. All recommendations must be accompanied by an explanation of how the candidate met or failed to meet the criteria for tenure. The written recommendation for acceptance or rejection and all relevant material are then forwarded to the VP for Academic Affairs, who shall meet with the Chair of the Promotion and Tenure Review Committee and, if the VP for Academic Affairs requests, members of the Committee.

e. The VPAA shall complete a separate evaluation the applicant's portfolio, the written recommendations of the Promotion and Tenure Review Committee, the written recommendations of the School Dean. The VPAA shall prepare and forward a written recommendation to the President with all supporting documentation.

f. The President has the final authority to approve or decline the award of tenure and so inform the Board of Regents. The President will notify the faculty member of the final action taken on the application for tenure. A copy of this action will be placed in the faculty member's personnel file. Tenure does not begin until the start of the next fiscal or academic year contract.

D. Appeal Procedure for Denial of Tenure

There is no appeal of the President's final decision on tenure.

E. Post-Tenure Review

The same criteria which are used for evaluation, pre-tenure and tenure reviews will be utilized in the post-tenure review. The emphasis for post-tenure review will not be identical for each faculty member, but will reflect the evolving emphasis for the faculty member's career that has been detailed and agreed to in annual evaluation conferences.

All tenured faculty members, excluding those who hold administrative rank at the school dean level or above (those holding administrative rank are evaluated through administrative review rather than post-tenure review), will be reviewed under the stated procedures during the fifth year following the award of tenure and every fifth year thereafter. By the first Monday of November of each year, the VPAA will provide each School Dean and relevant faculty members with a list of faculty who must undergo post-tenure review during the current academic year.

The yearly schedule of post-tenure activities is as follows:

- By September 15—Faculty members and Deans are informed of post-tenure review.
- February 15—Post-Tenure Portfolio is submitted by faculty member to the Office of Academic Affairs
- March 1—Reviews by the P&T Committee are compiled by the School Dean.
- March 15—The School Dean adds comments and/or development plan items, if applicable.
- April—Faculty member and School Dean will meet to review the report and possible recommendations.

By the scheduled deadline, each tenured faculty member so identified will submit a Post-Tenure Portfolio to the Office of Academic Affairs that includes:

- A cover letter indicating the purpose of the submitted portfolio;
- A current curriculum vita;
- A narrative written by the faculty member regarding his or her role in the operation of the College of Coastal Georgia which addresses each of the criteria in VI. Evaluation Criteria above and cites specific examples of the accomplishments and achievements in the areas of teaching, service to the institution, and professional development that have contributed to the fulfillment of that role;
- A status report on previous five-year development plan, if applicable;
- Summaries of student evaluations from the previous five years;
- All annual evaluations from supervisors the previous five years (or from additional years in special situations, such as long-term absence of a faculty member due to illness or injury);
- A faculty development plan to cover the next five years of projected activities in support of the college's mission; and
- Additional materials (optional) which are relevant to the post-tenure review.

After reviewing all documents, the Chair of the P&T Committee, in consultation with all members of the committee, will prepare a report which contains a narrative section evaluating the strengths and weaknesses of the faculty member's submitted materials. The evaluation will comment on the adequacy of the faculty member's development plan and may, if necessary,

suggest additions to it. A copy of the report will be sent directly to the faculty member, and another copy sent to the School Dean for comments and/or inclusion of items for the development plan (which may be either optional or required as outlined below). The School Dean will then arrange a meeting with the faculty member to discuss the outcome of the post-tenure review report. After meeting with the faculty member, the School Dean should send a copy of the report, with recommendations if applicable, to the VPAA. Based on the rating, additional meetings with the VPAA may be required. The report submitted by the Committee must conclude with one of the following results:

Satisfactory—The faculty member is performing effectively as a teacher and is making satisfactory contributions appropriate to a senior tenured faculty member. If a faculty member is found to be satisfactory, the School Dean may wish to commend the faculty member and suggest specific development activities that he or she feels might further strengthen the case.

Satisfactory with recommendations—The faculty member is performing satisfactorily in teaching and other areas, but the committee believes that a raising of the performance level in one or more areas will avoid future problems. In this case, the School Dean and the faculty member must agree on a faculty development plan. Recommendations for redirection of a faculty member's effort to adjust to changes in the institution's program mix or change in mission will be made in writing, and a specific development plan will be prepared to assist the faculty member in making necessary changes. Therefore, such changes as are detailed in the development plan may or may not reflect doubtful performance, since changes in the institution's mission or program mix may, independently of the faculty member's performance, result in such recommendations.

Improvement needed—This review outcome is to be used for the purpose of establishing a development plan for a faculty member who is performing in a marginal way in teaching and/or other areas of responsibility. A faculty member who receives an "improvement needed" result must negotiate a development plan in concert not only with the School Dean, but also with the VPAA. This development plan must not only specify activities and expected results but also a timetable which will assure major progress toward the required changes by the date of the next post-tenure review. If, at the next post-tenure review date, satisfactory progress in these areas of development has not been achieved, the subsequent post-tenure review will result in a rating of "unsatisfactory".

Unsatisfactory—A faculty member will receive an unsatisfactory rating in any review where teaching performance is deemed to be unsatisfactory. As described above, this result may also follow a previous "improvement needed" result and subsequent failure to make adequate progress toward the items agreed to in the development plan. Each tenured faculty member receiving an "unsatisfactory" rating will meet with both the School Dean and the VPAA. The result of this meeting will be a comprehensive development plan designed by the VPAA after consultation with the School Dean and the President of the College. After one year, the School Dean and the VPAA will again meet with the faculty member to assess progress. Lack of sufficient improvement will result in no pay increase in all future contracts until the unsatisfactory rating is corrected. Other intervention strategies, with the written approval of the President of the college, may be employed for unsatisfactory performance. Such strategies will

become increasingly intense the longer the unsatisfactory rating continues. As Board of Regents' policies apply, dismissal proceedings may be instituted. According to the Regents' Policy, a faculty member with unsatisfactory performance is allowed three years for improvement before an institution can utilize procedures presently available to remove a non-performing faculty member.

F. Appeal Procedures for Post-Tenure Review

If the faculty member disagrees with either the conclusions of the post-tenure report or the development plan offered by the School Dean, he or she may appeal in writing to the VPAA. This appeal must be submitted within ten days of the faculty member's meeting with the School Dean. Any decision on the appeal made by the VPAA may be appealed further by the faculty member or the School Dean to the President of the College within ten days of receipt of the decision.

G. Non-Tenured Track and Clinical Faculty

The College of Coastal Georgia employs Non-Tenured and Clinical Faculty as a part of its Corps of Instruction. These are faculty who renewed on an annual basis and awarded contracts according to the schedule in the following section. Non-Tenured and Clinical Faculty are typically faculty who do not possess the terminal degree and who do not have responsibility for scholarship and/or research.

IX. CONTRACTS

A. Notice of Contract Renewal (Non-Tenured Faculty)

Notice of intention to renew or non-renew the contract of a non-tenured faculty member who has been awarded academic rank shall be furnished, in writing, according to the following schedule:

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

The notice shall be issued by the President or his or her designee and shall apply to the succeeding contract year. It shall be delivered by hand or by certified mail, with receipt showing to whom, when, and where the notice was delivered.

Persons holding non-teaching positions, persons appointed to temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments, are not under contract and, therefore, no notice is provided. 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 of a new and distinct contract.

B. Signing and Returning Contracts (Tenured and Non-tenured Personnel)

New Faculty Members - Contracts for newly-appointed teaching faculty will be issued only after the President has approved the appointment. The Office of Academic Affairs (OAA) will prepare and issue the contract to the new faculty member and allow him/her twenty (20) days to sign and return the contract.

Continuing Faculty Members - Contracts for the succeeding year are signed by the President or his or her designee and issued by the OAA immediately following the Board of Regents' approval of the new budget for the succeeding fiscal year. Typically, the budget is approved at the Board's June meeting, and contracts are issued in mid-June with a required return date of twenty (20) days after the date of issue. The OAA will mail the contract to the faculty member's home address of record. If the faculty member will not be at the home address during the twenty (20) day period, he/she must provide advance written notice to the OAA of an address where the faculty member can receive the contract by mail. Faculty may also choose to pick up contracts from the Office of Academic Affairs.

Failure to Sign and Return Contract - According to the provisions of Board of Regents Policy 803.13, failure to sign and return the contract within the time period specified in the contract may be construed as an abandonment of employment rights. If a hardship presents itself that prevents the faculty member from returning the contract within the twenty (20) days, it is the faculty member's responsibility to communicate with the President or the VPAA to request an extension for returning the contract. If no such request is received, the institution may proceed to fill the position with no notice to the faculty member.

Breach of Contract - 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.

C. Fulfillment of Contract

Faculty members employed under written contract for the fiscal or academic year are bound by the terms of the employment contract which they have signed, just as the institution is bound. Academic-year contract periods usually end in May following graduation and fiscal-year contracts usually end June 30. It is not acceptable for a full-time faculty member who is employed under written contract to terminate his or her employment at times other than at the end of the contract's term. Faculty members who do not follow this policy may be subject to legal action, as necessary, to assure that the interests of the college and its students are protected. Exceptions that are deemed hardships will be approved on an individual case by case basis at the President's discretion.

D. Notice of Intention to Resign or Retire

As stated earlier, the College provides considerable advance notice of the College's intent to re-employ a faculty member for the following contract year. Similarly, the College expects the courtesy of sufficient advance notice from the faculty member if he/she does not intend to continue employment with the College. Written notice of the intent to resign or retire from a faculty position at the end of a contract period shall be given to the President or his or her

designee as far in advance as possible, but written notice shall be expected no later than February 15 immediately preceding the expiration of the current contract. The February 15 deadline also applies to faculty who are on an approved leave of absence and do not plan to return to the College. As mandated in Board of Regents Policy 803.06, tenured faculty members employed under written contract for the year are required to give to the President at least sixty (60) days written notice of their intention to resign or retire.

X. DISCIPLINE AND REMOVAL OF FACULTY MEMBERS

Policy 803.11 in the Board of Regents Policy Manual sets forth policies for the discipline and removal of faculty members, including the procedures to be followed when a Hearing Committee is convened. Policy 803.11 stipulates that 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 the institution.

A. Suspension for Violation of State or Federal Laws

When a faculty member 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 CCGA faculty member is temporarily suspended, the President shall convene the Faculty Appeals Committee, as set forth in the Faculty Bylaws, 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 By-Laws of the Board of Regents.

B. Grounds for Removal

A tenured or a non-tenured faculty member, before the end of his or her contract term, may be dismissed 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 his or her responsibilities to the institution or to his or her profession.
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense.

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.

C. Dismissal of Temporary or Part-time Instructional Personnel

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the institution. Employment may be discontinued without cause or advance notice.

XI. LAYOFFS OR TERMINATIONS

Policies 805.01 through 805.03 of the Policy Manual of the Board of Regents provide the conditions and circumstances under which layoffs, terminations, program modifications, or program discontinuance may occur. If a faculty member under contract must be laid off or terminated before the end of his or her contract term for reasons of financial exigency, including program modification or discontinuance, the institution shall notify the affected faculty member at least 90 days in advance of the date of layoff or termination, whenever possible. The affected faculty member shall have the right, upon written request within 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 appeal provisions of the Board of Regents.

The Board of Regents approved a plan that gives University System of Georgia (USG) presidents the authority to furlough any and all employees, including faculty, should the need arise.

The specific contract language approved by the regents is: "Notwithstanding any other provision of this contract, for Fiscal Year 2009-2010, the Board of Regents has authorized the President to implement a mandatory furlough program requiring employees to take not more than 10 days of unpaid annual leave. In the event it becomes necessary for the President to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor."

XII. Appeal of Presidential Decisions

Except as provided below, applications from University System employees for Board of Regents' review of presidential decisions shall be limited to instances in which an employee is terminated, demoted, or otherwise disciplined in a manner which results in a loss of pay. Other applications may be heard only if the Chair of the Board's Committee on Organization and Law, in consultation with the Board's chief legal officer, determines that the matter should be presented to the Board. In considering whether applications other than the types listed above shall be presented to the Board, the Chair shall consider (1) whether the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed by the Board, (2) whether the record suggests that the institutional decision, if not reviewed by the Board, might

reasonably have detrimental and system-wide significance, or (3) any other facts which, in the judgment of the Chair, merit consideration by the Board of Regents. (BoR Minutes, April 2010)

Boyer, E.L. (1997) *Scholarship Reconsidered: Priorities of the Professorate*, San Francisco, Jossey-Bass.

SECTION THREE (3)

PLANNING AND MANAGING ACADEMIC AFFAIRS

I. ACADEMIC FREEDOM

The College of Coastal Georgia recognizes the principle of academic freedom in the classroom and the responsibility inherent in such a principle. The College's official policy statement on academic freedom and responsibility is found in the Statutes.

II. NEW COURSES

The procedure for adding new or changing current courses in the curriculum is:

1. Any faculty member may initiate a new course proposal (or change). The faculty member proposing the new course (or change) should describe the proposal on the "Proposed Curriculum, Policy, or Procedure Change" form and submit it to the appropriate School Dean.
2. Upon approval of the School Dean, the proposal is submitted to the VPAA for review. If the proposal is found to be incomplete in any way, it will be returned.
3. The proposal is then submitted to the College Curriculum Committee for review.
4. Recommendations from the College Curriculum Committee are sent to the Faculty Senate.
5. The Faculty Senate reviews the recommendations from the College Curriculum Committee, and if approved, forwards the recommendation to the VPAA and the President. The Faculty Senate informs the faculty of its action at the following faculty meeting.
6. If the President approves the proposal, it is added to the curriculum and included in the next edition of the College catalog.

When it is foreseeable that a course may be repeatedly offered as independent study, it should be designed to incorporate study modules and thereby facilitate student success with minimal faculty effort.

III. COURSE REVIEW

Courses included in the Catalog should be examined regularly in order to avoid continuing out-of-date courses or the inclusion of descriptions of courses not currently being taught.

1. Each course should be reviewed every year during the fall semester by appropriate faculty.
2. Recommendations for deletions should begin at the discipline level.
3. Criteria for consideration for deletion should include:
 - a. Frequency at which the course has been taught in the past three years,
 - b. Enrollment in classes when taught,
 - c. Present "fit" within current programs of study,
 - d. Questions of transferability where appropriate,
 - e. Questions of current relationship to job entry level skills where appropriate, and
 - f. Special justification for retaining a course if other factors would call for its deletion.

When a review indicates that a course should be discontinued, a proposal for deletion should be submitted to the College Curriculum Committee and the same process followed as under "New Courses" above.

IV. COURSE PLANNING

As a result of staffing differences and various school/departmental policies, some courses are planned by departmental or school faculties, others by committees, and still others by individuals. The planning of each course should encompass the following five components;

1. An outline of the expected learning outcomes of the course.
2. An outline of the basic content essential to the achievement of the outcomes.
3. A list of the various resources, books, periodicals, papers, and other related materials, which the learner will need to consult.
4. A description of the learning experiences selected as the means of achieving the outcomes.
5. A plan for assessment of student learning, including copies of any tests or other materials used for this purpose.

V. COURSE SYLLABUS

A Master Syllabus for every course taught at the College of Coastal Georgia will be kept on file by the Office of Academic Affairs. Each Master Syllabus will adhere to Master Syllabus template available from the Office of Academic Affairs. This template is more comprehensive in nature than the template for the course syllabus that is provided to students. It is meant to ensure appropriate standardization of all sections of courses with regards to course learning outcomes, general education outcomes/competencies, course content, and textbooks.

1. All students at the College of Coastal Georgia enrolled in credit courses will have a syllabus for each course by the first day of class each semester. Revisions and additions to the syllabus may be made throughout the semester, provided students are apprised of changes in writing.

2. Syllabi for each course must be designed and presented according to the college syllabus template. Additions may be made to the syllabi to meet the needs of individual courses.
3. The syllabi template is available electronically in the School or Department offices.
4. All syllabi must be filed electronically with the School and with the College.
5. The College will electronically post syllabi on the College's Blackboard Vista course management web-site each semester in which the courses are offered.
6. The Dean request that an instructor revise or update a course syllabus if it fails to comply with the College syllabus template.

VI. NEW DEGREE PROGRAMS

New programs of instruction leading to the awarding of an associate or bachelor's degree usually involve a total institutional effort. The initial suggestion of a new program may originate from many sources both from within and without the institution, including any member of the faculty. The development of the proposed new program, based on a formal needs assessment, should be coordinated by the School Dean of the instructional unit which would have primary responsibility for offering the program in consultation with the VPAA. The proposed program must be consistent with the College's Mission and Strategic Plan.

The institutional procedure for adding a new program is as follows:

1. Background data including objective, justification and need, budget, personnel, etc., should be compiled and provided in the format specified in Section 2.03.02 of the BOR Academic Affairs Handbook. However, the BOR website should be checked before submitting a proposal since the requirements can change.
2. When information has been compiled and the need for the program seems sufficient, they should present the proposed new program to the Dean. The Dean will forward it to the VPAA for review on the "Proposed Curriculum, Policy, or Procedure Change" form.
3. If approved by the VPAA, the proposed program will be included on the agenda for the College Curriculum Committee.
4. If the College Curriculum Committee recommends approval of the proposed new program, the Committee Chair will forward this recommendation to the Faculty Senate for its review. The Senate will then forward its recommendation to the President.
5. If the President approves the program, he or she confers with the staff of the Board of Regents concerning submission of the proposal for review and approval.

VII. TEXTBOOK ORDERS

Each faculty member is responsible for submitting requests for textbook orders. He or she should submit these requests to the School Dean. They are due in the bookstore as follows: Summer and Fall orders are due by Spring semester midterm, and Spring orders are due by Fall

semester midterm. The instructor should order an adequate supply for the class needs without regard to the number in stock in the bookstore.

When a faculty member desires to change the textbook in a course, the faculty member should consult with the School Dean. The School Dean, in consultation with the faculty of the school/department teaching the course, will determine whether the change is desirable. In the event the change of textbook is desirable, the School Dean will notify the bookstore manager at the earliest date possible, but at least one full semester in advance of the change. The College requires use of the same basic textbook in all sections of the same course.

The bookstore manager will ascertain at once whether the publisher will provide a refund for stocks on hand of the textbook being discontinued. In the event the publisher will not make the desired refund, the bookstore manager will advise the dean of the school/department at least 60 days prior to the beginning of the semester of the problem and request that the book be used for an additional term.

Each faculty member is responsible for requesting desk copies from the publisher. To obtain other instructional materials for a course, the faculty member should consult with his or her School Dean for the appropriate procedure.

VIII. INDEPENDENT STUDY

Under unusual or emergency situations, students may need credit for courses that cannot be provided in the regularly scheduled rotation. Examples of such unusual circumstances include students who miss, for unavoidable reasons, seldom scheduled classes needed for graduation. Also, in some instances, programs have too few majors to offer specialized courses within the regular schedule and faculty members may wish to provide independent study.

In such cases students may request that faculty members offer the needed credit through independent study. Independent study must be approved by the School Dean and the VPAA. Approval will not be granted unless:

1. the faculty member requests approval;
2. clear evidence exists that the student cannot take the course as part of the regular instructional program and that the reasons for the need are beyond the student's control;
3. there is reasonable expectation that the course can be accommodated within the load of courses and other college duties already assigned to the faculty member;
4. the application for approval clearly states how competencies required for the awarding of credit will be acquired without regular lectures and class attendance.

IX. INFORMATION COMMONS

Information Commons includes the Library, the Learning Center and the TRIO Program and is available to both students and faculty to assist with information needs. Faculty may borrow any book or video resource owned by the Information Commons, including reference materials. The Information Commons staff can also provide guidance regarding the use of copyrighted materials for classroom purposes.

The Information Commons welcomes faculty to make recommendations, suggestions, and requests for new resources and services. Questions regarding policy and procedures or recommendations for new resources and services should be directed to the Director of Library Services.

- Computer Lab - Each workstation has an identical setup allowing students to access Microsoft Office applications, computer assisted instruction software, the Internet, GALILEO, and e mail. Faculty should contact Computer Services if there is software that they would like to recommend for the Information Commons' computer lab or to schedule a time for their class to use the computer lab.
- GALILEO (Georgia Library Learning Online) - GALILEO provides World Wide Web based access to information resources, including over 100 databases indexing thousands of periodicals and scholarly journals. Over 20,000 journal titles are provided in full text. Other resources include an encyclopedia, business directories, and government publications. Faculty, students, and staff may also use GALILEO from home (galileo.usg.edu). Since many of the databases are proprietary, a password is required when using GALILEO from home. The password changes each semester and is available through the Information Commons, GIL (gil.ccgga.edu), or the Information Commons' homepage (www.ccgga.edu).
- GIL (GALILEO Interconnected Libraries) - GIL is a Web based catalog system that allows patrons to find information about books, journals, videotapes, and reserve materials housed at Gould Memorial Library and at other libraries in the University System. This information includes where the item is shelved, and whether or not the item has been checked out. Patrons may also look up information about their own account, including what items they currently have checked out. The system also allows patrons to renew borrowed items. The Web address for the catalog is <http://gil.ccgga.edu>.
- Interlibrary Loan - The Information Commons can arrange for the loan of materials held by other libraries. This does not include media materials, which are not usually available through interlibrary loan. Faculty should allow at least 10 days for the delivery of requested books and five days for journal articles.
- Information Commons Orientation - Teaching students how to locate and evaluate information resources, in both print and non print formats is an important mission of the Information Commons. The Information Commons faculty will be glad to introduce classes to the variety of print and electronic resources available to them.

- Photo Identification Cards - The Information Commons makes color, photo identification cards for students, faculty, and staff. The cards are required for checking out materials from the Information Commons.
- Reserve Materials - The Information Commons offers reserve services at the Circulation Desk for faculty who want their students to access outside reading. The materials may be in any format, and may be items from the Information Commons' collection, as well as items privately-owned by the faculty member. Materials that are placed on reserve are cataloged and controlled through the Information Commons' circulation system.

Instructional Technology

College of Coastal Georgia classrooms are permanently equipped with a networked computer, document camera, DVD/VCR player and a ceiling mounted LCD projector. These classrooms are available to any instructor from any discipline.

In addition to the permanent installations described above, the college also has mobile carts equipped with network-ready computers and LCD projectors that can be moved to classrooms when requested by faculty members. For more flexibility, laptop computers and other LCD projectors are available if needed. Also, an inventory of loose equipment consisting of document cameras, VCRs, TV monitors, overhead projectors, slide projectors, video cameras, etc. is available for instructional use as well.

The multimedia classrooms are maintained by Media Services, and the loose equipment circulation is scheduled through the media center and delivered and set up by Media Services staff.

Video collection

The video collection consists of approximately 800 titles and is housed in the Information Commons and is included in the GIL database. These materials are checked out at the circulation desk and are available to faculty teaching in any discipline. Requests to purchase new video titles should be made to the School Dean for submission to the media center to be considered for purchase as funds permit.

Video Conferencing

CCGA has video conferencing rooms on the main campus and at the Camden Center in Kingsland. CCGA teaches a variety of credit classes at the Camden Center over IP technology and, through the University Center, receives upper level courses from Georgia Southern University and Armstrong Atlantic State University. Faculty who teach video conferencing courses have a trained facilitator at the host and remote sites to handle minor technical problems and provide assistance with the equipment. Any faculty member who has not taught in an interactive video environment should make an appointment with a Media Services staff member to receive orientation in how such a system works and guidance on how to utilize the equipment.

X. TUTORIAL SERVICES

Free tutoring services are available to students through the Learning Center in Brunswick and at the Camden Center. PLATO and Learning Express Advantage are also available to provide students with computer assisted drill and practice in reading, writing, and mathematics.

Student Support Services Program (TRIO)

The Student Support Services program is a federally funded educational opportunity TRIO program which provides academic support to the following students:

- Students who come from low income families (defined by Federal Government guidelines);
- Students who are defined as first generation college students (neither of the students' parents or guardians has received a four-year degree); or
- Students who have documented disabilities (disabilities include physical impairments that can adversely affect student class performance or attendance, as well as learning disabilities).

Support is provided through activities that encourage academic development, assist with college requirements, and motivate students to complete post-secondary education. The goal of the Student Support Services Program is to increase college retention and graduation rates, as well as to facilitate two-year college student transition to four-year institutions. Services include basic skills instruction and tutoring; academic, financial, career, and personal counseling; assistance with admission and transfer to four-year programs/institutions; assistance with financial aid; mentoring; cultural activities; and accommodations for students with disabilities.

XI. GRADES, GRADE REPORTS, AND FINAL EXAMS

Each faculty member should be thoroughly familiar with the system of grading used in all classes at the College of Coastal Georgia. This system is described in detail in the College Catalog.

The faculty member is responsible for developing his or her own procedure for evaluating the student's work. In doing so, he or she should observe the following guidelines:

1. The final grade for each student should be based on several grades earned during the semester. Limiting the basis for grades on two or three examinations during a semester is inadvisable. Written work should be included.
2. The final grade for each student should be based on a variety of projects, including written work, tests, research papers, oral presentations, and reading reports. Limiting the basis for evaluation to one kind of project or exercise is inadvisable.

3. The procedures for evaluation must be written in the syllabus and clearly explained early in the course.
4. The faculty member should counsel with each student who requests information concerning grades during or upon the completion of a course (after grades are posted) explaining how grades were determined and advising the student how academic performance can be improved.
5. The faculty member should have several graded assignments returned to students before the mid-point of the semester (last date to withdraw) and should keep in mind that a mid-term grade report must be filed on each student. The mid-term grade should be a meaningful measure of students' progress in the course.

At the end of each semester each faculty member must determine final grades for each course and enter this information into the COAST. (Instructions are available on the college web site, from school/department coordinators, or from the Registrar's office.) A copy of the completed grade roster should be signed by the faculty member and submitted immediately to the school/department secretary. The school/department coordinators will forward the signed grade rosters to the Registrar's office where they will be kept on file in accordance with the Board of Regents policy.

The final grade sheet must be submitted within forty-eight hours following the final examination period for each particular instructor's classes. Grades should be submitted earlier whenever possible. The School Dean is responsible for seeing that the forty-eight hour deadline is not missed. Final due dates for grades will be announced by the Registrar's office each semester. Individual paychecks will not be released until final grades are submitted.

Each faculty member must maintain sufficiently detailed records to demonstrate how a particular student's grade was determined. Such records can be kept in a paper grade book or through use of one of the many available computer based grade record systems. Faculty should maintain these grade records for an indefinite period of time. Full-time faculty should hold these records until such time as they leave the college when the records should be turned over to the school/department office. Part-time faculty should turn their grade records in the school/department office at the end of each semester.

A final examination schedule is distributed each semester. This schedule allows ample time for marking tests and calculating grades prior to the deadline for submitting grades. Faculty members may not agree to test a student at any time different from the time assigned in the final exam schedule without the approval of the School Dean and the VPAA. An early examination should be recommended only in extenuating circumstances.

XII. CLASS ATTENDANCE

The College recognizes the importance of class attendance as an ingredient in the student's success in the classroom and has set forth the following policy on class attendance:

1. Class attendance and punctuality in class attendance are considered a student responsibility and important for student success. It is recognized, however, that attendance requirements may vary based on the needs of the faculty member, the course, or the method of instruction being used.
2. The attendance policies for the various courses in the curriculum are determined by the academic department in which the course resides and will be distributed in writing to students by the instructor at the beginning of each semester. This announcement will include a statement concerning any academic penalties that may result from excessive absences or tardiness.
3. It is recognized that for approved college activities students may be required on occasion to be absent from class. In such cases, the student must assume the responsibility for making arrangements to make up any work which may have been missed because of the absence.

Each faculty member should be thoroughly familiar with the attendance policy inasmuch as he or she is responsible for informing his or her students at the beginning of each semester of the attendance requirements for his or her courses, including any academic penalties which might result from excessive absences. The faculty member is responsible for keeping accurate daily attendance records on each student enrolled in his or her classes and for providing the Registrar with this information on final grade reports and providing the Financial Aid Office with the attendance information as needed on financial aid students.

XIII. ACADEMIC REGULATIONS

The official academic regulations are published in the Catalog. Each faculty member must become thoroughly familiar with the regulations in order to give the proper guidance to students. Problems in the interpretation of the academic regulations should be referred to the VPAA.

XIV. ACADEMIC APPEALS

Students have the right to appeal grades assigned by faculty if they believe that the grade has been assigned in a capricious, arbitrary or discriminatory manner by a faculty member. Students may appeal decisions made by faculty and administrators on the interpretation or application of an academic policy or procedure. The process for such appeals can be found in both the Catalog and the Student Handbook. It should be noted that in dealing with the outcomes of student academic appeals, faculty members and administrators have the same right to appeal the decisions of the supervisor or the VPAA as do the students. The same appeal process and timetable is followed as outlined in the Catalog for student appeals.

XV. STUDENT WORKERS

Student workers are classified as either "Student Assistant" or "CWSP Student" (College Work/Study Program) according to the definitions and criteria listed below. Student Assistants must be hired through the Human Resources Office using a "Recommendation for Employment"

form (available on the CCGA Human Resources webpage) and the employing unit must have funds available in the budget. Prior to hiring a Student Assistant, consideration must be given to providing work opportunities for CWSP students. CWSP students may be requested through the Financial Aid Office.

Student Assistants

A "Student Assistant" is a CCGA student who is employed at CCGA, and who is paid directly from the college budget (generally from "student assistant" funds in the budget of the department, school or office that employs them), and is enrolled in six (6) credit hours or more at CCGA, and whose relationship with the College is not as a Regular Employee. Student Assistants are paid according to the CCGA salary structure for CWSP students and student assistants. Depending on the funds available in the department, school or office budget, the Student Assistant may work up to 19.5 hours per week and may work during breaks in the academic term if the break is five (5) weeks or less. A student assistant CANNOT work during the summer semester unless he/she is enrolled in six (6) credit hours or more. The Human Resources Office will monitor the number of hours enrolled each semester and will terminate a student's employment if he/she drops below six (6) credit hours. Student Assistants cannot work during scheduled classes even if the class has been cancelled or dismissed early. Student Assistants are automatically terminated from employment at the end of each academic year unless a new Recommendation for Employment form is initiated by the supervisor for employment to resume in the following academic year.

CWSP Students

A "CWSP Student" is defined as a student who receives federal financial aid under the College Work Student Program, is paid directly from CWSP funds, and is placed in a position by the Financial Aid Office. CWSP students are allowed to work up to 19.5 hours per week depending on the amount of financial aid awarded to the student. CWSP students may not work between semesters without the approval of the Financial Aid Office. CWSP students cannot work during scheduled classes even if the class has been cancelled or dismissed early.

Other Student Employment

Students, who are not eligible to work as a Student Assistant or a CWSP Student in any given semester may be hired as temporary, part-time staff with the approval of the Human Resources Director in consultation with the Vice President for Business Affairs, provided a new Recommendation for Employment form is completed to initiate the change in employment status. The employment of students in this temporary, part-time capacity is governed by the personnel policies and procedures for part-time and temporary employees and is subject to the same six-month employment limitation as other temporary staff.

The employment of students as part-time, temporary staff must be done through the Human Resources Office by submitting a "Recommendation for Employment" form in advance of the requested date of hire or change in status. Funds must be available in the college budget. (As a part-time, temporary staff person, an individual must contribute into the Georgia Defined

Contribution Plan, which is refundable when the employment ends). In addition, they must contribute to FICA Medicare.

XVI. COMPUTER LOCATION AND INVENTORY

All instructional computers and computer peripherals must be freely moveable to support the educational program. However, it is important that the institution be able to account for its inventory. Faculty members should not move computing equipment without the approval of the School Dean. A "Request for Equipment Transfer" form should be filled out and signed by the School Dean.

Also in special cases, faculty may be approved to take computers home or on official travel for college related use. Such arrangements are handled through the respective departmental/school offices.

XVII. GRANT PROPOSALS

It is desirable for faculty to pursue the development of grant proposals seeking outside funding for projects and equipment/materials which cannot be funded through the regular budget. Although staff members in the Institutional Advancement Office are not available to help write grants, they may be of assistance in identifying grant funding sources related to local needs. It is important that all such grants fit within the mission of the college and the goals of the administrative unit of which the faculty member is a part. Supervisors should be involved in the process from the beginning. All grant proposal opportunities must have the prior approval of the VPAA to ensure appropriateness of the project, acceptability of any reassignment of faculty workload, and the availability of any required matching funds. The grant proposal must be circulated at least ten days prior to the deadline date in order to receive final approval by the Vice President for Academic Affairs and the President.

XVIII. INTELLECTUAL PROPERTY

"Intellectual Property" is defined by Board of Regents policy 603.02 to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets. It is the policy of the College of Coastal Georgia to: 1) encourage the creation of intellectual property by members of the institutional community; 2) facilitate the utilization of such discoveries and materials for the benefit of the public, the institution, and the members of the institutional community; and 3) provide for the equitable sharing of any proceeds derived from the commercial exploitation of intellectual property in which the institution is determined to have an interest. Intellectual property rights will be governed by the following procedures:

1. The President will appoint an Intellectual Property Committee under the Faculty Committee on Learning Resources to be composed of five members. One member of the Committee must be a representative of the Office of Business Affairs of the college. The chair of the Committee will be designated by the President. This Committee shall meet as necessary and report its findings to the VPAA.

2. Faculty, staff and students of the institution must promptly report to the Intellectual Property Committee in written form, through the appropriate channels, all intellectual property invented or created by them which are reasonably likely to have commercial value.
3. The Committee will review and investigate the information submitted and recommend to the VPAA any rights and equities in intellectual property which may have been created by faculty, staff, or students of the institution through the materials in question. The Committee will conduct its deliberations in accordance with “Section 603, Intellectual Properties” of the Board of Regents Policy Manual and comply with all definitions and guidelines found therein.
4. Based on the recommendations of the Committee, the VPAA will issue a judgment on the ownership and use of the intellectual property in question.

If there is a disagreement with the decision of the VPAA, a written appeal may be filed directly with the President of the College.

SECTION FOUR (4)

PROFESSIONAL AND PERSONAL RESPONSIBILITIES AND OPPORTUNITIES

I. FACULTY ORIENTATION

An orientation for new faculty is held annually during the first week of fall semester. Each new faculty member will meet with Human Resources to complete the necessary employment forms and enroll in the benefits plans of choice. Each faculty member is responsible for reading and familiarizing himself or herself with the contents of the Regulations and other appropriate policy and/or procedures located on the Website or in other College publications. The appropriate Department Dean may supply additional information as needed. Each new employee shall be specifically responsible for obtaining information regarding the following work-related issues:

- Personnel policies and procedures;
- Leave benefits, as applicable;
- Insurance benefits, as applicable;
- Retirement benefits;
- Faculty roles in teaching, service, professional development, and scholarship
- Professional development.

II. FACULTY WORKLOAD

The following policies and procedures related to workload are established for the guidance of faculty members at the College of Coastal Georgia:

The total workload of each faculty member includes not only the hours spent in the classroom, but also the hours spent in supervising laboratory work, in grading, in advising, in sponsoring student activities, in attending meetings of the faculty, participating in committee work, and engaging in scholarly and creative activities as appropriate.

1. The normal teaching workload for a faculty member with teaching responsibilities solely in General Education (Core) courses (generally the first two years of coursework), including Area F, is 29-32 semester hours/academic year. While Core faculty members are expected to sustain a program of professional development, it is not expected that they will regularly engage in active scholarship but rather are encouraged to do so.
2. The normal teaching workload for a faculty member with primary teaching responsibilities in a baccalaureate degree program is 24 semester hours/academic year. Baccalaureate program faculty members are expected to engage in advisement, service to the college and community, relevant professional development, and scholarly activities as part of their normal responsibilities, and this additional expectation is reflected in their teaching load.
3. The load of faculty members teaching laboratory courses, activity courses, and health related courses falls within the limits defined in numbers one and two above. Workloads

may be equated to clock hours as needed in certain situations with the approval of the VPAA.

4. Specific adjustments are made in the teaching load of faculty members who have administrative duties or research responsibilities supported by external funding.
5. In some instances, faculty members are asked to teach an overload.
6. Overloads of scheduled classes that cannot be compensated by release time later in the contract year are paid at overload salary rates during the semester taught. Paid overloads must be recommended by the VPAA and approved by the President. (See Section 2, IV, "Compensation.")
7. Faculty members' normal workload may in some instances include a single class for independent study. This must be done in keeping with procedures found in Section VIII, "Independent Study."
8. Faculty class assignments are made by respective lead instructors and School Deans. As a matter of standard practice, all faculty members are subject to being assigned to night classes, off-campus classes, and/or distance learning classes as appropriate based on the needs of the College in a given semester.

III. ON-LINE CLASSES

The College has developed certain guidelines and requirements supporting the assignment of faculty to on-line classes and the teaching of on-line classes from off-campus locations. This information is found on the website.

IV. DAILY SCHEDULES

The daily work schedule of an instructional faculty member is necessarily varied. Each semester, each faculty member must build his or her work schedule according to assigned classes, regular office hours, advising, committee work, registrations, etc. At the beginning of the semester, a copy of the faculty member's work schedule must be submitted to the School Dean by no later than the end of the first week of class.

In building the daily schedule, the following must be considered:

1. Each schedule must indicate the times and places where the faculty member will be (i.e. class times, student conference hours, etc.). At times when the faculty member is working on class preparation, grading, etc., the place of work should be one at which he or she can be reached by telephone at the times designated on the schedule.
2. The hours designated for student conferences (normally a minimum of two hours per day or ten hours per week) must be posted on his or her office door.

3. At times when faculty members plan to deviate from their schedule, they should notify their School Dean and the School Coordinator for the convenience of those seeking to reach them.

4. Of necessity, student access to part-time instructors must be encouraged by different procedures than those utilized by full-time faculty members. Full-time faculty members have as part of their duties the keeping of office hours during which students may come for additional assistance. Evening students typically arrive just in time for class and because of the lateness of the hour may be uninterested in remaining after class for help. For this reason, part-time faculty members who teach at night are asked to keep only minimal office hours before and after class. However, part-time faculty members must list in their syllabus a telephone number and/or e-mail address at which they can be reached (home, work, or coordinator's number). Students should be encouraged to call that number to make special appointments for help or for assistance provided by telephone.

V. ABSENCE OF FACULTY MEMBER

Each faculty member is responsible for meeting his or her classes every scheduled period for the full class time and being consistent in following his or her established work day schedule. No faculty member has the authority to cancel a class without administrative approval.

When a faculty member is authorized by the School Dean to be away from classes for any purpose, the faculty member must make appropriate arrangements for his or her classes. Arrangements, when possible, should be made for another faculty member in the same or a related discipline to cover the classes. Other arrangements might include a scheduled examination which may be proctored by another faculty member or a coordinator. Situations in which students are given Information Commons assignments to be completed during the class hour should be avoided whenever possible, but may serve as a last resort. When a faculty member has to be away from classes because of illness or some other circumstances beyond his or her control, he/she should notify the School Dean at the earliest possible moment. Only in cases of emergency should there arise occasions when classes cannot be notified of the absence of a professor in advance of the scheduled class.

Faculty members on twelve-month contracts who wish to take vacation leave are expected to schedule vacation hours during times when classes are not in session. Prior approval of all vacation leave must be obtained from the immediate supervisor.

VI. REPORTING SICK LEAVE AND VACATION

Each University System institution is held accountable for the proper reporting and usage of leave. If a faculty member is absent for reasons other than college-related travel or business, the faculty member must request leave for the absence, and it must be approved through administrative channels, starting with the School Dean. For both fiscal and academic-year faculty, if the absence is due to illness or other medical reasons, the faculty member must

complete a leave form in the school office immediately upon his or her return to work. For absences of more than five (5) consecutive days, the leave form must be completed no later than the 5th day of the absence and a medical certification from the employee's doctor must be provided to the Human Resources Office. (See additional requirements in Section 7, "Leave Policies.")

In reporting sick leave, the Board of Regents stipulates that "academic year faculty will report leave based on the number of whole hours sick....with a full day being eight (8) hours, a half day being four (4) hours, and less than a half day based on whole hours missed, with a full week being the equivalent of a forty-hour workweek."

Since all faculty members' schedules vary, the following guidelines are given for CCGA faculty:

- An absence that lasts an entire five-day workweek should be reported as 40 hours.
- An absence that spans an entire day during the workweek should be reported as 8 hours. For example, if a faculty member will not be on campus and will not be available to meet any classes, see any students, or attend any meetings in a given weekday, he or she should report eight (8) hours leave. With regard to twelve-month faculty, if a faculty member has no Friday classes and completes his or her equivalent workweek in four (4) ten-hour days, a full-day absence for vacation or sick leave will be counted as ten (10) hours.
- For partial-day absences, it is appropriate to refer to the faculty member's schedule on file in the School office to determine how much leave to report. If the absence coincides with a time in which the faculty member's schedule indicates he or she is on campus or is performing or available to perform any college-related work, the faculty member should report leave for the equivalent number of hours missed from his or her schedule for that day. If the faculty member failed to provide a daily schedule at the beginning of the semester, the number of hours to be reported will be determined by the School Dean.

VII. PROFESSIONAL DEVELOPMENT

The Board of Regents of the University System of Georgia is committed to the continued professional growth and development of System personnel. The College of Coastal Georgia encourages its faculty, staff, and administrators to participate in development activities and study. Board Policy 803.16, Faculty Development, directs that each institution will establish faculty development plans which shall emphasize enhancement of scholarship, especially teaching, as a major goal. Faculty members may review the following Board of Regents Policies regarding professional development opportunities:

- Policy 802.0804 – Educational and Professional Leave
- Policy 802.18 – Career Development
- Policy 802.20 – Tuition Assistance Program
- Policy 803.1407 – Employee Auditing of Courses
- Policy 803.14 – Faculty Development

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

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 practice for faculty development (BOR Academic Affairs Handbook) to inform faculty of opportunities, empower them to stay current, and reward them for enhancing their skills. The program should be goal-driven, include a mechanism to evaluate 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.

VIII. TUITION ASSISTANCE PROGRAM

Faculty, staff, and administrators who have been employed at least six months in a benefits-eligible position at the College of Coastal Georgia may be eligible to participate in the Tuition Assistance Program (TAP). Tuition remission is available for attendance at University System of Georgia institutions.

Under the TAP Program, courses must be taken on a space available basis, and student status is secondary to employee status. Employees may enroll in up to eight academic semester credit hours for each of the three designated semester periods, provided space is available in the classes selected.

Persons interested in the Tuition Assistance Program should contact the CCGA Human Resources Office and review the information available on the USG website in Section 802.20 of the BOR Policy Manual and in the Employment/Employee Benefits section accessed through the USG home page. Questions regarding this policy may be directed to the Director of Human Resources.

IX. PROFESSIONAL MEETINGS

Each faculty member is encouraged to participate in professional organizations in his or her field. A travel budget has been established in the academic schools to enable a limited number of faculty members to attend professional meetings. The travel budget is also designed to enable the institution to be represented on system-wide committees within the University System. In addition, the College of Coastal Georgia Foundation funds are allocated annually for support of professional development activities and are administered by the Faculty Development Committee and the VPAA.

To qualify for any of these travel allowances and to be reimbursed for travel expenses, each faculty member must have completed a Travel Authorization Form and be approved by the School Dean, the VPAA, and the Vice President for Business Affairs. The Prior Approval to Travel must include:

- (1) a statement of the purpose and date(s) of the trip
- (2) an explanation of arrangements made to cover the faculty member's classes
- (3) projected expenses

When the faculty member returns, he or she will give a report of the meeting/conference attended to the school or department, or, if appropriate, to a larger group of the faculty.

Each faculty member must become familiar with the University System's and the College of Coastal Georgia's policies governing state travel. This information is provided by the Vice President for Business Affairs' Office and is found on the website. Upon his or her return, the faculty member must submit a travel expense statement to receive reimbursement for authorized travel.

X. TRAVEL TO INSTRUCTIONAL SITES

Under certain circumstances faculty and staff are entitled to mileage reimbursement for travel to various off-campus instructional locations. Part-time faculty members are eligible for mileage reimbursement depending on the location where they teach. The current guidelines for travel to instructional sites are found on the website. Any questions on interpreting these guidelines should be addressed to the Business Office.

XI. PUBLIC RELATIONS

Faculty members are among the best public relations representatives of the college. They are encouraged to participate in civic affairs and to make contributions to community life in every possible way. All proposed news releases and advertisements must be released through the Institutional Advancement Office. A publicity request form is available on the faculty/staff network drive and in paper copy from school offices. This form may be used to specify when and where news and/or advertisements should be disseminated.

XII. FUND RAISING

The Institutional Advancement Office must be informed in advance about all planned fund raising activities by student organizations, academic programs, offices or schools, or other groups or activities on campus. Student organizations must have the approval of the Director of Student Life prior to initiating any fund raising activities. Any fund raising that might involve solicitations from external community members or businesses must be approved by the Vice President for Advancement.

XIII. OUTSIDE ACTIVITIES

An employee of the University System should avoid actual or apparent conflict of interests between his or her college obligations and his or her outside activities. (See Policy on "Conflicts of Interest" below in this section.) It is possible for a full-time faculty member to engage in outside employment, consulting, and certain political activities under certain circumstances, with the approval of the College.

Requests for approval to conduct outside activities may be denied should such activity: (1) involve the use of College resources or facilities for private purposes or personal gain; (2) create a conflict of interest with the College; or (3) entail liability or responsibility on the part of the College.

A. Outside Employment and Consulting Work:

1. An employee 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, administrators, and other professional staff employed by the College 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: (a) is a means of personal professional development; (b) serves the community, state, or nation; (c) is consistent with the objectives of the institution.
4. For all activities, except single-occasion unpaid activities, the employees shall report in writing through official channels the proposed arrangements and secure the approval of the President and immediate supervisors prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.
5. Recognizing that teaching, scholarship, and service are the primary responsibilities of faculty members, 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.
6. Reimbursement to the College for use of college personnel, facilities, equipment and/or materials will be included in the indirect cost/overhead charges for all consulting/training activities conducted in cooperation with the Center for Professional Development and Lifelong Learning. Faculty involved in consulting/training efforts conducted independently of the College, but using college personnel or physical resources, should confer with the Vice President for Business Affairs to determine what, if any, reimbursement to the College is appropriate for use of college resources related in that activity.
7. For purposes of this policy, conflict of interest shall be defined to include outside work for personal compensation involving: (1) the State of Georgia or any of its agencies, institutions, or subdivisions; (2) any private organization or consultant with

respect to any business done by it or him/her with any of the agencies described above; (3) a consultant or training service duplicating a service provided by the public service program of the College for any organization within the service area of the College; (4) compensation received directly by an employee from sources outside the College in connection with a college-sponsored activity.

8. No independent consultative activity will be undertaken for outside compensation if that activity might put the individual performing it in competition with the College or might tend to discredit the College or might create a conflict between the individual's duty to his or her College clients and to his or her private client, or might violate a relationship of trust between the College and one of its clients. When engaging in activities for outside compensation, the faculty or staff member will make it clear to his or her client and to those with whom the staff member deals directly that he or she is acting in a private capacity and not as a representative of the College and that the College is in no way responsible for the performance of the activity to which he or she has made the commitment

9. For College sponsored non-credit training or consultative activities, extra compensation may be paid when all four of the following conditions exist: (a) the work is carried in addition to a normal full load; (b) no qualified person is available to carry the work as part of his normal load; (c) the work produces sufficient income to be self-supporting; (4) the additional duties must not be so heavy as to interfere with the performance of regular duties. When extra compensation is paid, it shall be in line with compensation paid for performance of the employee's regular duties (BOR 803.1404) and in accordance with the approved College pay schedule for non-credit activities which is in effect at the time of training.

10. The provisions of the outside employment policy apply to all teaching done for other educational institutions, with the additional stipulation that the President of the other educational institution must request permission from the CCGA President for the services of the faculty member.

11. In seeking approval for other employment, a faculty member should submit the appropriate form for employment within or employment outside the University System, which can be found on the website.

B. Political Activities

Employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in 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, from the Board of Regents Policy Manual, Section 802.15.03 governing political activities, have been adopted by the College.

- Employees may not manage or take an active part in a political campaign which interferes with the performance of his or her college duties or services for which he or she receives compensation from the College;
- Employees may not hold elective political office at the state or federal level;
- 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;
- 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 person must resign prior to assuming office;
- 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.

XIV. CONFLICTS OF INTEREST

A. Gifts and Gratuities Prohibited

Employees 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.

An employee of the University System of Georgia 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 University System, campus policies, and Georgia law;
- Gifts to or from University System foundations or other separately incorporated, charitable entities.

B. Appearance of Conflicts of Interest

An employee shall make every reasonable effort to avoid even the appearance of a conflict of interest. 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 802.13 and institutional policies governing professional and outside activities.

C. Other Rules of Conduct

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.

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.

D. Violations

A violation of this policy may subject an employee to disciplinary action, including termination of employment

XV. COOPERATION IN INTERNAL INVESTIGATIONS

All faculty members shall cooperate to the fullest extent possible in any internal investigation conducted by CCGA when directed to do so by the VPAA or such other persons who have been given investigative authority by the President.

XVI. EMPLOYEE USE OF COLLEGE EQUIPMENT

Materials and equipment owned by the college must be available at all times for institutional use; therefore, no employee is permitted to remove college property from the campus for personal use.

XVII. EMPLOYEE PURCHASING

Employees shall not purchase goods or services for personal use through channels used in the purchase of goods and services for the operation of the institution.

XVIII. REPORTING A WORK-RELATED INJURY OR ILLNESS

All employees of the College of Coastal Georgia shall be covered under provisions of the Worker's Compensation Act. Any injury or illness suffered by the employee due to a work-related cause must be reported to the employee's supervisor and to the Human Resources Office as soon as possible, but no later than five (5) days from the date of injury or onset of illness. Campus police may be called to complete an investigative incident report if deemed necessary and appropriate, but notification to the Human Resources Office is still required. If the injury or illness requires medical attention, the employee must consult a physician from the list of physicians for this purpose. This list is available in Human Resources. Illness or injury deemed to be an emergency may be treated at an emergency facility, but follow-up treatment must be received from an approved physician on the posted workers' compensation panel of doctors.

From time to time the college sponsors intramurals and other activities designed to facilitate employee socialization. Participation in these activities is encouraged but not required. An injury or illness resulting from participation in voluntary activities may not be covered by workers compensation, but should still be reported to Human Resources. Usually, such medical bills should be filed with the employee's health insurance provider.

XIX. MAINTENANCE OF PERSONAL DATA

It is the faculty member's responsibility to promptly notify Human Resources and the Office of Academic Affairs of any changes in personal data such as changes in home address, telephone number, number and names of dependents, beneficiaries, and other such information. Changes in family status must be reported within 30 days, particularly if the employee has group health and life insurance coverage through the College. Persons who marry or divorce are reminded to consider whether or not tax withholding forms or beneficiary information should be updated.

A person whose name changes due to a change in marital status are required to request a new card from the Social Security Administration, and provide Human Resources evidence of the request. Employee personnel and payroll records will not be changed otherwise.

The employee's personnel file must contain the home telephone number regardless of whether it is published or unpublished. The employee's supervisor must be able to contact the faculty member in an emergency and for other reasons when needed.

SECTION FIVE (5)

STUDENT GUIDANCE AND SUPERVISION

I. ACADEMIC ADVISEMENT OF STUDENTS

The academic advisement program of the college is the responsibility of the VPAA, the School Deans, and the Advisement Committee. Each full-time faculty member is assigned a group of students to advise as a part of the normal faculty workload.

Advisement of students is an integral part of the educational program and is broader in scope than merely assisting students to schedule classes. The academic advisement program of the College of Coastal Georgia is based on a developmental approach which orients students to college life and assists students in the clarification of their life and career goals in the development of educational plans for the realization of these goals.

The faculty member advises the student using a personal development approach to assist in identifying goals and strategies. The advisor helps the student to develop his potential within the total context of the academic experience. To the best of his ability, the advisor assists the student with his academic curriculum, career plans, and when necessary he or she refers students to others with information or expertise desired by the student.

One of the faculty member's best opportunities for teaching is in the advising of students. Each faculty member should schedule specific hours in the daily schedule when he or she is available in his or her office for student conferences. The faculty member should indicate these hours on his or her daily work schedule, post them on the office door, inform the students in his or her classes of the times he or she is available to see them, and assure students of his or her strong interest in helping them. The faculty member should seek assistance from any administrative officer in the guidance of students and refer students to any officer from whom he or she thinks the student might receive help to meet particular needs.

The importance of academic advisement is stressed in the Board of Regents Policy Manual where it is stated that "Effective advisement shall be credited toward retention, tenure, and promotion... [and that it] should be a specific topic of faculty evaluation."

II. STUDENT AFFAIRS

The College of Coastal Georgia offers a variety of services to its students through Student Affairs. These include Admissions/Records, Financial Aid, Student Life, Student Services, which includes ADA Services and limited counseling services, Career Development, and Athletics.

Faculty members are encouraged to make students aware of the short-term personal, academic, career, and diversity counseling services available. College students often feel stressed, confused, and anxious, which can affect their academic performance. Student Affairs offers students the opportunity to receive counseling services through counselors with advanced

graduate training to help students increase their sense of well-being and enhance learning at the College of Coastal Georgia. Counselors provide confidential short-term personal counseling and referrals to community agencies for intensive personal counseling. In addition, each semester Student Affairs sponsors a series of personal development and academic skills workshops for students as well as coordinates all institutionally-required testing.

Student Affairs personnel also provide assistance to students with learning, physical and/or medical disabilities. This assistance includes institutional and University System approved accommodations for disabled students, serving as liaisons to faculty, and providing assistance to faculty regarding academic support to students with disabilities.

Career Development for prospective students, enrolled students, alumni, and community members also is provided. Assistance is provided to students in gaining an understanding of themselves and in making rational career decisions. In addition, assistance with developing resumes and interview skills is provided as well as support in job placement following graduation.

III. OFF-CAMPUS ACTIVITIES

The following procedure shall govern all college-sponsored, off-campus trips and meetings including field trips, trips to athletic events, club meetings, and social events:

1. Each event must be authorized in writing by the chairperson of the appropriate school or the appropriate administrative officer.
2. Each event must be attended by one or more faculty members or administrative officers (the number to be designated by the authorizing person) who will assume the responsibility for the actions of the group.
3. Student signatures must be obtained on permission forms.
4. Events that require students to be absent from classes should be avoided. However, when there is no alternative, the sponsoring faculty member should make clear to the students before each event that each student must bear the full responsibility for work missed during each absence.
5. Off-campus social events sponsored by the college or any organization connected with the college must be approved by the Office of Student Affairs.
6. Any event that involves the collection of, the expenditure of, or any obligation for funds not already allocated in the college budget must be authorized by the Vice President for Business Affairs and, in some cases, the Director of Institutional Advancement.
7. Any event involving expenditure of student activity funds must be approved in advance by the Vice President for Student Affairs.

IV. DISCIPLINE PROCEDURE

As a responsible member of the college community, each faculty member should participate in enforcing the rules and regulations of the college in all situations. When a rule violation is observed in a college-sponsored activity on or off campus, or if conduct is observed on the part of a student that is likely to reflect unfavorably on the individual student, the student body, or the image of the college, the infraction should be reported to the Vice President for Student Affairs. If the violation occurs in a classroom situation, the instructor of the class may impose a penalty on the student appropriate for the offense or refer the violation to the Vice President for Student Affairs. However, faculty members are encouraged to make the Vice President for Student Affairs aware of student discipline issues in the classroom so that he or she can assist should the behavior continue.

Faculty members are encouraged to read and review the Student Handbook and to become familiar with the student conduct section.

V. SERVICES FOR STUDENTS WITH DISABILITIES

The Office of Disability Services coordinates and provides a variety of services for students with physical and learning disabilities. Our aim is to ensure that students with disabilities have equal access to all programs offered at College of Coastal Georgia.

To qualify for services, students must self disclose by filling out a Voluntary Disclosure Form (available in the Registrar's Office, the Office of Disability Services, and the Camden Center). Students must provide documentation of their disability from a qualified health professional. CCGA does not offer separate classes for students with disabilities. Through the assistance of the Office of Disability Services and other support services on campus, CCGA strives to provide a quality educational experience for all qualified students with disabilities.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that post-secondary institutions provide reasonable accommodations to otherwise qualified students with disabilities to ensure that they have equal access to course content and equal opportunity to demonstrate that they have mastered the material. Students with disabilities must meet all admission requirements and academic standards. Disability is defined as a physical or mental impairment that substantially limits one or more major life activities and may include learning disability, ADHD, acquired brain injury, psychological disorders and pervasive developmental disorders, sensory impairment, mobility impairment and chronic medical illness.

The University System of Georgia sets standards for documentation of disability. The Regents' Center for Learning Disorders at Georgia Southern University is one of three regional centers created by the University System of Georgia to assist disability service offices at institutions in the southern part of the state. RCLD staff review documentation of learning disability, ADHD, acquired brain injury, and psychological disorders and pervasive developmental disorders to ensure that it meets system requirements and approve accommodations. The RCLD also provides comprehensive psycho-educational assessments to students for a fee.

Students who need additional information should contact the Director of Counseling and Student Support, located in the Student Affairs Office on the 2nd floor of the Andrews Student Services Building, Room 64. The phone number is (912) 279- 5803/5802. Toll free number is 1-800-675-7235. Camden students may get information from the Student Services Coordinator. The phone number is (912) 510-3319.

Available Accommodations

The most frequently used accommodations are:

- Extra time on tests
- Low distraction test room
- Use of word processor with spell-check for essay exams
- Use of calculator for math exams
- Permission to tape record lectures
- Assistance finding a volunteer note taker in class
- Enlargement of printed materials
- Books on tape or read-aloud CDs
- Assistive listening devices
- Relocation of inaccessible classrooms
- Priority seating in front of class
- Special desk
- Access to adaptive technology

Accommodations vary with the type of disability and the student's individual accommodation needs. The college provides accommodations to the student at no charge. Accommodations must be supported by appropriate disability documentation. Accommodations do not provide a guarantee of academic success, only equal access.

All students who have been approved for accommodations receive an Accommodation Letter. The Accommodation Letter outlines the student's approved accommodations.

Procedure for Receiving Academic Accommodations

Student Responsibilities:

- Self-identify to the Office of Disability Services (ODS).
- Provide current, sufficient documentation of the disability that meets Board of Regents standards for documentation. ODS can make referrals to assist with obtaining documentation.
- Participate in an intake interview with ODS.
- Pick up Accommodation Letter from ODS at the beginning of each semester.
- Make an appointment with your instructor to discuss classroom accommodations.
- Give instructor the Accommodation Letter.
- If you receive test accommodations, discuss and decide how tests will be handled for each class.

- Return the signed Faculty Academic Accommodation Form to ODS.
- Coordinate testing with ODS.

Faculty Responsibilities:

- Understand that campus compliance with the ADA is a shared responsibility.
- Understand that some students are uncomfortable discussing their disabilities. Be respectful and keep the information confidential.
- Carefully read the Accommodation Letter and sign the Faculty Academic Accommodation Form.
- Keep your copy of the Accommodation Letter.
- If a student approaches you and requests accommodations for a disability, but does not have an Accommodation Letter from ODS, refer them to ODS.
- Add a disability statement to your class syllabus.

Handling Testing Accommodations:

- Faculty should review the Accommodation Letter with the student. If the student needs testing accommodations, discuss how the tests will be handled. If instructors want to provide classroom test accommodations they may, ODS encourages problem solving.
- If the student needs test accommodations that an instructor can't provide, ODS can administer the test.
- A Test Accommodations Form, provided by the student, should be completed. Include specific directions such as how the test will be received by ODS and returned to you. Include a list of any approved materials that can be used, such as formula sheets, calculator, periodic table, etc.
- The student is responsible for returning the Test Accommodations Form to ODS to schedule testing.

VI. COUNSELING SERVICES

A Licensed Professional Counselor is available for personal counseling at no cost to CCGA students enrolled in 4 or more credit hours of study. Counseling may assist students to develop personal awareness and coping skills to manage life challenges that are interfering with their ability to be academically successful. Personal counseling may cover a wide range of issues and may be brief or longer term in length. Typical counseling goals may include: controlling test anxiety, coping with depression, or managing relationship difficulties.

Appointments are encouraged, but not necessary. To make an appointment, students should call (912) 279-5803/5802/5806 or in the Andrews Building, Room 64.

SECTION SIX (6)

SERVICES AND SUPPLIES

I. CLERICAL SUPPORT

School Coordinators and Assistants are employed to assist the faculty in college-related work. School Coordinators/Assistants are assigned specifically to each of the schools. Clerical support positions are under the supervision of the respective School Deans, and they perform the clerical work of the School Dean and the faculty members within the respective schools/departments.

To provide the most efficient service for the faculty, the faculty clerical support positions are instructed to complete work requests according to the following priority system:

1. Materials directly related to classroom instruction including examinations, syllabi, bibliographies, assignments, course outlines, reproductions of various materials for classroom distribution, and other similar items.
2. Reports related to faculty activities including minutes of committee meetings, requisitions, travel authorizations, monthly and annual reports, and other similar matters.
3. Correspondence directly related to college and professional responsibilities of the faculty.
4. Studies made for college projects such as accreditation reports, proposals for new facilities, and other similar items.
5. Brief announcements or instruction material for faculty sponsors of student organizations. Extensive projects designed for student organizations, involving several pages or multiple copies, should be submitted to the Student Affairs Office.
6. Copy for articles or research papers for publication or presentation to professional societies.

School Coordinators and Assistants should not accept work from anyone other than members of the Corps of Instruction, their respective Dean or the VPAA.

The academic year operation imposes a very heavy work load on the clerical support positions during the weeks preceding the first week of the semester, mid-term, and the final examination period. To secure the best clerical assistance the following guidelines should be followed:

1. All projects should be submitted to the School Coordinators or Assistants with complete instructions.
2. Items of priority 1 and 2 should be submitted at least two days before needed, and one week in advance during the three weeks mentioned in the preceding paragraph. Items of lower priority will be completed when time allows.

3. Each faculty member should proofread copy that contains technical or complicated information. School Coordinators or Assistants should not be expected to be responsible for this kind of information.

4. Complex diagrams or charts should be given in a form that can be typed easily and reproduced by the copier.

Generally, work is done on a first-come, first-served basis. However, unscheduled and unexpected work may be given priority when necessary. The respective School Deans will determine individual priorities when needed.

II. SUPPLIES FOR OFFICE AND CLASSROOM

Faculty members should consult with their School Dean concerning their need for equipment and supplies.

Small items such as paper, stationery, file folders, pencils, pads, ballpoint pens, etc., may be secured by faculty members through the respective school offices. Supplies used in duplicating classroom materials, tests, syllabi, bibliographies, course outlines, etc., are provided by the School Coordinators/Assistants and charged against the school budget.

Supplies for personal projects including graduate theses cannot be provided by the college. These materials may be purchased by the faculty members through the bookstore or some other outlet.

III. SUPPLIES AND EQUIPMENT REQUISITIONS

It is very important for all college personnel to realize that the only office of the College of authorized to make purchases and/or to commit the college to any financial obligation whatsoever is the office of the Vice President for Business Affairs. Unauthorized purchases made by faculty members will not be reimbursed. The purchasing manual located in the school offices addresses proper purchasing procedures.

Requests for supplies and equipment should be typed on the "Purchase Requisition" and submitted to the Procurement Office as far in advance of need as possible. Items to be purchased through the State Department of Administrative Services (Purchasing Department) should be given at least a sixty-day lead time. All purchase requisitions must be approved by the appropriate supervisor(s).

Schools should attempt to have orders for academic needs placed as early in the academic year as is feasible. This will enable the Business Office to prepare budget amendments if necessary and to insure spending of budgeted funds by the end of the fiscal year.

IV. PRINTING REQUESTS

Requests for institutional printing and central duplicating should be submitted to the Central Duplicating Department on the "Request for Printing Form" as far in advance of need as possible. Central Duplicating will determine the best method of filling the request and the requesting school will be charged at cost. Central Duplicating supports all copyright laws and will not be party to any attempt at willful infringement of these laws. The Central Duplicating personnel will consult the Director of Learning Resources for a non-legal, but studied opinion, when reproduction of particular materials is in question.

V. MAIL SERVICE

Incoming mail will be delivered to the Administration Building and placed in school mailboxes located in the lobby. Each school will distribute mail to faculty mailboxes located in their respective buildings. Large items will be delivered to the school coordinator or assistant and may be picked up there. Outgoing mail should be placed in the mail drop in the Administration Building prior to 3:00 p.m. each day.

VI. USE OF COLLEGE FACILITIES (By outside individuals or groups)

Permission to use college facilities for any events and activities other than regular academic and established programs of the college must be secured through the Office of Center for Professional Development and Lifelong Learning using the "Facilities Use Request" form (website – www.ccga.edu) and approved by the Vice President for Business Affairs. In most instances, approval for outside groups to use the College of Coastal Georgia facilities will be contingent upon the willingness of a College of Coastal Georgia faculty member to sponsor the event. Such events must be recorded in FS Direct (facilities scheduling software) for inclusion on the central calendar and to request support from Plant Operations, Campus Police, and other college offices.

VII. SCHEDULING COLLEGE FACILITIES (For use by college personnel)

If meetings other than regularly scheduled classes and instructional activities are to be scheduled in classroom (instructional) facilities or use of the Howard Coffin Gymnasium and/or athletic facilities is requested, room assignments must be cleared in advance through the Office of the Vice President of Academic Affairs. Events to be scheduled in the Student Activities Center must be cleared through the Office of the Director of Student Life. Requests to use the small President's Conference Room or the President's Conference Room must be cleared through the Office of the President. Use of the Information Commons should be cleared with the Director of Library Services.

VIII. CALENDAR OF CAMPUS EVENTS AND ACTIVITIES

A central college calendar is maintained in FS Direct. All School Deans, activity sponsors, and others responsible for meetings or events occurring in non-academic spaces are required to use FS Direct to reserve space and to request support services. Please contact school/department or the Vice President for Business Affairs for further details.

IX. FACULTY PARKING AND AUTO DECALS

The Business Office furnishes each faculty member with an automobile identification decal at no cost. These decals are issued for the use of the faculty member only. Each faculty member is requested to keep his or her automobile registration card current in the Business Office. The decals are to be placed and be visible from the rear of the vehicle and should be removed when the car is sold or traded. New decals are issued every year.

Faculty members are expected to observe all driving and parking regulations and to practice safe driving habits. Flagrant or habitual violation of campus driving and parking regulations can lead to disciplinary action. Faculty members should utilize the large student lot behind the Andrews Center for Student Services or parking facilities near the Howard Coffin Gymnasium rather than the short-term or visitor spaces.

X. OTHER SERVICES

Campus Newsletter - The Office of Institutional Advancement publishes a campus newsletter entitled The Campus Connection. Employees are expected to read the newsletter/calendar to stay informed. Individuals who wish to submit a news item or publicize an event must submit the information to the Advancement Office at least one week in advance.

Credit Union – College employees are eligible to become members of the State Employees Credit Union. Contact the Human Resources Office for further information.

Direct Deposit – Employees are required to have their pay deposited directly into their bank accounts by providing written authorization to the CCGA Payroll Office or by signing up for direct deposit through employee self-service accessed via the CCGA website.

Discounts/Mariner's Mates - Occasional discounts for theme parks, restaurants, lodging, eyeglasses, and other incidentals or services are available to employees of the College of Coastal Georgia. The Human Resources Office maintains a supply of discount coupons and promotional materials. Employees are encouraged to stop by and pick up items of interest.

Identification Cards - All regular employees (more than half-time and not temporary) should have a valid college employee identification card. This card is processed in the Information Commons. The card will contain the employee's name, photograph, and college ID number and will also serve as the employee's college Information Commons' card. This card is required for use of college facilities and for admission and/or discounts to certain campus events. If employment ceases, the card must be surrendered to the Human Resources Office or to the Business Office Cashier when the last paycheck is rendered.

Office/Building Keys - Office and building keys are issued by Plant Operations with the authorization of the employee's supervisor. An employee must sign a release at the Plant Operations Office before picking up a key. This key becomes the responsibility of the employee and may not be duplicated, loaned, or transferred to another individual. The key must be surrendered to the Plant Operations Office if no longer needed or if employment ceases.

SECTION SEVEN (7)

I. GENERAL PERSONNEL POLICIES, LEAVE, AND BENEFITS

The following general policies on personnel, leave, and benefits apply to faculty, administrators, and staff. The source for most of the policies and procedures in this section is Section 800 of the Board of Regents Policy Manual and the Human Resources Administrative Practices Manual (HRAP). Faculty members are encouraged to read the full contents of Section 800. All items in this section are subject to change in accordance with personnel policies adopted by the Board of Regents.

A. General Personnel Policies

Age Criteria

The employment of all persons under the age of 18 years of age shall be in compliance with the regulations of the U.S. Department of Labor and with applicable State law.

Employment of Relatives

1. The basic criteria for the appointment and promotion of employees at the College of Coastal Georgia shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents and the College of Coastal Georgia. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.
2. No individual shall be employed in a school, 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. 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 removed from such individual in any line of authority. Exceptions to this policy must be approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the College.
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.

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. The Human Resources Office should be consulted regarding the hiring of nonresident foreign nationals.

Employment of University System Retirees

When an individual retires from the University System of Georgia and is receiving benefits from the Teachers Retirement System, the Employees Retirement System, or the Regents' Optional Retirement Plan, he or she shall not be re-employed in any capacity by a University System institution unless all the following conditions are met:

1. The re-employment of a University System retiree must be approved by the Board of Regents;
2. A rehired retiree must have a minimum break of 30 days between the effective date of his or her retirement and the effective date of his or her re-employment;
3. The work commitment of a rehired retiree must be less than half-time; i.e., less than 50%;
4. The salary that is paid to a rehired retiree must be less than 50% of the annual benefit-base compensation amount that he or she was earning at the time of his or her retirement.
5. The salary that is paid to a rehired retiree must be consistent with his or her work commitment.

In addition, the institution and the retiree are obligated to report the employment to the Teachers Retirement System (TRS) of Georgia to assure that the retiree does not jeopardize his or her retirement benefits.

If a School Dean wishes to hire a University System retiree to teach, the School Dean must notify the Human Resources Director immediately so the appropriate permissions can be requested. The retiree cannot start to work until all notifications have been made to TRS.

The College of Coastal Georgia requires that:

1. A retired faculty member will be hired only on an as needed and a per course basis;
2. A retired faculty member will be paid according to the schedule for part-time faculty compensation;
3. Faculty members who are hired to teach beyond retirement will be welcome to but not required to participate in departmental, school and full faculty meetings. Such persons will not be eligible to be appointed to standing committees or councils.

Employment of Retirees of a Georgia Public School System

If a School Dean wishes to hire any other person who is receiving retirement benefits from the Teachers Retirement System of Georgia, such as a Georgia public school system retiree, the School Dean must notify the CCGA Human Resources Director. The institution and the retiree are obligated to report the employment to the Teachers Retirement System (TRS) of Georgia to assure that the retiree does not jeopardize his or her retirement benefits.

Garnishment of Pay

Employees who fail to meet their personal financial obligations cause discredit to the College. Repeated instances of default in payment, after appropriate counseling by the College, shall be considered sufficient grounds to terminate for cause. The College is authorized to withhold paychecks or deduct from paychecks amounts owed by employees of the College for any fine, fee, penalty or other financial obligation(s) to the College. Institutions shall report biannually to the Associate Vice Chancellor for Legal Affairs any garnishments on the wages of senior administrators and faculty.

Withholding of Pay

University System institutions are authorized, within the provisions of the law, to withhold paychecks or deduct from paychecks amounts owed by employees for any fine, fee, penalty, or other financial obligation(s) to the institution of employment.

Personnel Files

The Human Resources Office maintains the official personnel file on each employee except for faculty. Faculty files are maintained by the Office of Academic Affairs and contain the employee's Letter of Application, CV, official transcripts, performance evaluations, all documents related to tenure and promotion, and copies of contracts and letters of intent. The personnel file for other employees includes the employee's job application, performance evaluations, documentation of any personnel actions, documents verifying employment status and wages, and other employment-related records which should be part of the permanent file. The Human Resources Office does maintain a file for faculty that contains other employment related records. Personnel files are the property of CCGA and are maintained in a private, confidential manner with restricted access. No person shall have access to information from the files or records of an employee without the employee's consent unless such access or disclosure is: (1) necessary for the orderly conduct of personnel-related matters, (2) required by law, or (3) in response to a properly issued subpoena.

With reasonable advance notice, employees may review their own personnel files in the Human Resources Office or, in the case of faculty, in the Office of Academic Affairs in the presence of an individual who maintains the files. An employee may, at personal expense, copy or duplicate all or any portion of the personnel file during the review.

When the Human Resources Office or the Office of Academic Affairs receives “commendation letters” written about an employee’s noteworthy action or job performance, the letter shall be sent directly to the individual’s supervisor and a copy will be sent to the employee. The supervisor may wish to retain the letter indefinitely or until the next performance review, but such letters shall not be maintained in the personnel file.

Employment References

Agencies, companies, and others who desire to check the references of a current/former CCGA employee are to be directed to the Human Resources Office. Human Resources will verify dates of employment, position title, and salary. No other information will be disclosed unless the requesting party provides a signed consent from the affected individual or unless the request is made in accordance with the Open Records Policy and falls within the authorized release of information under the Open Records Act. If you, as a current or former CCGA employee, wish to use any other CCGA employee as a personal reference (such as a co-worker or a supervisor), the College is not responsible for the responses provided by the individual you named as a personal reference.

Furthermore, if you as a current CCGA employee are contacted by any agency or individual to provide an employment reference on another current or former CCGA employee, you (the employee providing the reference) are NOT authorized to provide an official statement on behalf of the College. If you choose to respond to the request for information, you are cautioned to provide facts only and to avoid providing your personal opinions.

Service Recognition Program

The Service Recognition Program at the College of Coastal Georgia exists to provide an annual service recognition ceremony recognizing continuous eligible service of employees and recognizes eligible retiring employees who separate from the College through the established retirement processes of the University System of Georgia.

Use of Computers

Technology resources (hardware and software) provided by the College of Coastal Georgia are made available to students, faculty, and staff as tools for enhancing and facilitating teaching, learning, scholarly research, communications, and the operation and administration of the institution. Uses which are not directly related to these purposes shall be considered secondary activities which may or may not be permissible under the College’s “Policies on Use of Computers.” Employees must read this policy, available on the CCGA Technology Services website, to be very clear on the acceptable uses of the College’s technology resources. The College recognizes that e-mail is an acceptable means of communicating both administrative and instructional information. The E-mail Identity and Visualability Policy is available on the college website. Since the computers, e-mail, and internet systems are intended for business use, the

College reserves the right to monitor the systems from time to time to ensure compliance with this policy. The College cannot guarantee the privacy of computer files, electronic mail, or other information stored or transmitted. It shall never be an acceptable use of the College's resources to download, view, copy, or retrieve materials that may be deemed, by the reasonable person standard, to be pornographic in nature.

Children on Campus

It is the general policy of the College that children are not permitted in classrooms or in the work environment and are not to be left unattended on campus. Employees should review the policy "Infants and Underage Children on the CCGA Campus."

Drug-Free Workplace

No employee of the College of Coastal Georgia may illegally engage in the manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol at the work place. Such activity will be considered a sufficient ground for a serious adverse personnel action, including dismissal from employment.

If an employee is convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, the employee must notify the Human Resources Director of the College of Coastal Georgia in writing of each conviction as soon as possible which must be within five (5) calendar days of the conviction.

Failure to comply with any part of this policy will result in serious adverse personnel action, including possible dismissal from employment.

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/her immediate supervisor or the Director of Human Resources that he/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 College's President, such employee shall be retained by the College for up to one (1) 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. The rights herein granted shall be available to a System employee only once during a five (5)-year period and shall not apply to any employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or a dangerous drug.

Please review Board policy 8.2.18 and contact the Director of Human Resources if you have any questions.

Workplace Violence

Violence or the threat of violence will not be tolerated on the CCGA campus. All threats, actual violence, or suspicious individuals or activities should be reported as soon as possible to Campus Police. Any person guilty of violence or suspected of potential violence will be promptly removed or asked to leave the premises by a Campus Police Officer. If the person asked to leave the campus is an employee of the College, the Campus Police Officer will notify the Human Resources Director of the incident as soon as possible.

Following a thorough investigation, if it is determined that an employee committed an act of violence, or demonstrates the potential for violence, the employee will likely be terminated with the provisions of due process.

Possession of firearms, weapons, and other dangerous and unauthorized devices or substances in or about CCGA facilities will not be tolerated. Possession of such items by unauthorized employees shall be grounds for termination.

Disruptive Behavior

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged and held on any campus of the University System is considered by the Board of Regents to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

Emergency Closing

The President of the College (or his or her designee) serves as the overall Emergency Director and is responsible for making the decision to close the college during any major emergency such as, but not limited to, inclement weather.

If the decision is made to close, persons who are actively at work at the time will be notified by their supervisor or another administrator. If time permits, supervisors will also attempt to telephone employees who are not actively at work to notify them not to come in. The closing will be announced very quickly through a variety of news media, including local television and radio stations. When possible, the specific dates of the closing will be given; however, it may not be possible to predict with certainty when the college will reopen, depending on the nature of the emergency. Therefore, when a specific reopening date has not been given, the reopening will also be announced through local radio and television stations. Employees are expected to check with local radio stations in the event they are not within the radio frequency to hear the announcement.

Hazardous Chemicals Protection

The State of Georgia enacted the "Public Employee Hazardous Chemical Protection and Right-to-Know Act of 1988" to protect you from the dangers of hazardous chemicals you may encounter in the workplace. CCGA requires all new employees to participate in a basic training program that provides information on hazardous chemicals that may be encountered in the workplace. Employees whose jobs involve the handling of hazardous chemicals must receive additional training in the safe use, storage, and disposal of the chemicals they use. If you believe you come in contact with hazardous chemicals and you have not been trained on proper use, storage and handling, please contact the Director of Campus Safety immediately.

Grievances, Complaints, or Disputes

(This policy is currently under review.) The procedure for filing a formal grievance is on the website. However, before filing a formal grievance or complaint, the party with a complaint should consider alternative methods of dispute resolution. Formal grievances usually result in a hearing in which both parties must spend a great deal of time preparing their statements, presenting witnesses and other data, and having a committee of peers and others decide the outcome. At the end of the process, one party "wins" and one party "loses" which may cause irreparable harm to the relationship. In addition, records of the proceedings are prepared and kept on file which limits full confidentiality regarding the dispute.

Alternative methods of dispute resolution may include (1) frank and open discussion between the parties to dispel any miscommunication which may have occurred; (2) determining the "issues" to be resolved and negotiating with each other to reach an acceptable conclusion; (3) or participating in a mediation session with an objective third party. The third option, mediation, has been highly successful in the corporate world and is becoming much more widely used in educational settings.

Mediation is a voluntary process in which an impartial third party facilitates communication and negotiation between the disputing parties in order to reach a mutually acceptable agreement. The mediator is a person who has no advance first-hand knowledge of the problem or any preconceived ideas of how the dispute should be settled. The College will provide an internal or external mediator, depending on the preference of the parties. Only those persons with prior experience and extensive training in mediation techniques are selected. The mediator does not maintain a record of the session--the only written document is the negotiated agreement which is given to both parties.

For more information on mediation or to request that a dispute be mediated, please contact the College's Director of Human Resources or stop by the Human Resources office located in the Administration Building.

Solicitations

Salespersons may not solicit business from employees on campus without permission from the Vice President for Business Affairs. If a salesperson should approach you, ask to see the authorization from the Vice President for Business Affairs. If none is provided, notify the Vice President for Business Affairs.

Employees may not hold raffles or sell anything on campus without approval of the Vice President for Business Affairs. Approval is also required to distribute advertising material or other printed matter.

This policy has not been strictly enforced in regard to the sale of such items as cosmetics and household products by employees to co-workers on off-duty hours. All involved in this practice should exercise common sense and good judgment.

B. HOLIDAYS AND LEAVE POLICIES

In each of the circumstances described in the leave policies below (except holidays), the faculty member must complete an electronic Leave Form in Employee Self-Service. The Office of Human Resources is responsible for the administration of the leave program. Annual leave and sick leave balances will appear on the employee's pay stub each month.

For a review of the process for requesting and reporting vacation and sick leave, faculty members should return to Section IV and review "Absence of Faculty Member" and "Reporting Sick Leave and Vacation."

Holidays

Each institution within the System shall establish twelve (12) official paid holidays each year for employees at the institution. These holidays shall be awarded in addition to earned vacation time. Holidays are announced in advance. Academic year faculty will observe only the holidays that occur during their regular work sessions. To receive holiday pay, a person must be in pay status (working or on paid leave) the day before or the day after the holiday. Holiday pay can never exceed 8 hours for one holiday.

A terminating employee shall not be paid for any official holidays occurring after the last working day of employment, except in the case of a person who is retiring effective January 1 and whose actual last day at work is the last business day before the Christmas holidays begin.

Vacation

Twelve-month full-time faculty members, including professional and administrative officers with academic rank and/or status, shall earn vacation at the rate of fourteen (14) hours per month. (Faculty members employed on an academic year basis do not earn vacation time.) Leave accruals are posted in the system after the last payroll of the month is run. New employees shall

accrue leave for the month in which they are hired if their first day of work was on or prior to the 15th of the month. Paid leave cannot be granted before it is earned.

The Payroll Office is responsible for updating leave taken and leave earned and a leave balance appears on the employee's pay stub each month. Generally, the leave balance is one month behind—i.e., leave activity is posted in the month after it occurs. Vacation shall be taken at times mutually acceptable to the employee and his or her supervisor. All working days taken off during the fiscal year and absences during academic calendar breaks shall be reported as vacation and recorded on institutional leave records.

Earned vacation may be accrued up to a maximum of forty-five (45) working days (360 hours) and employees shall be compensated for all accrued vacation time up to but not exceeding 360 hours upon termination of service from the University System of Georgia. The compensation shall be based on institutional leave records. Terminating employees shall not accrue leave in the last month of their employment unless their termination date is the last business day of the month and they are actively at work on the last business day of the month. A terminating employee shall not accrue vacation leave after the last working day of his or her employment.

Upon a move between University System institutions, with no break in service, an employee must transfer accrued vacation leave of between one (1) and twenty (20) days. For employees with accrued vacation leave of greater than 20 days (160 hours), the employee may elect one of the following options:

1. Transfer of the total accrued vacation balance, not to exceed 360 hours.
2. Payment by the institution from which the employee is moving of accrued vacation leave in excess of 160 hours. The total accrued vacation leave for which the employee may be paid shall not exceed 200 hours.

Faculty members changing from a fiscal year contract to an academic year contract shall be paid their accrued vacation time subject to the 360 hours maximum payment restriction upon termination of the fiscal year contract.

Sick Leave with Pay

The sick leave accrual rate for full-time faculty is 8 hours (one working day) per month. Sick leave shall be cumulative. Academic-year faculty will accrue sick leave in the summer if they teach eight (8) semester hours or more. Unused sick leave may be converted into service credit with the Teachers Retirement System (TRS) if the employee has at least 480 hours (60 days) of unused sick leave at the time of retirement and if the employee meets other eligibility criteria established by TRS. An employee who transfers to another institution within the University System shall be eligible to transfer all accumulated, unused sick leave.

A terminating employee shall not accrue sick leave or be entitled to use sick leave after the last working day of employment. An electronic leave form must be completed in Employee Self Service for all absences being charged against sick leave. Review “Reporting Sick Leave and Vacation” of this handbook for guidance on how to report increments of leave taken.

If an absence is expected to last longer than 5 days, a leave form must be submitted to the Human Resources Office by the 6th day. If the employee is unable to provide the leave form, the supervisor should submit it for the employee.

A physician’s statement is required for all absences due to illness that exceed five (5) consecutive working days to permit further claim of sick leave rights. A physician’s statement may be required at other times and for other reasons at the discretion of the Department or the Human Resources Office, such as when the employee requests a reduced workload or restriction/alterations to the work schedule.

Sick Leave may be granted at the discretion of the institution and the School/Department for an employee’s absence for any of the following reasons:

1. Illness or injury of the employee

If the employee is not able to return to work after the five days, a physician’s statement must be provided to include the physician’s estimation of how long the employee may be out of work. If the employee is not able to return to work at the expiration of the current certification, it is the employee’s responsibility to provide an updated medical certification. In addition, it is the employee’s responsibility to provide medical documentation if there are any limitations or restrictions conditioned on the employee’s return to work.

2. Medical and dental treatment or consultation

Sick leave may be claimed for the actual time necessary for the treatment or consultation. If the treatment or consultation is for a spouse, minor child, or elderly parent, such treatments or consultations may be claimed against sick leave when the employee’s presence is necessary. At the school’s discretion, supporting documentation may be required.

3. Quarantine due to a contagious illness in the employee's household

Supporting medical documentation will be required to substantiate the need for quarantine.

4. Illness or injury in the employee's immediate family requiring the employee's presence

If sick leave is requested for more than five (5) consecutive work days, a medical certification from the patient’s physician which certifies the need for the employee’s presence is required. However, the institution has the discretion to require supporting documentation at any time,

particularly if there are recurring or frequent absences involved. With this in mind, the following shall be a reasonable guide:

- a) The employee's presence may be necessary to care for the employee's young child in the event of the child's illness or injury.
- b) The employee's presence may be required for short periods in the event of the major illness or injury of the employee's minor child, unmarried child, spouse, or parent, to assist with the care of the individual during the recuperation period. In the event of a terminal illness or life-threatening injury of these same relatives, it may be reasonable to need longer periods of sick leave.
- c) In the event of a terminal illness or life-threatening injury of the employee's grandparent, parent-in-law, son-in-law, daughter-in-law, brother or sister, the institution may use discretion in allowing a minimal amount of sick leave per individual occurrence to provide emotional support and assistance to the family.

At the institution's discretion, for the situations described in (a), (b) and (c) above, the following persons may also be interpreted as immediate family: step-parent, step-child, or step-sibling, depending on the current nature of the relationship. In the event of the serious illness of a close friend or a family member not previously mentioned, the employee may request vacation, if available.

5. Death in the employee's immediate family

The employee may request paid sick leave (to be used as funeral leave) in the event of a death in the immediate family for the purpose of making arrangements for and/or traveling to and attending the funeral. For purposes of this policy, immediate family shall usually be defined as the employee's spouse, child, parent, brother, sister, grandparent, grandchild, parents-in-law, son-in-law, and daughter-in-law. At the discretion of the school/department, "immediate family" may also include a step-parent, step-child, or step-brother or step-sister, depending on the current nature of the relationship.

Sick leave for a funeral may be allowed for 1 - 5 consecutive work days, but it should not usually extend beyond the day after the funeral. The length of sick leave allowed shall be at the school/department's discretion and will be based on such factors as the time required for traveling, the relationship of the deceased to the employee, whether or not the employee is a decision-maker with regard to making the funeral arrangements, and any other factors the department deems relevant. The maximum amount of sick leave which may be granted is five (5) days. Any additional time desired may be granted as vacation, if applicable, at the discretion of the institution.

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, subject to the approval of the President. The employee must request the leave in writing through the employee's supervisor or the Human Resources Director, stating the length of the desired leave. The employee must also have his or her attending physician provide supporting medical certification to the Human Resources Office which confirms approximately how long the employee will be unable to work.

Some factors which may be considered in approving or denying the leave are: (1) how long the individual has been continuously employed (at CCGA or within the University System); (2) how long the employee has already been away from work, if applicable; (3) whether or not the employee is eligible for Family and Medical Leave not yet taken; and (4) whether or not the College can hold the employee's position until he or she is able to return.

If the President approves such leave, the employee has the right 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.

Disability due to pregnancy shall be considered as any other disability and appropriate sick leave provisions of these policies shall apply.

Family and Medical Leave (FML)

Any employee who has been employed on a half-time basis or greater for at least twelve months may be eligible, with supporting documentation, for twelve work weeks of family and medical leave during a twelve-month period commencing on the date the FML leave begins. Family and medical leave shall be unpaid leave; however, an employee is required to exhaust all sick and vacation time.

Family leave shall be granted to an eligible employee in the event of:

1. The employee's own serious health condition which renders him/her unable to perform the duties of the job (medical certification required).
2. The care of an immediate family member with a serious health condition.
3. The birth and care of a newborn child.
4. The legal placement of a child with the employee for adoption or foster care.

With certain exceptions, family and medical leave entitles the employee to be restored to the position held prior to going on family and medical leave or to an equivalent position with equivalent benefits and pay. Family and medical leave allows the employee to maintain his or her employee insurance benefits during the period of leave with institutional participation in the payment of premiums.

If the employee desires to use family and medical leave, he or she should seek advice from the Office of Human Resources, and complete a University System of Georgia Family and Medical Leave Request or provide other written notice of the desire for FML. However, the Human Resources Director may designate that an employee be placed on FML (if the employee is eligible) without the employee's express request.

An employee who is on FML is required to exhaust all sick and vacation time while on FML. FML runs concurrent with sick and vacation time. Once an employee has exhausted all sick and vacation time, the remainder of FML will be unpaid.

The employee has the right to appeal any decisions made by the employer regarding the use of Family and Medical Leave by following the steps outlined in the Grievance Procedures for the College of Coastal Georgia, or the employee may request a resolution of the problem through the College's Alternative Dispute Resolution Program.

A copy of the Family and Medical Leave Policy of the College of Coastal Georgia is available in the Human Resources Office or via the Administrative Policy Manual on the College's website.

Educational and Professional Leave

Leaves of absence with or without pay may be granted to professional personnel under the conditions specified in BOR Policy 8.2.7.4. The purpose of such leaves will be for scholarly work and encouraging professional development and will be for periods for up to one year. The President ordinarily should not approve a request for a leave with pay if the employee has not been employed at the College for at least three years, nor should the President ordinarily approve a leave with pay for a person in an academic position who has not already completed the requirements for a master's degree.

An individual must make a written request for a leave of absence. Recommendations for leaves of absence will originate in the department/school and must be endorsed by the appropriate Department Chair/Dean and the VPAA. All final decisions concerning leaves of absence are made by the President of the College. Leaves will not be granted unless:

1. There is a clear statement of educational objectives showing a reasonable likelihood for success during the term of the leave of absence; and
2. Arrangements are made in advance to provide for instructional and other duties during the faculty member's absence.

Specific dates for the leave must be included in the request and should be made as far in advance as possible. Before being granted a leave with pay, a faculty member will be required to sign an agreement indicating that:

- for a leave with pay of less than one year, he or she will return to the institution at the termination of the leave for a period of at least one year;
- for a one-year leave with pay, he or she will return to the institution at the termination of the leave for a period of at least two years;
- if he or she does not return to the institution for the full amount of time specified in the agreement, he or she 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.

Persons approved for an Educational/Professional leave of absence shall be allowed to continue group insurance benefits with institutional participation in the premiums.

No leaves of absence will be granted to USG retirees and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the USG.

Military Leave With Pay

1. 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, performed for a period or periods not exceeding a total of 30 days in any one calendar year, shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee. A copy of the military orders must be provided to the Human Resources Office.

2. 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 eighteen (18) work days in any one federal fiscal year and not exceeding eighteen (18) work days in any one continuous period of absence (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 to the Human Resources Office a copy of his or her orders to active duty.

3. 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 thirty (30) days in any one federal fiscal year and not exceeding 30 days in any one continuous period of such State active duty service.

4. Payment of Annual Leave

After an employee has exhausted his or her paid military leave, the College may pay the employee for his or her accumulated vacation.

Miscellaneous Leave

1. Court Duty. Court duty leave with pay shall be granted regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court. A copy of the official orders must be attached to the Leave Form.

2. Voting. Employees 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, the College should grant the employee a two-hour block of time in which to vote, if needed.

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, 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. , A personal leave of absence shall usually be considered only for persons with a minimum of three (3) years continuous full-time employment at CCGA.

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 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 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 a 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.

6. Other Leave. In the event of inclement weather or any emergency which requires the College to close its normal operations, the President may declare leave with or without pay. Paid leave for emergency closings shall be considered only for benefits-eligible employees. Persons who are already approved to be out on other leave (either paid or unpaid) which coincides with the entire period of the closing will continue on the approved leave as scheduled. Paid Emergency Leave shall not be granted to any individual after the campus is reopened. (See “Emergency Closing” above.)

C. Insurance, Retirement, and Other Benefits

Group Health Insurance

CCGA provides the opportunity for health insurance to regular employees who work half-time or more. Health insurance coverage is available at the level of employee only, employee plus spouse, employee plus child, or family. The employee may choose between the PPO (preferred provider organization), or HSA (health savings account)PPO. Employees who choose health insurance coverage, pay a small percentage of the premium cost and the College contributes the major percentage of the premium cost. The employee’s share is deducted from the pay check on a pre-tax basis. Upon employment, an employee may enroll within 30 days. Otherwise, an employee may enroll during the annual open enrollment period. Changes in coverage due to family status or employment status may be possible during the year, but the employee must complete a change request form in the Human Resources Office within 30 days of when the triggering event occurred. A description of the health plan coverage is available in the Human Resources Office.

It is the employee’s responsibility to notify the Human Resources Office within 30 days when a dependent is no longer eligible for coverage. By law, the HR Office must notify the dependent of his or her eligibility to continue the coverage.

Group Dental Insurance

Group dental insurance is available to regular employees working half-time or more. These benefits are also available to the employee’s eligible dependents. The employee and his or her eligible dependents, if any, must enroll in the plan within the first 30 days of employment. If the employee does not enroll within the first 30 days of employment, he or she will have limited opportunities for future open enrollment based on the discretion of the University System. If the employee later acquires a newly eligible dependent, the employee may add the dependent to the dental plan within 30 days of the qualifying event. The employee pays the full cost of the monthly premium with pre-tax dollars. A description of the dental plan coverage is available in the Human Resources Office.

It is the employee's responsibility to notify the Human Resources Office within 30 days when a dependent is no longer eligible for coverage. By law, the HR Office must notify the dependent of his or her eligibility to continue the coverage.

Group Life Insurance

Group life insurance, with accidental death and dismemberment coverage, is available to regular employees who work one-half time or more. The College of Coastal Georgia pays the premium on basic life insurance coverage of \$25,000. This amount of insurance, designated "basic life insurance," and the premium rates, are established by the Board of Regents.

In addition, "supplemental life insurance" is available for employees who choose to enroll and pay the premiums. The amount of Supplemental Life coverage that may be selected is an amount equivalent to 1, 2, or 3 times the amount of the employee's base annual salary. The employee may also elect to enroll in and pay premiums for "dependent life insurance." Dependent life insurance will cover the employee's eligible dependents in an amount up to \$10,000. There shall be no employer contribution to supplemental life or dependent life insurance premiums.

Upon separation from employment, employees are eligible to convert the group life insurance on themselves to a private policy if they apply within 30 days of when their group coverage ends. A plan booklet is available in the Human Resources Office.

Long-Term Disability Insurance

CCGA makes available an optional long term disability protection plan to provide a monthly income should the employee become totally disabled while employed by CCGA. This plan is available to regular employees who work one-half time or more and the employee pays the full cost of the premium. This is a voluntary plan with all premiums paid by the employee. A plan booklet is available in the Human Resources Office.

Other Insurance

Other types of group insurance protection may be available from time to time depending upon employee demand and participation. The total cost of any additional insurance must be paid by the employee. Booklets explaining the policies shall be given to each eligible employee by the Human Resources Office.

Insurance for Retirees of the University System of Georgia

Employees of the University System who immediately retire from the University System under the criteria established by the Teachers Retirement System (even though they may not be members of the Teacher Retirement System) shall remain eligible to continue as members of the basic and dependent group life and health insurance plans (including dental). In order to qualify for this benefit, the retiring employee must have ten (10) years of continuous service to the State

of Georgia of which the final two (2) years of such continuous service must have been to the University System of Georgia.

To be eligible to continue Supplemental Life Insurance into retirement, there are varying criteria which must be met, as explained in the group life insurance plan booklet.

The University System shall continue to pay its portion of the cost of group insurance for retired career employees. The retiree will receive a bill from ADP, our third party provider, for their portion of the insurance.

If a retiree dies, the retiree's eligible dependents may continue in the group health, dental and dependent life plans. The spouse may remain covered for life, except in the event of remarriage. The dependent children may remain in the group until they become eligible for another group plan or until they reach the maximum age of eligibility.

Insurance Upon Death or Disability

If an employee dies or becomes disabled during active service, the University System provides varying health and life benefits for the employee's dependents, depending on the employee's length of service. The Human Resources Office has more information.

Health and/or Dental Insurance Benefits Upon Termination (COBRA)

Health and/or dental insurance benefits terminate on the last day of the month in which the employee worked. Employees who resign or are non-renewed may be eligible to continue the health and dental insurance plans for themselves and their dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If coverage is continued under COBRA, the employee is liable for the full cost of the insurance premiums (including the employer share) plus a 2% administrative fee. The full description of your COBRA rights appears in the plan booklets for health insurance and dental insurance. After an employee's last day of work, the employee will receive a packet in the mail from ADP explaining the COBRA process. This information will include the price to continue coverage, how to elect coverage and how to remit payments. No payments for COBRA can be accepted directly by the College. Any questions regarding COBRA coverage should be directed to the ADP COBRA Hotline.

Tax-Savings Plans

Section 125 Plan

Section 125 of the Internal Revenue Code authorizes University System institutions to withhold employee premiums for health and dental plans on a "before-tax" basis. Allowing premiums to be paid with "before-tax" dollars means you will pay no federal, state, or social security taxes on the premium amounts that are withheld. This will enable you to take home more pay now.

Flexible Spending Accounts

The College provides benefits-eligible employees the opportunity to participate in a Medical Flexible Spending Account and/or a Dependent Care Flexible Spending Account. These accounts allow the employee to designate money to be withheld from pay on a before-tax basis to pay for certain medical and dependent care expenses. The money that is withheld is not subject to federal, state, or social security taxes. When the employee spends money on the covered items, he or she will submit a claim to the Human Resources Office to be reimbursed from the spending account. This is an excellent way to reduce your taxable income. However, under IRS rules, any money left in your account(s) at the end of the plan year and not claimed during the following three-month grace period is forfeited. More details are available in the Human Resources Office.

Health Saving Accounts

The College provides benefit-eligible employees who are enrolled in the HSA PPO medical plan the opportunity to participate in a Health Savings Account. This account allows an employee to designate money to be withheld from pay on a before-tax basis to pay for certain medical care expenses. The money that is withheld is not subject to federal, state, FICA or social security taxes. The employee will be responsible for opening their own Health Savings Account through a vendor provided by the College. If the employee chooses to use a different bank, the money deducted from their check will be on an after-tax basis. As long as an employee is enrolled in a HSA PPO medical plan, they can contribute money to a Health Savings Account. More details are available in the Human Resources Office.

Annuity Programs/Deferred Compensation Programs

Under the provisions of Internal Revenue Code, Section 403(b) and Section 457(b), the College of Coastal Georgia offers the opportunity to participate in a 403(b) tax-sheltered annuity plan and/or a 457(b) deferred compensation plan. The College does not act as an advisor for either of these programs. Persons who desire general advice about either should contact a tax consultant or professional retirement planner, or contact the authorized representative of the companies who offer these plans through the College.

For a 403(b) plan, the College has contracted with three companies to provide service to CCGA employees. Those presently under contract are: VALIC, Fidelity Investments, and TIAA-CREF.

The companies currently under contract for setting up a 457(b) plan are TIAA-CREF and VALIC. Please contact the Human Resources Office if you would like the telephone numbers of each company.

Worker's Compensation Benefits

All employees of the College of Coastal Georgia shall be covered under the provisions of the Worker's Compensation Act. Any injury or illness suffered by the employee due to a work-related cause must be reported to the employee's supervisor and to the Human Resources Office

as soon as possible, within thirty (30) days of the date of injury or onset of illness. Faculty should refer to Section IV, “Reporting a Work-related Injury or Illness” to review the employee’s responsibilities in reporting injuries and receiving treatment.

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 employees of the College of Coastal Georgia except those specifically excluded under the agreements with the Employees' Retirement System providing coverage.

Under agreement between the Employees' Retirement System of Georgia and the Board of Regents, 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 are 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 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.

Unemployment Compensation

Under certain circumstances, employees who separate from employment with the College may be eligible to draw unemployment compensation benefits under the provisions of the Georgia Employment Security Law. Eligibility for unemployment benefits is determined by the Department of Labor and is based in part on the circumstances surrounding the employee’s separation.

Retirement

It is the policy of the Board of Regents to provide for the retirement of eligible employees either through the Teachers Retirement System of Georgia or the Regents' Optional Retirement Plan (ORP). All faculty and FLSA exempt categorized employees are eligible for the Regent’s Retirement Plan (ORP).

All employees of the University System who are subject to the provisions of the Teachers Retirement Law are subject also to the rules, regulations and policies of the Teachers Retirement System regarding permissive retirement.

Persons who formerly worked for a State agency in Georgia and who are vested members of the Employees Retirement System of Georgia may be eligible to remain a member of the ERS when they come to work in a full-time position at CCGA or any other University System institution. Certain restrictions apply, however. Contact the CCGA Human Resources Office if you need more information.

Persons who work at CCGA who are not eligible to participate in Social Security (i.e., persons who are not benefits-eligible) may be eligible to be a member of the Georgia Defined Contribution Plan. This plan was created for the purpose of providing a retirement plan for regular employees who work less than half-time and for temporary employees who work less than full-time. The employee contributes a percentage of gross salary into the plan. The college does not contribute. More information is available in the Human Resources Office.

SECTION EIGHT (8)

EMERGENCY PROCEDURES

I. GENERAL EMERGENCY PLAN

A comprehensive Safety Management Plan/Emergency Response Manual for the College of Coastal Georgia is available in all administrative offices and the Information Commons. Each faculty member is encouraged to become familiar with this document. The following summary is intended to provide basic safety/emergency response information.

The Director of Campus Safety/Chief of Police is responsible for the safety and security of the college campus and should be notified immediately when any situation arises that may pose a threat to individuals on campus or to college property. The telephone numbers for notification are as follows:

All Emergency Calls

258-3133 (Brunswick Campus)

552-5277 (Camden Campus)

Important Note: Dial 9 and the number to access an outside line from a CCGA phone.

Calls for Service or Assistance

Ext. 6-5820* (Brunswick Campus) 8:00 a.m. - 5:00 p.m.

Ext. 6-3306* (Camden Campus) 8:00 a.m. - 5:00 p.m.

(* 279-5820 and 510-3306 from off campus phone)

Calls for Service or Assistance After 5:00 p.m. & Weekends

Urgent needs that cannot wait until the next business day

258-3133 (Brunswick Campus)

552-5277 (Camden Campus)

*Note: Campus Police will check the answering machine several times during each shift. If need is not immediate, please leave a message before calling 258-3133 (Brunswick Campus) or 552-5277 (Camden Campus).

Contingency plans for fires, severe weather, bomb threats, and accidents/illnesses are outlined below. Any other occurrences of a crisis nature for which there is no detailed plan should be reported immediately to the Campus Police for proper instructions on how to proceed.

A. FIRE

IN AN EMERGENCY

Dial from campus phones:

9-258-3133 (Brunswick Campus)

9-552-5277 (Camden Campus)

Dial from public or off-campus phones:

258-3133 (Brunswick Campus)

552-5277 (Camden Campus)

This will reach the on-duty CCGA Public Safety Officer.

In all cases of fire, the College of Coastal Georgia Campus Safety Department must be notified immediately.

- Know the location of the fire extinguishers, building exits and alarm system in your area and know how to use them. Training and information are available through the Campus Police/Public Safety department at extension 6-5820 (Brunswick Campus) and 6-3306 (Camden Campus).
- If a minor fire appears controllable, remove a fire extinguisher from its holder, pull the pin, aim the nozzle at the base of the fire and squeeze the lever to emit the extinguishing agent. The Campus Police/Public Safety Department must be notified immediately.
- If an emergency exists (or the fire is apparently not containable), activate the building alarm and contact the Campus Police/Public Safety Officer immediately.
- Caution: Each building's alarm sounds only in that building.
- When the building evacuation/fire alarm is sounded, walk quickly to the nearest EXIT and alert others to do the same. Close all doors to confine the fire. Take all personal items with you.
- Assist the disabled in exiting the building. **DO NOT USE ELEVATORS DURING A FIRE.** Smoke is the greatest danger in a fire. If needed, stay near the floor and crawl to the exit.
- Once outside, move to a clear area at least 500 feet away. Keep streets, fire lanes, hydrants and walkways clear for emergency personnel.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- Do not return to an evacuated building unless authorized by a college official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

B. SEVERE WEATHER

1. Lightning Storm Response

- If outside, get inside the nearest building.
- If no shelter is available, get inside closed vehicle. If you are caught in an open area, get prone or stay as low as possible and stay away from trees
- Avoid the use of telephones and electrical equipment
- Stay away from windows

2. Tornadoes

- Campus Police/Public Safety will notify faculty and staff of tornado watches or warnings via e-mail

- Tornado Watch means conditions are favorable for tornadoes to develop.
- Tornado Warning means a tornado has been sighted in the area.
- If a tornado develops on or near the campus, go to the first floor interior hallways
- Stay away from windows.
- If you are outdoors and have no available shelter, lie flat in nearest ditch, ravine or culvert with your hands shielding your head.
- If you are in a vehicle, trailer, or temporary building, evacuate immediately and move to a more substantial structure or ditch, ravine or culvert.

3. Hurricanes

In a time of crisis you have a responsibility to yourself and to your family to take appropriate precautions to secure your property, make plans for evacuation if the order is given, determine in advance how you would treat pets, and generally have available a supply of food which does not require cooking, bottled water, gasoline in your vehicle, and batteries for your flashlight and your radio. Please read carefully the information regarding Hurricane Preparedness which can be found in the local telephone book. The key is that you need to think about these concerns NOW and not wait until a Hurricane Watch or Warning is issued for this region. Only if you begin to think through these issues will you be prepared when a storm arrives in this area.

Any decision to close the campus will be made and announced by the President. This would occur late in Hurricane Readiness Operating Condition 3 when estimated landfall by the storm is between 24 and 36 hours. By that time the campus should be prepared, depending on updated wind speeds and storm direction. All employees will be off the campus within twelve hours of the decision to close the campus, except those designated as part of the Command Post to be set up by Plant Operations on the second floor of the Science Building.

C. BOMB THREAT

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call the Campus Police/Public Safety Department.

Dial from campus phones:

9-258-3133 (Brunswick Campus)

9-552-5277 (Camden Campus)

Dial from public or off-campus phones:

258-3133 (Brunswick Campus)

552-5277 (Camden Campus)

This will reach the on-duty CCGA Public Safety Officer.

Volunteer, trained bomb sweepers will conduct a detailed bomb search. Employees are requested to make a cursory search of their area for suspicious objects and if found, to report the location to the Emergency Command Post which will be located in the Bell Tower area. **DO NOT TOUCH THE OBJECT.**

Do not open drawers, cabinets or turn on/off lights. Instructors and office personnel should instruct students and visitors to take all personal items with them during evacuation. Upon notice of a bomb threat, bomb sweepers will meet at the Emergency Command Post to receive instructions and updates.

Any person receiving a phone call concerning a bomb threat should ask the caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of call (exact time if possible).
- Age and gender of caller
- Speech pattern, accent, possible nationality.
- Emotional state of the caller.
- Any background noise.
- Phone number of receiving site and caller number if ID is possible.

Then immediately notify the Campus Police/Public Safety Department duty officer at 9-258-3133 (Brunswick) or 9-552-5277 (Camden Center) from an on-campus phone or 258-3133 (Brunswick) or 552-5277 (Camden Center) from a public or off-campus phone.

If an emergency exists, do not activate the building alarm. Walk quickly to the nearest EXIT and alert others to do the same. Assist the disabled. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel. Do not return to an evacuated area/building until instructed to do so by authorized personnel.

If a suspicious object is found, well trained personnel from the GBI, Kings Bay Naval Base or Ft. Stewart will be summoned to extricate the object and dispose of it.

D. ACCIDENT, ILLNESS, ETC.

The following procedures should be used in the event of an emergency (accident, illness, etc.) occurring on campus:

1. The first person at the scene of the emergency is to remain at the site and is to send someone to notify the Campus Police (258-3133 Brunswick) or (552-5277 Camden Center). Please give your name, the nature of your call and the exact location of the emergency. If unable to notify the Campus Police immediately and the victim has a life threatening symptom, call the 911 Center and give the nature of the incident and the exact location on campus. As soon as possible, continue attempting to notify the Campus Police to allow them to lead the Emergency Squad to the site and document the incident. If the first person at the scene is a student, he or she should contact a staff or faculty member or a Campus Police Officer to provide help for the victim.
2. Notification to Campus Police should include type of emergency (i.e., illness, accident, etc.) and whether or not an ambulance should be or has already been called.

3. The person responding to the injured or ill person should wear latex gloves while offering assistance. The gloves may be obtained from the nearest secretary's office or custodial closet.
4. In case of spills of blood or body fluids, DO NOT ATTEMPT TO CLEAN UP THE SPILL. Call Plant Operations to send a custodian who has been trained in the proper methods of clean up.
5. The Vice President for Student Affairs, or his or her designee, should report to the scene, if available, if the emergency involves a student. (ext. 7220)
6. If the victim is taken to the hospital, if possible, the individual who was on the emergency scene first or the person from Student Affairs should accompany the ambulance to the hospital to help provide information to the medical staff, the emergency contacts of the victim, and campus authorities.

Emergency Telephone Numbers

Campus Police (emergency) 258-3133(Brunswick) 552-5277 (Camden)

Important Note: Dial 9 and the number to access an outside line from a CCGA phone.

Campus Police Office Number: 6-5820 (Brunswick) 6-3306 (Camden)

Ambulance 911

Dial from campus phones

Student Affairs	6-5800
Academic Affairs	6-5710
President's Office	6-5705
Camden Center Director	510-3303
Plant Operations (for clean-up)	6-5830

Dial from public or off-campus phones

Student Affairs	279-5800
Academic Affairs	279-5710
President's Office	279-5705
Camden Center Director	510-3303
Plant Operations (for clean-up)	279-5830

Important Note: Dial 9 and the number to access an outside line from a CCGA phone.

Important Note: Dial 6 and the office extension to access an office on campus.

NOTE: Please call Campus Police at 279-5820 (Brunswick) or 510-3306 (Camden Center) for non-urgent or non-emergency requests.

2010 REGULATIONS

STATEMENT OF EQUAL OPPORTUNITY

The College of Coastal Georgia is an affirmative action/equal opportunity/equal access institution and does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, disability, veterans' status or any other protected category in its educational programs and activities and employment.

The Affirmative Action/Equal Opportunity/504 Officer for employees and applicants at CCGA is the Director of Human Resources, located on the Brunswick campus in the Administration Building. Employees and applicants for employment may identify themselves and state what assistance, if any, is needed to provide reasonable accommodations.

Affirmative action shall be taken to ensure fulfillment of this policy including, but not limited to, the following personnel actions:

- Recruitment, enrollment, and educational practices
- Hiring, placement, transfer, promotion, or tenure
- Treatment during employment
- Recruitment, advertising, or solicitation for employment
- Rates of pay or other forms of compensation
- Selection for training
- Layoff or termination
- Fringe benefits

It is the College's objective to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job-related standards of education, training, experience or personal qualifications.

POLICY AGAINST HARASSMENT

It is the policy of the College of Coastal Georgia (CCGA) that all employees and students have the opportunity to work and attend classes in an atmosphere and environment free from any form of harassment or retaliation based on race, color, religion, gender, sex, sexual orientation, national origin, age, or disability. Such forms of harassment or retaliation constitute discrimination under various state and federal laws and will not be tolerated by the College.

The College "Policy Against Harassment" is available in the Human Resources office and on the Website. All employees are expected to read this policy and be familiar with its contents. Persons who are found to have committed violations of the "Policy Against Harassment" may be subject to disciplinary action, up to and including termination. Employees who perceive they are being harassed, whether it be sexual harassment or other forms of harassment covered in the Policy, are encouraged and expected to report the harassing behavior using the Complaint Procedures outlined in Section 4.2 of the Policy. The Policy and Complaint Procedures apply to all employees, both full-time and part-time, including faculty, staff, administrators, and student

workers. Failure to read the full contents of the “Policy Against Harassment” will not release the employee from his or her obligations to comply with all aspects of the Policy, nor will it release the employee from having disciplinary action taken against him/her for violations of the Policy.

It is the responsibility of the Supervisor or Administrator who receives a report or complaint of harassment to immediately notify the Director of Human Resources so that an investigation may be conducted. In addition, if a Supervisor or Administrator observes conduct which he or she believes to be harassment, such conduct must be reported to the Human Resources Director. Failure to report such conduct may result in serious consequences for the College, as well as disciplinary action against the Supervisor or Administrator.

CCGA expects that employees and students will act in a responsible and professional manner to establish a working and learning environment that is free of discrimination and harassment.

OPEN RECORDS POLICY

The College of Coastal Georgia complies with the Georgia Open Records Act. This Act pertains to providing access, upon request, within three (3) business days, to certain public records. For the purposes of this Act, the term "public records" shall mean all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, or similar materials prepared and maintained or received in the course of operation of a public office or agency and such items received or maintained by a private person or entity on behalf of a public office or agency which are not otherwise subject to protection from disclosure. Items that are protected from disclosure are specifically mentioned in the Act.

The College has designated the Director of Institutional Research as the Open Records Officer. Any requests, whether oral or written, for inspection and/or copying of any records or documents should be referred to the appropriate Open Records Officer immediately for an appropriate response. Written requests received by the designated Open Records Officer will receive a response within three (3) working days of when it is received.

TOBACCO-FREE CAMPUS POLICY

Faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products while on property owned, leased, or controlled by the College of Coastal Georgia, including but not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas. Use of tobacco products in vehicles that are on College property is prohibited. The complete Tobacco-Free Campus Policy is located in the Policy Manual.

PROHIBITION OF WEAPONS ON CAMPUS POLICY

Subject to certain specified exceptions, all faculty, staff, students and visitors to the College of Coastal Georgia are prohibited from carrying or possessing any weapon or explosive compound while on College grounds or in College buildings. Violations of this policy will result in prompt disciplinary action up to and including termination of employment or expulsion, in accordance with College employee or student disciplinary policies, as applicable. Additionally, should any

faculty, staff, student or visitor to the College violate this policy, the College shall take all necessary steps to refer the matter to appropriate law enforcement authorities for criminal prosecution. This policy is intended to provide guidance to all faculty, staff, students and visitors to the College so as to ensure compliance with Chapter 11 of Title 16 of the Official Code of Georgia Annotated (O.C.G.A.), addressing carrying a weapon on college campuses. The complete Prohibition of Weapons on Campus Policy is located in the Policy Manual.

COLLEGE WEBSITE STANDARDS

The College of Coastal Georgia maintains a public access website at www.ccgga.edu. The purpose of the Website is to provide information about the college to the general public, students, and faculty/staff and to provide faculty and students access to special resources and processes. Visual identity standards have been adopted. The current standards can be found in the policy manual. Oversight of the Website is the responsibility of the Chief Advancement Officer and the Chief Information Officer.