

# FACULTY HANDBOOK

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# VALDOSTA STATE UNIVERSITY

## FACULTY HANDBOOK

REVISED, 1992

REVISED, 1995

REVISED, 1997

## **FORWARD**

This 1997 Edition of the Valdosta State University Faculty Handbook reflects as closely as possible the numerous recent policy and procedural changes of the Board of Regents and the University — including especially the establishment of the Faculty Senate. It is the intention, therefore, of the Faculty Handbook Committee and the editors to provide current and accurate information pertinent to faculty interests and responsibilities.

The information provided here is derived in large part from official documents of both the Board of Regents and Valdosta State University. These documents include the Board of Regents' Policy Manual and the Board of Regents' Academic Affairs Handbook. The latter is a reference guide to the Policy Manual, and contains material derived primarily from the following sections of the Manual: Academic Affairs (Section 300), Student Affairs (Section 400), and Personnel (Section 800). Also included is the Valdosta State University Personnel Policies and Procedures Manual, which contains policies both of the Board of Regents and of the local institution. Copies of all three documents are available at the Reserve Desk of Odum Library. Institutional documents include the Valdosta State University Statutes, Faculty Senate Bylaws, Undergraduate Bulletin, Graduate Bulletin, Faculty/Staff/Students Directory, and Student Handbook. The latter four publications are revised annually. In addition, Valdosta State College, The First Half Century, by Thera Hambrick, has proved helpful in developing the early sections of the Handbook. This resource is also available at the Reserve Desk of Odum Library.

As to future editions of the Faculty Handbook, the Committee has expressed an interest in providing more frequent revisions than has been the case in the past. University personnel are therefore requested to forward notices of omissions, errors, or policy and procedure changes to the Committee -- either directly, or through the Executive Secretary of the Faculty Senate. Suggestions regarding format, wording, and style are likewise solicited. These communications will be reviewed by the Committee during the present academic year, with a view to incorporating them into plans for the next Edition of the Handbook.

The Faculty Handbook has been prepared by numerous individuals affiliated with the University and is meant to accomplish no more than to provide a brief summary of Board of Regents and local institutional policies, procedures and benefits, and serve as a concise orientation to the University and its organization and services. This Handbook does not constitute a contractual obligation on the part of the institution. Board of Regents policy, together with federal and state laws, will prevail should conflicts in information, policy or procedure occur.

## **THE UNIVERSITY SYSTEM OF GEORGIA**

The University System of Georgia includes all state-operated institutions of higher education in Georgia. These thirty-four public institutions are located throughout the state.

A fifteen-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board members -- five from the state-at-large and one from each of the state's eleven Congressional Districts -- are made by the Governor, subject to confirmation by the Georgia Senate. The regular term of Board members is seven years.

The Chairperson, the Vice Chairperson, and other officers of the Board are elected by the members of the Board. The Chancellor, who is not a member of the Board, is the chief executive officer of the Board and the chief administrative officer of the University System.

The University System Advisory Council, with thirty-six committees, engenders continual System-wide dialogue on major academic and administrative matters of all types. It also makes recommendations to the Chancellor, for transmittal to the Board of Regents as appropriate, regarding academic and administrative aspects of operation of the System.

The Advisory Council consists of the Chancellor, the Vice Chancellor, and all Presidents as voting members; and it includes other officials and staff members of the institutions as nonvoting members. The Advisory Council's twenty-two academic committees and fourteen administrative committees are made up of representatives from the institutions. The committees dealing with matters of University System-wide application include, typically, at least one member from each institution.

## **INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA**

Abraham Baldwin Agricultural College	Albany State University
Armstrong Atlantic State University	Atlanta Metropolitan College
Augusta State University	Bainbridge College
Clayton College and State University	Coastal Georgia Community College
Columbus State University	Dalton College
Darton College	DeKalb College
East Georgia College	Floyd College
Fort Valley State University	Gainesville College
Georgia College & State University	Georgia Institute of Technology
Georgia Southern University	Georgia Southwestern State University
Georgia State University	Gordon College
Kennesaw State University	Macon College
The Medical College of Georgia	Middle Georgia College

North Georgia College & State University  
Skidmore Institute of Oceanography  
Southern Polytechnic State University  
Valdosta State University  
State University of West Georgia

Savannah State University  
South Georgia College  
University of Georgia  
Waycross College

University System of Georgia  
244 Washington Street, S.W.  
Atlanta, Georgia 30334

## **HISTORY OF VALDOSTA STATE UNIVERSITY**

The idea of establishing a state university in the Valdosta area originated with local citizenry. State Representative C. R. Ashley and State Senator William S. West presented bills proposing the establishment of a university in Valdosta to the House of Representatives and the Senate, respectively, in 1906. By an act of the Georgia State Legislature in 1906, the establishment of an agricultural, industrial, and normal university in South Georgia as a branch of the University of Georgia was approved.

The institution was named the South Georgia State Normal College in 1914, and was designated for women only. All functions of the College were located in one building, Converse Hall. The state approved operating budget for the first year was \$50,000. In the initial quarter of the operation, the College had two chief administrators (Dr. R. H. Powell, President, and J. M. Guillian, Superintendent of the Training College), ten faculty members, a matron, a secretary and a bookkeeper.

An act of legislature in 1922 changed the name to Georgia State Woman's College, and authorized a four-year program leading to the bachelor's degree. The Board of Regents made the College coeducational in 1950 and changed the name to Valdosta State College. In 1992 the name was changed to Valdosta State University to reflect the changing mission of the institution.

As a regional university in the University System of Georgia, Valdosta State University offers undergraduate degree work leading to the Associate of Applied Science, Associate of Arts, the Bachelor of Arts in thirteen major programs, the Bachelor of Science in nine major programs, the Bachelor of General Studies, the Bachelor of Science in Nursing, the Bachelor of Science in Education in seven major programs, the Bachelor of Business Administration in six major programs, the Bachelor of Fine Arts in four major programs, the Bachelor of Music in two major programs. Graduate degrees offered are the Master of Education in eleven major programs, the Master of Arts with majors in English and History, the Master of Science with majors in Psychology and Sociology, the Master of Public Administration, the Master of Science in Nursing, the Master of Social Work, the Master of Music Education, the Educational Specialist in nine major programs, and an Doctorate in Education with majors in Adult and Vocational Education, Curriculum and Instruction, and Educational Leadership.

## MISSION STATEMENT

*VSU, including the administration, faculty, staff, and students, through a system of shared governance and the fostering of a climate that supports academic freedom will continue to develop as a regional university serving its south Georgia constituency.*

Since 1913, Valdosta State University has been a major provider of educational services for south Georgia. The beauty and consistency of its Spanish Mission style of architecture are indicative of its dedication to preserving the region's heritage while developing programs and services to enhance its future.

Valdosta State University shares with other regional universities of the University System of Georgia the following core characteristics:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of a specific region of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect even beyond the region;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and well-prepared student body, promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited student cohort;
- a range of disciplinary and interdisciplinary academic programming at the baccalaureate and masters levels, as well as a range of professional programs at the baccalaureate and post-baccalaureate levels, including a limited number of professionally-oriented doctoral level programs;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the university's scope of influence;
- a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits, and a commitment to research in selected areas of institutional strength and focused on regional need.

As a regional university in south Georgia, Valdosta State cooperates with other University System institutions to insure that the region receives the services it needs. To expand its programmatic outreach, it develops and offers programs by distance learning and at off-campus locations throughout the region.

It will continue to exercise a leadership role, particularly in providing access to doctoral programs, primarily in education, and to applied research.

VSU prides itself on offering nationally accredited programs in Art, Business, Music, Nursing, Sports Medicine, Speech and Language Pathology, School Psychology, and Teacher Education which have a magnet effect beyond the institution's primary setting. In its academic credit programming, VSU will place a priority on developing existing programs that aid the educational, economic, cultural, and social advancement of its region and new programs in health related professions and public administration. The programs will continue to be supported by strong preparatory courses and majors in the humanities, sciences, and social studies. VSU also remains committed to pre-professional programs preparing its undergraduate students for medical, legal, technical, and other professional study.

In its service to students, VSU concentrates on those from the region including a large number of older, non-traditional students who live and work off campus and many who transfer from other institutions. To serve its region and to attain maximum educational benefits, the university promotes an atmosphere which attracts a diversified student body, of which a representative proportion will be minority students.

VSU promotes a successful learning experience by maintaining services for minority, disabled, veteran, international, and other special students. To aid in developing the whole student, it provides counseling, health services, academic advising, special assistance, honors programs, international programs, career planning, and many co-curricular activities.

VSU is committed to providing life-long learning and to the economic and cultural development of its region. It offers various non-credit programs and services through the South Georgia Institute, ArtSouth, the Valdosta Symphony Orchestra, the Music Society, and other organizations. Community relations are enhanced through alumni services and VSU-TV and Radio. Community service and technical assistance are offered by faculty and staff in a variety of forms.

Research, scholarship, and creative endeavors exist primarily to meet the regional needs of schools, businesses, and other organizations, and to promote faculty development and instructional improvement.

VSU aspires to improve continuously the quality of its programs, scholarship, and student services. Assessment of programs, the raising of standards, and the refinement of learning technologies will improve the university. To aid in this objective, institutional research and planning, external funding, and collaborative relationships with other institutions will be promoted and programs will be implemented that meet student needs and provide the maximum opportunity for faculty development.

## THE CAMPUS

### The Main Campus

**West Hall**, named after State Senator William S. West, the author of the University's charter and the President of its first Board of Trustees, has long been known as the symbol of Valdosta State University, and was recently restored and expanded in accordance with the original design for the building.

**Nevins Hall**, dedicated in 1966, is named in honor of the late Beatrice I. Nevins, Head of the Biology Department for many years.

**Powell Hall**, is named for Richard H. Powell the first president of the University.

**The Fine Arts Building** opened in 1969. In addition to classrooms, laboratories, offices, and many specialized areas, the building contains an art gallery, TV studios, two auditoriums and the Pine Room. The Whitehead Auditorium contains a fine concert pipe organ, a gift to the University by the late Mr. and Mrs. R. B. Whitehead. In appreciation of their generosity, the auditorium is named in memory of Mr. Whitehead's parents, the late Mr. and Mrs. W. Q. Whitehead. Sawyer Theater is named after Louise Sawyer, former Head of the Communication Arts Department.

**Odum Library**, completed in 1972, is the center of academic life for the campus. In August of 1990, Odum Library was named for Gertrude Gilmer Odum, in memory of a major benefactor of the University and former faculty member in the English Department. The Odum Library is the center of academic life for the campus.

**The Education Center** was completed in 1973, and is located adjacent to the Oak Street parking lot. Several computer labs provide the most modern facilities for training students interested in becoming teachers, school administrators, and other specialists in education.

**Brookwood Hall**, is located on Patterson Street across from Brookwood Plaza.

**Campbell Hall** is located at 1515 North Patterson Street.

**The Alumni House** is located at 1603 N. Patterson Street.

**Campus Security Headquarters** are located at 103 E. Brookwood Place.

**Radio House**, 203 W. Brookwood is across from the Fine Arts Building.

**Baytree Offices** are at the corner of Baytree Road and N. Oak Street. They house University apartments used for visiting Scholars-in Residence.

**University Center** is located on the site of a former shopping center, and has been remodeled for usage since 1995.

**Regional Continuing Education Center** is located at 901 N. Patterson Street.

**The University Union**, dedicated in 1966 and expanded in 1976, contains the Blazer Cafe, the University Bookstore, and the Post Office. It is built around the swimming facility which is used for physical education aquatic classes and recreation.

**The Palms Dining Center**, renovated in 1969, seats 1,000 diners at a time. Featuring cafeteria-style serving, this food service facility is under direct supervision of a trained dietician.

**The Physical Education Complex** was completed in the Spring of 1982 at a cost of approximately \$6,000,000. This modern facility, one of the finest in the South, seats 5,500 people for basketball and 6,000 for graduations and concerts. Classrooms, weightroom, training rooms, varsity and physical education dressing rooms for men and women, a Human Performance Laboratory, athletic training room, and the VSU Health Fitness Center are also included in the building.

**The Old Gymnasium** was renovated extensively in 1982.

**The Plant Operations Building** is located next to the Old Gymnasium.

**Ashley Hall**, named for C. R. Ashley, State Representative, houses faculty and staff offices.

**The VSU Day Care Center** is off campus and provides day care for special needs children and other children.

**University Residence Halls** include **Converse Hall**, named in honor of State Representative W. L. Converse; **Reade Hall**, remodeled in 1987 and named in honor of Frank R. Reade, third president of the University; **Hopper Hall**, named in honor of the University's first Dean of Women, Anne Powe Hopper; **Brown Hall**, named in honor of Joseph M. Brown, Governor of Georgia when the institution opened its doors in 1913; **Lowndes Hall**, named in appreciation of the county in which the University is located;

**Georgia Hall**, named for the State and for the avenue on which the building is located; **Langdale Hall**, named for one of South Georgia's pioneer families and leading citizens; and **Patterson Hall**, named after the street on which the building is located.

**The President's Home**, acquired for the University in 1948, is the scene of numerous receptions and other functions throughout the year. Located at the Northwest corner of Main Campus on Georgia Avenue, the residence was first occupied by the institution's fourth president, J. Ralph Thaxton. In 1966, Sidney Walter Martin was named president to succeed the retiring President Thaxton. The home was redecorated and an additional room for small student and other group meetings was added. Hugh C. Bailey became the sixth president of Valdosta State College in August, 1978 and now resides in the President's Home.

**Williams House** is located at 218 Georgia Avenue adjacent to the University President's home. The Williams House was purchased by the University in December, 1994 from the family of the late Conrad T. Williams.

### North Campus

**Barrow Hall**, named in memory of David Barrow, Chancellor of the University System at the time that the University began operations, was remodeled in 1971.

**Pound Hall**, named after Dr. Jere M. Pound, the second president of the University, underwent massive renovation in 1990 and provides a large lecture hall as well as classrooms, the Decision Center and an Auditorium.

**Thaxton Hall**, named after Dr. J. Ralph Thaxton, VSC's fourth president, was remodeled in 1972.

**Plant Operations Warehouse and Greenhouse** are housed in the frame structure to the rear of the North Campus.

**Billy Grant Field**, named in memory of a former Director of Athletics at V.S.U., and other recreational facilities, are also located on the North Campus.

See the Campus Telephone Directory for locations of all campus offices. See Appendix VII for a campus map.

The University provides bus service to connect the two campuses.

## **ADMINISTRATIVE ORGANIZATION**

**Academic Administration** (See Appendix III for the VSU Organizational Chart)

### **The President**

The President of Valdosta State University is elected by the Board of Regents upon recommendation by the Chancellor. He or she is the executive head of the University and all of its departments and exercises such supervision and direction as will promote the efficient operation of the institution. The President is responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor. The President recommends to the Board of Regents, through the Chancellor, the election or re-election of the faculty and other employees of the institution, the salary of each, and all promotions and removals. The President is the chairperson of the Administrative Council and an ex-officio member of the Academic Committee (see Statutes, Chapter 1, Article III).

### **General Administrative Officers**

The general Administrative Officers of the University are as follows: The Vice President for Academic Affairs; the Vice President for Business and Finance; the Vice President for Student Affairs and the Dean of Students; the Director of University Relations, who supervises all affairs that relate to the clientele of the University; the Director of Public Services, who supervises the continuing education programs of the University; and the Director of Development, who supervises private fund raising and other developmental activities. General administrative officers report directly to the President at regular intervals concerning activities and programs in their respective areas. These officers are appointed by the President with the approval of the Board of Regents, and hold office at the pleasure of the President.

### **The Vice President for Academic Affairs**

The Vice President for Academic Affairs is the chief academic officer of the University and is an ex-officio member of the undergraduate faculty, graduate faculty, and committees charged with considering matters pertaining to the faculty and the curriculum. The Vice President for Academic Affairs has administrative jurisdiction over academic matters, academic personnel, and student welfare and provides leadership in the development of proper academic goals for the institution and its schools through school and faculty instrumentalities. In the absence of the President, the Vice President is the presiding officer of all bodies over which the President normally presides (see Statutes, Chapter 2, Article II)

## **Deans**

The chief executive officer of each College is the dean. Each dean is an ex-officio member of the University faculty. Deans report to the Vice President for Academic Affairs and are responsible for the development and coordination of the programs of their Colleges. With the exception of the Dean of Graduate Studies, deans recommend appointment, reappointment, promotion, tenure, and dismissal of faculty members. They also prepare annual reports and budgets of their Colleges (see Statutes, Chapter 2, Article III).

## **Department Heads**

The head of a department is appointed by the President after consultation with the appropriate faculty, the dean of the College, and the Vice President for Academic Affairs. The department head, who must be approved by the Board of Regents, is the representative of the department in all official communications and is responsible for the general direction of the work of the department, the quality of instruction, the coordination of instruction, the preparation of a budget, the advisement of students who are majoring in the department, and recommendations for appointment, promotion, tenure, dismissal and salary increases for faculty (see Statutes Chapter 2, Article VIII).

## **University Faculty**

The University Faculty consists of the President, the Vice President for Academic Affairs, the Vice President for Business and Finance, the Dean of Students, the Registrar, the Director of Admissions, the Director of Development, and the University Librarian, and librarians, professors, associate professors, assistant professors, instructors, and administrative personnel designated by the President. The faculty meets at least once each quarter during the academic year and at other times as may be necessary and desirable. Attendance of all members of the teaching faculty at these meetings is expected.

It is the responsibility of the faculty in each College to establish entrance requirements, define courses of study, establish requirements for degrees offered in the College, provide guidance and advising for the students in the College, and adopt regulations to govern its own procedures for the orderly and efficient administration of the school (see Statutes, Article IV, Section I).

The faculty is responsible for regulations affecting academic activities, the general educational policy of the University, the welfare of the faculty, and other matters as may maintain and promote the best interest of the faculty and of the University. The representative and legislative agency of the faculty is the Faculty Senate.

## **Policy on Evaluation of Administrators**

It is the belief that the purpose of the evaluation is to assist the administrator in determining his/her effectiveness. The Faculty Affairs Committee in collaboration with those whom the evaluations will include and with the assistance of the Office of Institutional Research, shall be responsible for developing instruments used for the evaluation. In addition, the Office of Institutional Research shall be responsible for distributing and collecting evaluations. The timeline for evaluations should parallel administrative evaluations of faculty. Distribution of evaluations to the administrator being evaluated should occur by mid-January with results available by February 15.

Evaluations shall occur at each administrative level as specified below:

- a. Department Head: Summary results from faculty members will be reported to the Department Head and to the appropriate Dean.
- b. Dean: Summary results from faculty members (including Department Heads) of the College will be reported to the Dean and to the Vice-President for Academic Affairs.
- c. Vice-President: Summary results from faculty members (including Deans and Department Heads) will be reported to the Vice-President for Academic Affairs and the President.
- d. President: Summary results from all evaluations will be reported to the President and to the Chancellor of the Board of Regents.

It is recommended that each administrator share evaluation results with faculty for whom the administrator is responsible.

## **Non-Academic Administration**

### **Non-Academic Administrative Officers**

These officers report directly to the President. The President may establish or create additional non-academic administrative positions to implement the programs of the University; however, some positions are subject to the approval of the Chancellor and the Board of Regents. All non-academic administrative officers hold office at the pleasure of the President (see Statutes, Chapter 6, Article I).

### **The Vice President for Business and Finance**

The Vice President for Business and Finance, an ex-officio member of the University Faculty and the Faculty Senate, has responsibility for the coordination and supervision of all matters assigned to the Office of Business and Finance, especially the financial operation of the University (see Statutes, Chapter 6, Article II).

### **The Vice President for Student Affairs and Dean of Students**

The Vice President for Student Affairs and Dean of Students, an ex-officio member of the General Faculty and the Faculty Senate, has responsibility for the coordination and supervision of activities assigned to the Division of Student Affairs. This includes the coordination of all student programs not under the jurisdiction of the President or the Vice President for Academic Affairs, and the supervision of all student organizations, meetings, and activities outside of instructional areas (see Statutes, Chapter 6, Article III).

### **Other Non-Academic Administrators**

Other non-academic administrators who report directly to the President are the Assistant to the President for Equal Opportunity Programs and Multi-Cultural Affairs, the Assistant to the President for Information Technology, the Director of Development and Assistant to the President for Institutional Advancement, the Director of Institutional Research and Planning, the Director of Grants and Contracts, the Internal Auditor, and the Athletic Director (see Statutes, Chapter 6, Article IV).

Other non-academic administrators who report directly to the Vice President for Business and Finance are the Director of Auxiliary Services, the Director of Financial Services, the Director of Personnel Services, the Director of Business Services, the Director of Plant Operations, and the Director of Public Safety.

The Director of Management Information Services reports directly to the Assistant to the President for Information Technology.

Other non-academic administrators who report directly to the Vice President for Student Affairs and Dean of Students are the Associate Dean of Students, the Testing Officer, the Director of the Counseling Center, the Director of Career Planning and Placement Center, the Director of Health Services, the Director of Financial Aid and the Director of Residence Life.

### **Assistant to the President for Equal Opportunity Programs and Multi-Cultural Affairs**

The Assistant to the President for Equal Opportunity Programs and Multi-Cultural Affairs reports to the President of the University. The Assistant is responsible for developing Affirmative Action policy statements and programs, and assists in the identification and solution of problems related to Affirmative Action, Minority Affairs, and Special Services. In addition, the Assistant to the President for Equal Opportunity Programs and Multi-Cultural Affairs serves as the University's liaison with racial minorities, women, veterans, handicapped persons, and other organizations to ensure that all members of protected groups are afforded a full opportunity and are encouraged to participate in all University sponsored educational, training, recreational, and social activities. The Assistant to the President also directs the Minority Peer Advising Program, which is designed to assist minority students in particular with their adjustment to academic and social activities on this predominately majority campus.

### **Assistant to the President for Information Technology**

The Assistant to the President for Information Technology is a senior-level position recently established to provide centralized strategic planning and coordination of campus computing, networking and other related technology activities. The incumbent in this position also plays a key role as the primary interface to the Office of Information Technology, Board of Regents, to insure that VSU receives the priorities and allocation of resources available from that office. On a day-to-day basis the Assistant manages the Information Technology (IT) Division, a major campus organization comprised of three formerly separate computing and communications activities - Microcomputing and Network Services, Management Information System, and Financial Computer Systems. Its mission is to continue all of the services and support those units have been providing to the academic, research and administrative community at VSU but in an integrated manner aimed toward optimizing VSU's scarce resources in order to provide an information technology delivery system that rivals any in the State.

### **The President's Cabinet**

The President's Cabinet is advisory to the President on administrative matters pertaining to all operational areas of the University and serves as the administrative strategic planning committee for the University. The Cabinet consists of the President, Vice Presidents, the Assistant to the President for Equal Opportunity Programs and Multi-Cultural Affairs, the Director of Development and Assistant to the President for Institutional Advancement, and the Director of Athletics (See Statutes Article X, Sections 1 and 2).

### **ACADEMIC UNITS OF THE UNIVERSITY**

Valdosta State University presently consists of five Colleges: the College of Arts and Sciences, the College of Business Administration, the College of Education, the College of Nursing, the College of the Arts. There are also one School and one Division: the Graduate School and the Division of Aerospace Studies. Developmental Studies is also provided at Valdosta State University. At the undergraduate level, the University offers to all students a general education program through the core curriculum and majors in a wide variety of fields. For a detailed account of the numerous degrees and majors offered, see the undergraduate and graduate Bulletins.

### **The College of Arts and Sciences**

Ten academic departments comprise the College of Arts and Sciences: Biology; Chemistry; English; History; Mathematics and Computer Science; Modern Foreign Languages; Philosophy; Physics, Astronomy, and Geology; Political Science; and Sociology, Anthropology, and Criminal Justice. The College of Arts and Sciences instructs students in the principles of analytical thought and the skills of communication, introduces them to a specialized block of subject matter, and assists them in interrelating the contents of various fields. The faculty of Arts and Sciences takes as its major objective the development of an intellectual atmosphere that is creative and challenging. It desires that its graduates prize above all the free exchange of ideas under the rules of intellectual integrity.

### **The College of Business Administration**

The College of Business Administration consists of three departments: the Department of Accounting and Finance; the Department of Management and Business Information Systems; and the Department of Marketing and Economics.

### **The College of Education**

The College of Education consists of eight departments: the Department of Vocational Education; the Department of Early Childhood and Reading Education; the Department of Middle Grades Education; the Department of Educational Leadership; the Department of Health, Physical Education, and Athletics; the Department of Psychology, Counseling, and Guidance; the Department of Secondary Education; and the Department of Special Education. The College of Education offers undergraduate and graduate programs to prepare professional personnel for careers in education. The College and its faculty seek to provide programs and courses of outstanding quality which prepare professionals to hold school positions in instruction, student services, media and instructional technology, administration, and supervision, and to assist in-service teachers in their development. This pre-service and in-service orientation creates a center for the study of education and the dissemination of educational developments that will improve education.

### **The College of the Arts**

The College of the Arts is organized into three academic departments: Art, Music, and Communication Arts and offers instruction in art, music, speech communication, theater, public relations, and radio-television. The emphasis is upon artistic and intellectual development, and the students are expected to share with the faculty the responsibility for this development. Not only are courses designed for students majoring in the arts, but many are appropriate for general and professional education.

### **The College of Nursing**

The emphasis of the College of Nursing is upon the development of the student as a responsible and effective individual who is prepared for the practice of the profession of nursing. Registered nurses seeking a B.S.N. may also be accepted into the program with special arrangements for the completion of the degree.

### **Graduate Studies**

Graduate course work is taught by faculty members serving on the graduate faculty. The purpose of the College is to provide opportunities for the dedicated student who has completed a baccalaureate degree to pursue the mastery of an area of learning and to develop the qualities of scholarship and academic discipline necessary to provide creative contributions to the chosen field of work or interest (see Appendix II for Graduate Faculty Application and Procedures and Evaluation).

### **The Division of Aerospace Studies**

The Division of Aerospace Studies offers a program of study to complement the student's academic major. The Division offers both a two-year and four-year program which culminates in the student being tendered a commission in the U. S. Air Force upon graduation.

### **The Division of Social Work**

The Director of the Division of Social Work reports to the Vice President for Academic Affairs.

The primary goal of the Master of Social Work degree program is to educate students for advanced generalist practice in social work in rural and small communities. A related goal of this program is to provide professionally oriented continuing education for social service workers who are not seeking advanced degrees.

### **The Office of International Programs**

The Office of International Programs provides central coordination for the University's comprehensive range of services and activities in the area of international education. Additional activities are listed in the Section entitled Programs, Organizations and Cultural Opportunities (pp. 100ff).

### **The Department of Developmental Studies**

The Developmental Studies program, implemented throughout the University System of Georgia in 1974-75, is designated to provide students who are under prepared in the basic fundamentals of English language arts, reading, mathematics, or study skills, with a program of special study which enhances their prospects for a successful university experience.

Developmental Studies courses do not carry university level credit toward a degree; however, they do count as institutional credit toward a student's academic load. A Developmental Studies student is not permitted to take any course which has as a prerequisite the knowledge or skills of developmental courses.

Educational, vocational and personal counseling is an integral part of the Developmental Studies program. The instructors, counselors, and tutors serving in the program are especially selected for their sensitivity to students' needs. At Valdosta State University, the Developmental Studies program is headed by the Director of the Learning Skills Laboratory. A listing of the Developmental Studies courses may be found in the Bulletin.

### **Odum Library**

The University Librarian is an ex-officio member of the Faculty and has charge of the administration of the library, its materials, and its programs. Professional members of the library's staff hold faculty rank and the library is considered an academic unit of the Faculty Senate. With the recommendation of the Library Affairs Committee, the University Librarian appropriates budgets to departments and is responsible for the proper administration of those and all library allocations. See also pp. 88-92 of the Faculty Handbook for further information on library policies and procedures.

### **The Office of the Registrar**

The Office of the Registrar has the primary responsibility of maintaining the academic records of the students and the university and making them available to all other officers of the university. In addition, the Office is responsible for registration, for making grade reports to the students and to their advisors, for maintaining and providing transcripts of students' records, for clearing students for graduation, for certifying student enrollment, and for veterans affairs. Subject

to the provisions of the Privacy Act, the Office of the Registrar attempts to provide all information needed by the faculty to assist in their work with students.

### **The Office of Admissions**

The Office of Admissions has the primary responsibility for recruiting prospective students for the University, and for receiving and processing all admission and readmission requests.

## **FACULTY GOVERNANCE**

### **The Faculty Senate**

The Senate is the representative, deliberative, advisory, and legislative body of the University Faculty. Subject to the approval of the President, the recommendations of the Faculty Senate become the official policy of the University to be implemented by the administration. It is the body to which the Statutory, Standing, and Special Committees of the Senate report.

Membership in the Faculty Senate includes elected faculty and designated administrators. The administrators included as the ex-officio members of the Faculty Senate are the President, the Vice Presidents, the academic Deans, and the University Librarian. The President of the Student Government Association and one other student are also ex-officio members of the Faculty Senate.

Senators are elected by the General Faculty of the various colleges, together with the faculties of Odum Library and Developmental Studies. The ratio of elected Senators to ex-officio Senators is four to one. The Senatorial seats are assigned by the Committee on Committees, according to the number of full-time faculty in a unit.

The officers of the Senate include the President of the University, who serves as Chairperson of the Senate, the Vice President for Academic Affairs, who is Vice Chairperson, and the Executive Secretary, who is a faculty member elected annually by the Senate and confirmed by the General Faculty. The Senate Executive Committee consists of the officers of the Senate and the chairpersons of the Statutory Committees.

### **Committees of the Faculty Senate**

In addition to the Senate Executive Committee, the Faculty Senate structure includes three further categories of committees: Statutory Committees, Standing Committees, and Special Committees. They act for the Senate and are responsible to the Senate. The Grievance Committee

carries out its statutory responsibilities under procedures approved by the Senate. The membership and responsibilities of the Statutory Committees are given in the Statutes, Chapter 4, Article VI, Section 5. The membership and responsibilities of the Standing Committees are given in the Faculty Senate Bylaws, Article VII, Section 6. Membership on Statutory and Standing Committees, unless otherwise stated, is for three years.

### **Statutory Committees**

The five Statutory Committees are listed below. The Chapter, Article, and Section notations refer to the Statutes of the University.

- Committee on Committees (Chapter 4, Article VI, Section 5a)
- Academic Committee (Chapter 4, Article VI, Section 5b)
- Institutional Planning Committee (Chapter 4, Article VI, Section 5d)
- Faculty Affairs Committee (Chapter 4, Article VI, Section 5e)
- Faculty Grievance Committee (Chapter 4, Article VI, Section 5c)

### **Standing Committees**

Standing committees of the Senate are created by the Senate and assigned responsibility for specific areas of concern. The size and composition of all Standing Committees, as well as tenure and method of selection of membership, are set forth in the Senate By-laws. Unless otherwise specified in the Statutes or Senate By-laws, membership on Standing Committees is available to anyone on the General Faculty and may include professional staff, classified personnel, and students.

The tenure of a Standing Committee is for no more than three years, at which time the Senate shall renew, modify, or discontinue the committee.

### **Special Committees**

Special Committees are created by the Senate for the purpose of dealing with specific and timely matters that do not fall within the jurisdiction of an existing Statutory or Standing Committee. Normally, Special Committees will have a tenure of no more than one year.

### **The Faculty Grievance Committee**

The Faculty Grievance Committee is a part of the appeals process of the University on matters relating to due process. Eight members are selected by the General Faculty, one

by each College and one by the faculties of the School of Social Work, Odum Library, and Developmental Studies. They serve only when notification of a grievance is given.

## **Grievance Procedures**

These procedures for processing a faculty grievance were developed by the committee which prepared the ByLaws of the Faculty Senate, and were adopted, as amended, by the Faculty Senate at its meeting of April 23, 1992. (Amended by Faculty Senate, April 22, 1993; March 24, 1994; May 25, 1995; November 2, 1995.)

### A. Scope

The Faculty Grievance Committee has authority to conduct inquiries into grievances by faculty who have exhausted the University's appellate channels from the department, to the college or division, to the Vice President for Academic Affairs; to attempt the resolution of those grievances by mediation; and to present to the President its recommendations for appropriate response to the grievances it has considered.

### B. Initiating a Grievance

1. A faculty member should attempt to resolve a grievance by discussing the matter with
  - a. the Department Head;
  - b. the Dean of the College;
  - c. the Vice President for Academic Affairs.

A faculty member has the right to bring a chosen observer to these meetings.

2. If efforts at resolution fail after the faculty member discusses the matter with the Department Head, the Dean, and the Vice President, the faculty member may seek advice informally with a member of the Faculty Grievance Committee or initiate one of the following formal procedures. The faculty member who does not follow one of the following formal procedures places his or her right to a hearing by the Faculty Grievance Committee at risk.

a. The faculty member may appeal to the elected Faculty Grievance Committee after attempting to resolve a grievance by discussing the matter with the Department Head, the Dean of the College, and the Vice President for Academic Affairs. (See Chapter 4, Article VI, of the Statutes for details of election and composition of the Faculty Grievance Committee.)

OR

b. The faculty member may appeal to the President. Such appeal must be in writing. If efforts at resolution fail after the faculty member appeals the matter to the President and receives a final decision, the faculty member may appeal to the Board of Regents.(See Board of Regents Bylaws, 03/02/93, "Appeals," pp. 21-22.)

The President is understood to have made a **final decision** when that decision is put in writing.

C. Appealing to the Faculty Grievance Committee

1. If a faculty member chooses route B2a above, then the petitioner will send to the Chairperson of the Faculty Grievance Committee a written request for a hearing, stating the particulars of the grievance. Copies are to be sent to the other parties involved in the grievance.

2. The Chairperson will convene the entire Faculty Grievance Committee for a plenary session within seven days of receiving a written request for a hearing.

3. The petitioner will be invited to appear in person at the plenary session and the Faculty Grievance Committee will then decide, based on the written request for a hearing, whether or not to hear the particular grievance.

a. If the Faculty Grievance Committee decides not to hear the grievance, the Chairperson will notify the President and all parties involved within seven days of the decision not to proceed with a hearing.

OR

b. If the Faculty Grievance Committee does decide to hear the grievance, the Chairperson will notify the petitioner and all

involved parties within seven working days of the Committee's decision that the Committee will form a Hearing Panel. The petitioner may at any time waive the right to a Hearing Panel. In this case the Faculty Grievance Committee will evaluate all available evidence and the Chairperson will send its recommendations to the President and all parties to the grievance within seven working days of its completed evaluation.

D. The Formation of a Hearing Panel

1. Two members and a first and a second alternate from the Faculty Grievance Committee are to be chosen by the petitioner, and two members and a first and a second alternate are to be chosen by the other party to the grievance. The names of these nominees will be sent to the Chairperson of the Committee within two working days of the notice of a Hearing. Members so chosen may recuse themselves because of conflicts of interest, in which case the replacement(s) are to be chosen in the same manner as the recusants(s). One member from the Faculty Grievance Committee will be chosen by the four selected members to complete the five-member Hearing Panel.
2. The Chairperson of the Hearing Panel is chosen by its five members.
3. The Chairperson of the Hearing Panel will notify all parties to the grievance of the membership of the Hearing Panel.

E. The Procedure of a Hearing Panel

1. Written notice of the hearing, listing the specific charges and the date of the hearing, will be sent by the Chairperson of the Hearing Panel to all parties involved, no more than ten working days after the formation of the panel and at least seven days prior to the hearing.
2. The hearing must be convened within fifteen working days of the date of the written notice of the hearing unless both parties to the grievance and the Hearing Panel determine that there are substantive reasons for delay. The Hearing Panel will be the final adjudicator in granting or denying a delay.
3. During the proceedings, any party to the grievance is permitted to have present one personal and one professional adviser.

4. Within seven working days of the date of the written notice of the Hearing, each party to the grievance must provide the Chairperson of the Hearing Panel with a complete list of counsel, faculty adviser, and expected witnesses. The Chairperson of the Hearing Panel will communicate this information to each party of the grievance. Additional witnesses must be approved by the Hearing Panel.
5. The Hearing Panel has the right to choose a faculty advisor and/or legal counsel for its benefit. The cost for the counsel will be borne by the institution.
6. The Hearing Panel, in consultation with all parties, will decide whether the hearing shall be public or private.
7. The Hearing Panel will accept no substantive information from any party prior to the hearing except the written request presented to the full Faculty Grievance Committee stating the particulars of the grievance.
8. A tape recording and an official transcript of the proceedings are to be made with the exception that an official transcript may be waived upon agreement of both parties to the grievance. The Hearing Panel is the final authority in this decision. On request, copies of the tape recording and/or official transcript are to be made available to all parties to the grievance. The cost of recording, transcription, and one copy thereof for each side of the grievance will be borne by the institution. Costs for additional copy(is) will be borne by the party requesting the additional copy(is).
9. The Hearing Panel may grant adjournments to enable any of the parties to investigate newly presented evidence.
10. All parties shall be afforded the opportunity to obtain necessary witnesses, documents, or any other evidence. The grievant should expect reasonable cooperation from the institution in this respect. Each party has the right to reasonable discovery as it relates to witnesses and documentation.
11. All parties will have the right to confront and cross-examine all witnesses. Where the witness cannot appear, the Hearing Panel may by affidavit record the sworn statement of the witness, and, if possible, provide interrogatories.

12. In the hearing of charges of incompetence against a faculty member, testimony may include that of qualified peers. The burden of proof that adequate cause exists rests with the institution.
13. The Hearing Panel will not be bound by formal rules of legal evidence. However, every possible effort will be made by the Hearing Panel to obtain the most reliable evidence, and to distinguish fact from mere hearsay. The Hearing Panel, with the advice of counsel when appropriate, is the final authority on the admissibility and reliability of evidence.
14. The recommendation of the Hearing Panel is to be based solely on the presented oral and written record. At any time prior to the formal conclusion of the proceedings, the Hearing Panel may seek a satisfactory settlement agreeable to both parties. The Hearing Panel may designate a faculty member not involved in the hearing to serve as a mediator between the parties to the grievance to seek a satisfactory settlement agreeable to both parties. These attempts are permitted until the hearing is closed.
15. Within fifteen working days of the close of the hearing, the Hearing Panel must prepare a written recommendation which the Chairperson of the Hearing Panel will send to the Chairperson of the Faculty Grievance Committee and to the President. Copies of this recommendation are sent to all parties to the grievance.
16. With the submission of the Hearing Panel's recommendations to all parties to the grievance, the Hearing Panel is discharged.
17. Within thirty working days of receipt of the Hearing Panel's recommendation, the President will officially inform the Chairperson of the Faculty Grievance Committee and all parties involved in the grievance regarding actions taken in response to the Hearing Panel's recommendation. The Chairperson of the Faculty Grievance Committee will notify the members of the Hearing Panel of those actions.
18. Appeals in response to the President's action by the involved parties will be filed in writing with the Executive Secretary of the Board of Regents. The filing of an appeal must transpire within ten days of receipt of notice of the President's actions.
19. The Chairperson of the Faculty Grievance Committee will be the custodian of the evidence presented in the hearing. The Chairperson of the Faculty

Grievance Committee will retain this evidence in a secure fashion for one year from the date of the Hearing Panel's written recommendation, after which the Chairperson will destroy all the evidence. The cost of securing the evidence shall be borne by the Faculty Senate.

20. Within ten working days after the President has officially informed the Chairperson of the Faculty Grievance Committee regarding actions taken (see E17), the recommendations of the Hearing Panel and the official response will be made available under the provisions of the Georgia Open Records Act.
21. Within ten working days after the President has officially informed the Chairperson of the Faculty Grievance Committee regarding actions taken, the Chairperson of the Hearing Panel will send the recording and/or transcript of the hearing to the Chairperson of the Faculty Grievance Committee. The Chairperson of the Faculty Grievance Committee will be the custodian of the recording and/or transcript of the hearing. The costs for maintaining these records shall be borne by the Faculty Senate.

## **FACULTY RIGHTS AND RESPONSIBILITIES**

### **Academic Freedom**

The following statement regarding Academic Freedom is included in the Statutes of Valdosta State University, revised December 11, 1991.

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

Section 2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

Section 3. Teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the

opinions of others, and should make every effort to indicate that they are not speaking for the institution.

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<sup>1</sup>The word “teacher” as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties (See Statutes, Chapter 3, Article VI).

### **Academic Programs: Board of Regents Statement**

Academic programs of the University System of Georgia are administered under broad Board policies which grant considerable authority and responsibility to the presidents and faculty of the System institutions. The Board of Regents’ Policy Manual states the general policy, in part, as follows:

The Board of Regents shall rely on the Chancellor, the presidents of the several institutions in the System, and their deans and faculties to develop, adapt, and administer the academic methods and procedures deemed by them to be most effective in promoting efficiency of operations and most appropriate to the advancement of learning.

The Board of Regents shall expect of each president, the faculty and staff, the deans and the faculties of each institution in the System efficient service measured by approved academic standards, and shall look to them to promote effective higher education, having in view resources available to them, and, in the discharge of its duties as a Board, must hold them responsible for a failure to achieve these results. The Board is of the opinion that it would not be reasonable to make academic authorities in the System accountable for results obtained and at the same time deny them the power to choose ways and means they believe to be best adapted to achieve the ends desired. (Board of Regents’ Policy Manual, Section 301).

### **Professional Standards: An Academic Code of Professional Ethics**

The following Academic Code of Professional Ethics was adopted by the General Faculty on April 29, 1991. Editorial changes have been made wherever necessary to reflect alterations of institutional structure and nomenclature mandated by the revised Statutes of the University and Bylaws of the Faculty Senate.

### **AN ACADEMIC CODE OF PROFESSIONAL ETHICS**

#### **1.0 The Ethics of Adopting an Academic Code of Professional Ethics**

- 1.1 The purpose of a code of professional ethics, academic or otherwise, is to provide a uniformly respected incentive to the appropriate fulfillment of one's professional commitments.
- 1.2 To this end, a code of professional ethics should concentrate upon providing a positive statement of those principles of action which, it can generally be agreed among those who practice the profession, contribute to commendable professional performance.
- 1.3 It is to be inferred from the foregoing that a code of professional ethics places greater emphasis upon conveying what a practitioner of the profession ideally ought to do, rather than upon what he or she ought not to do.
- 1.4 It is further to be inferred, therefore, that both in spirit and in practical application, a code of professional ethics is intended as both a general guide and an encouragement.

## 2.0 Available Resources and the Scope of this Document

- 2.1 The patterns of action considered appropriate to various aspects of one's academic performance are stated, with varying degrees of coverage and focus of interest, by one or all of the following--depending upon the nature of the institution: the American Association of University Professors; the discipline with which a particular individual identifies; the institutional Board of Trustees or its equivalent (in the case of Valdosta State University: the Board of Regents of the University System); and the Administration, Committees, and Faculty Senate of the particular institution.
- 2.2 The Ad Hoc Committee on Professional Ethics, which has been charged with drafting this present statement, has unanimously recommended that the Administration and Faculty of Valdosta State University adopt the 1987 professional ethics statement of the American Association of University Professors. A copy of this statement follows this Code.
- 2.3 The attention of all faculty is directed to the professional code, if any exists, of his or her discipline.
- 2.4 The Ad Hoc Committee on Professional Ethics directs attention to the fact that numerous overt references and/or implied expectations regarding academic professional standards are contained in the following authorized documents of this institution: (a) the annual Undergraduate Bulletin and Graduate Bulletin; (b) the Statutes of Valdosta State University; © the criteria provided in the application forms pertaining to promotion and tenure; and (d) the criteria provided in the annual faculty evaluation forms.

- 2.5 It is the intention of this statement of professional ethics to attend only to those guidelines for professional academic practice which might especially pertain to the Faculty and Administration of this institution, and to do so by incorporating the major interests of the previously cited institutional documents (cf. 2.4), and by conforming to the outline of the 1987 professional ethics code recommended by the American Association of University Professors and endorsed by this committee (cf. 2.2).

### 3.0 The Responsibility of Faculty to Their Subjects

- 3.1 While responsibility priorities at a given moment are frequently determined by an immediate need at hand, all faculty are everywhere and at all times rightly perceived as publicly recognized members of their respective disciplines.
- 3.2 As publicly recognized members of their disciplines, faculty enjoy the responsibility of sustaining their academic expertise through regular and conscientious inquiry, reflection, and research--thereby deepening and broadening their facility in their elected field(s) of interest.
- 3.3 In consequence of the foregoing (3.2), faculty recognize their obligation (a) to convey their knowledge and perceptions accurately and fairly to others--acknowledging diversities of interpretation as may be pertinent, and (b) to exercise scrupulous regard for the ethical standards of their disciplines (cf 2.3) and of the general academic community in the management of research personnel, techniques, findings, and reporting.
- 3.4 Faculty likewise accept responsibility, however difficult or unpleasant this may be on occasion, for speaking the truth as they perceive it regarding the issues entailed in their several disciplines, and to do so uncompromisingly, irrespective of institutional, community, political, or other insistence that truth be subverted.

### 4.0 The Responsibility of Faculty to Their Students

- 4.1 The fundamental responsibility in this regard to which faculty obligate themselves is that of respecting the human dignity of each student, irrespective of his or her academic status. All recommended practices cited hereafter in this section assume concurrence with the foregoing principle.
- 4.2 Respect for each individual student entails confidentiality regarding not only personal matters discussed, but likewise regarding a student's performance and grades other than for institutionally sanctioned purposes.
- 4.3 Respect for each individual student restrains faculty from exploiting students for personal advantage, permitting personal likes or dislikes to affect grades assigned or evaluations

written, engaging in sexual harassment, directing ad hominem remarks against a student, or otherwise demeaning or degrading a student (not to be confused with a professionally academic exchange of contrary viewpoints with a student).

- 4.4 Faculty are privileged to serve as intellectual guides for their students, not only by stimulating interest in the subject matter of the class, in learning, and in the principles of academic honesty, but also by rendering personal assistance as required and by setting a personal example of academic commitment.

#### 5.0 The Responsibility of Faculty to Their Colleagues

- 5.1 Faculty are responsible no less to their colleagues than to their students regarding the fundamental principle of respect for persons.
- 5.2 Respect for his or her colleagues obligates faculty to refrain from ethnic, sexual, religious or other categories of verbal abuse; from discriminatory practices; from ad hominem remarks against colleagues; and from other forms of harassment.
- 5.3 Respect for persons likewise entails a respect for opinions, whether agreeable or disagreeable--with the implied corollary that another's right to free inquiry and to the free dissemination of the results is to be defended.
- 5.4 Faculty accept responsibility for discharging their appointed share of committee assignments, student advising, and other governance tasks assigned to the faculty.

#### 6.0 The Responsibility of Faculty to Their Institution

- 6.1 Faculty are likewise responsible, and in equal degree, to the institutional administration regarding the fundamental principle of respect for persons.
- 6.2 Faculty, while committed to exhibiting in their practices those regulatory provisions of the institution which do not inhibit academic freedom, are nevertheless privileged to question and to seek alteration of those provisions through the institutional means, both formal and informal, approved for that purpose.
- 6.3 Faculty are expected to honor the terms of their employment, especially with respect to the fact that they are receiving remuneration to ensure, among other expectations, that the institution is entitled to lay first claim upon their time and commitments during the course of a regular and reasonably defined work-week.

- 6.4 In view of the preceding (6.3), it is anticipated that faculty will be conscientious in self-monitoring the employment of their time, and that they will be judicious in allotting exemptions from their schedules--confining themselves in this regard primarily (though not exclusively) to debilitating personal and/or family situations, holy days of religious obligations, community requirements, and professional meetings of significance to the improved performance of their primary obligations as scholars and teachers.
- 6.5 In view of the preceding (6.3), it is also anticipated that faculty will submit themselves to non-institutional and/or non-academic commitments only upon careful review of their prior professional commitments, so as not to infringe upon the proper performance of the latter.
- 6.6 Requests to terminate or interrupt service to the institution ordinarily should be submitted well in advance of the proposed date of implementation, thereby allowing those responsible adequate time to provide alternative arrangements.
- 6.7 The Administration is entitled to suppose that all faculty are acquainted with the stipulations of the Statutes of Valdosta State University, especially those of Article VI, and that their acceptance of employment within the institution is to be construed as tacit consent to abide by these stipulations--irrespective of whether or not all stipulations are found to be equally agreeable.

#### 7.0 The Responsibility of Faculty to Their Community

- 7.1 It is incumbent upon faculty to clarify the roles and interests of their profession, their discipline, and their institution fairly and objectively within the broader community.
- 7.2 It is further incumbent upon faculty to resist attempted abridgements of free inquiry and the free transmission of ideas, irrespective of the source of those attempts, and to exhibit within the community the meaning of responsible academic freedom.
- 7.3 Faculty are obligated to take their professional responsibilities into consideration when committing themselves to community service, and to ensure that the latter is not undertaken to the detriment of the former (cf. 6.4, 6.5).
- 7.4 While enjoying the prerogatives of any other citizens, faculty are enjoined to advertise all opinions as either personal or professional rather than as institutional, unless they are specifically authorized to claim otherwise.

#### 8.0 The Role of the Administration in Sustaining an Environment Conducive to Fulfilling the Terms of an Academic Code of Professional Ethics

- 8.1 If faculty are to be expected to discharge their professional commitments with reasonable fidelity to the foregoing code of ethics, they in turn are entitled to suppose that support and encouragement in so doing will be a priority item on the administrative agenda.
- 8.2 It is taken for granted that the ethical principles commended to the attention of faculty will likewise be observed, mutatis mutandis, by the administration.
- 8.3 Faculty, in order to discharge their professional responsibilities effectively, are sustained by the assurance that traditionally valued emphases of a liberal arts education will not be eroded or sacrificed; that the priorities and practices of the academic institution will continue to support and encourage these emphases; and that the requirements of academic excellence will receive foremost consideration in determining both admission policies and curriculum offerings.
- 8.4 Faculty are entitled to suppose that they and their department head will be consulted and kept informed regarding all matters directly affecting them or their department.
- 8.5 Faculty are further entitled to suppose that their service on a committee (or in any other elected or appointed capacity) represents a worthwhile, creative, and determinative expenditure of interest and energy.
- 8.6 It is understood by all faculty that they, rather than the students, determine the level and conditions of acceptable academic performance, and that the administration will seek to foster such a perception of higher education.
- 8.7 Just as the Administration is entitled to assume that the Faculty will conscientiously seek to adhere to and to exhibit the relevant provisions of the Statutes of Valdosta State University, the Faculty is entitled to assume that the Administration will conform likewise.

An Academic Code of Professional Ethics, Appendix A: The 1987 Association of University Professors Statement on Professional Ethics, printed in Academe, July-August, 1987. The statement that follows, a revision of a statement originally adopted in 1966, was approved by Committee B on Professional Ethics, adopted by the Council as Association policy, and endorsed by the Seventy-third Annual Meeting in June 1987.

#### Introduction

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research.<sup>1</sup> The Statement on Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to assure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and Committee B, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 *Statement of Principles on Academic Freedom and Tenure*, the 1958 *Statement on Procedural Standards in Faculty Dismissal Proceedings*, or the applicable provisions of the Association's *Recommended Institutional Regulations on Academic Freedom and Tenure*.

### The Statement

I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

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- 1961 Statement on Recruitment and Resignation of Faculty Member
  - 1964 Committee A Statement on Extramural Utterances (Clarification of sec. 1c of the 1940 Statement of Principles on Academic Freedom and Tenure)
  - 1965 On Preventing Conflicts of Interest in Government-sponsored Research at Universities
  - 1966 Statement on Government of Universitys and Universities
  - 1967 Joint Statement on Rights and Freedoms of Students
  - 1970 Council Statement on Freedom and Responsibility
  - 1976 On Discrimination
  - 1984 Sexual Harassment: Suggested Policy and Procedures for Handling Complaints

## **Additional Professional Expectations and Restraints**

Some of the topics included in this section are not mentioned in the Academic Code of Professional Ethics, for the reason that the Code confines itself for the most part to general principles. Those topics which are mentioned or alluded to in the Code could not be further elaborated here.

### **Intellectual Properties Policy**

The following is the Policy passed by the Board of Regents concerning intellectual properties and copyrights. (Policy 603)

#### **PREAMBLE:**

The University System of Georgia (University System) is dedicated to teaching, research, and the extension of knowledge to the public. The personnel at its institutions recognize as two of their major objectives, the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works, and the development of computer software. Such activities (1) contribute to the professional development of the faculty, staff or students involved, (2) enhance the reputation of the institutions concerned, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large.

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

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

The University System recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. Inasmuch as the Board is aware of the dynamic nature of software and that the value of intellectual property comes from the ability of its owner to control its use and that such value is directly related to the degree of protection it enjoys under the law, the Board encourages institutions of the University System to protect such expressions of knowledge by the utilization of appropriate intellectual property laws and the creation of comprehensive software technology transfer policies and procedures.

In many instances, Intellectual Property will become, in whole or in part, the property of the Board of Regents. When this policy speaks to ownership of Intellectual Property by Institutions, the Board shall be the owner, and unless ownership has been transferred by the Board to an affiliated nonprofit organization, authority to further allocate or to dispose of rights in such Intellectual Property is hereby delegated to the Presidents of the Institutions.

The foregoing considered, the Board of Regents of the University System of Georgia does hereby establish the following policy with respect to the development, protection, and transfer of rights to Intellectual Property resulting from the work of its faculty, staff or students.

## DEFINITIONS

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

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

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

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

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

"Trade Secrets" means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which: (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. (See O.C.G.A. 10-161.)

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

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

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

## DETERMINATION OF RIGHTS AND EQUITIES IN INTELLECTUAL PROPERTY

### Sponsor-Supported Efforts

The grant or contract between the sponsor and the institution, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor (1) may specify that the materials be placed in the public domain, (2) may claim reproduction, license-free use, or other rights, or (3) may assign all rights to the institution. In those cases where royalty income is realized by the institution, the inventor or creator may appropriately share in the royalty income.

The nature and extent of inventor or creator participation in royalty income, however, shall be subject to sponsor and institution regulations.

### Institution-Assigned Efforts

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

### Institution-Assisted Individual Effort

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

### Individual Effort

Ownership rights to Intellectual Property developed by faculty, staff or students of the institution shall reside with the inventor or creator of such Intellectual Property provided that: (1) there is no use, except in a purely incidental way, of institution resources in the creation of such Intellectual Property (unless such resources are available without charge to the public); (2) the Intellectual Property is not prepared in accordance with the terms of an institution contract or grant; (3) the Intellectual Property is not developed by faculty, staff or students as a specific institution

assignment. The general obligation to produce scholarly and creative works does not constitute a specific assignment for this purpose. The nature and extent of the use of institution resources shall be subject to institution regulations and shall be determined by the institution.

#### Other Efforts

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

### INSTITUTIONAL PROCEDURES

- A. Each institution of the System is required to develop policies and procedures for the administration of this Intellectual Property Policy. Each president shall appoint an institutional Intellectual Property committee, consisting of no fewer than three or more than nine members, one of whom shall be designated by the president to serve as chair. In each case the committee shall include a representative of the Office of Fiscal Affairs of that institution. The committee shall meet as necessary, and shall act in an advisory capacity to the president or his designee. Faculty, staff and students shall promptly report to the committee in writing, through the appropriate channels, all Intellectual Property invented or created by them which is reasonably likely to have commercial value.
- B. The intellectual property committee of each institution shall recommend to the president or his or her designee the rights and equities in intellectual property created by faculty, staff or students of the institution. Each institution's policies shall provide for an appeal procedure within the institution in the event of a disagreement as to the ownership and use of such materials.
- C. In the implementation of its policies and procedures each institution may elect, through its intellectual property committee and with the approval of the president, any of the following courses:
  - 1. To develop and manage its licensing program through an independent assistance organization so as to secure competent evaluation of Intellectual Property, expeditious filing of applications for patents or other protection and aggressive licensing and administration of Intellectual Property; or
  - 2. To develop and manage its licensing program through an affiliated nonprofit corporation such as the Georgia State University Research Foundation,

Inc., the Georgia Tech Research Corporation or other nonprofit organizations established for this purpose; or

3. To develop and manage independently its own licensing program; or
4. To release Intellectual Property to which the institution has title or an interest to the inventor or creator for management and development as a private venture after the execution of an agreement providing for a suitable division of royalty income.

The foregoing notwithstanding, each institution may establish individual committees to address patents, copyrights, or software or any of them. Each such committee shall be appointed by the President and consist of no fewer than three nor more than nine members, one of whom shall be a representative of the Office of Fiscal Affairs of that Institution. They shall carry out the same functions as the intellectual property committee with respect to each type of intellectual property.

#### TRADEMARKS

All trademarks arising out of research by institutions of the University System of Georgia constitute property of the Board of Regents of the University System of Georgia, and applications for registration, use of and licensing of such trademarks shall be governed by the policies of the Board. Trademarks arising out of research done by an institution of the University System of Georgia pursuant to an agreement with a cooperative organization shall be the property of such cooperative organization and such organization may file all appropriate applications and other documents necessary to protect such trademarks and may exercise all other rights consistent with ownership of the trademarks.

#### APPROVAL BY BOARD OF REGENTS

The Intellectual Property policy of each institution shall be consistent with this policy and shall be submitted to the Chancellor for his review and subsequent approval by the Board of Regents. (BR Minutes, 1983-84, pp. 214-219)

PATENT POLICY (2/25/94 Replaced February 9, 1994 by Section 603, Intellectual Properties). (BR Minutes, 1983-84, pp. 214-219)

#### **Open Records Act**

Requests for inspection of records are granted in accordance with the Georgia Open Records Act. Any person who wishes to see such records must follow these procedures:

1. The person who wishes to see these records must submit a written request to the Custodian of Official Records, Office of the Vice President for Academic Affairs, West Hall. The request must state the specific materials desired.
2. After receipt of the written request, the Custodian has up to three working days to respond with a proposed date and time for the inspection.
3. There will be a charge for the time the Custodian spends on the request. The charges for this service are remitted by the Custodian to the General Expense Account in the Office of Business and Finance.
4. An official form will be provided by the Custodian and must be executed by the party requesting inspection of public records. The Custodian must then inform the President of the institution of each request.
5. The material to be viewed will be retrieved from Odum Library by the Custodian and will be viewed in the Custodian's presence in the Custodian's office.
6. An official record is maintained of all persons requesting access to public records.

### **Employment of Relatives**

The basic criteria for the appointment and promotion of faculty in the several institutions of the University System are appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage constitute neither an advantage nor a disadvantage provided the individual meets and fulfills the appropriate University System appointment and promotion standards as set forth in the policies.

No individual, however, shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare. 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 (Board of Regents' Policy Manual Section 802.03)

### **Office Hours and Absences**

All faculty members are expected to observe reasonable office hours during the week and to post the schedule, in order to provide time on a systematic basis for student conferences and consultations with colleagues and visitors.

All absences of faculty members from ordinary service in the University will be reported by the Department Head to the appropriate Dean or Director. No service to the University, however exceptional, will be deemed sufficient to overcome failure to render adequate service in teaching.

### **Advisement of Students**

All students with a declared major will be advised by a faculty member from that major department. The advising folder will be maintained by that department or college. All students who have not chosen a major are classified as Liberal Arts Studies (LAS) students. They and students in the Associate of Arts program, Community University Program, and non-degree students will be assigned an adviser by the Dean of Arts and Sciences. All Developmental Studies students will be advised by an adviser from the Department of Developmental Studies. Associate of Applied Science students will be advised by the College of Education, Department of Vocational Education.

The Board of Regents requires that "effective advisement shall be credited toward retention, tenure, and promotion. It should be a specific topic of faculty evaluation" (Board of Regents' Policy Manual, Section 308).

### **Assignment and Use of Facilities**

Classroom assignments are handled by the Assistant to the Vice President for Academic Affairs who coordinates the assignment and use of facilities with the cooperation of the deans and directors of the colleges and divisions. Other use of the facilities should be scheduled through the University Facilities Coordinator.

### **Outside Consulting Activities**

The Board of Regents has adopted the following statement of policy regarding outside activities.

Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

Reasonable consulting and other remunerative activities related to one's profession support the University's mission of service to the region. When such activities occur during hours when the faculty or staff member has University responsibilities, prior written

approval shall be obtained from the administrative supervisor. This written approval should be forwarded to the Office of the Academic Vice President for inclusion in the permanent file. When such arrangements occur at other times, a quarterly report is requested in the Professional Activity Report. Faculty are expected to guard against both conflicts of interest and detrimental effects upon their primary obligations to the University.

Faculty should be aware that special written approval is needed when consulting activities are compensated by another state agency whether or not the consulting activities occur during hours of University responsibility. Obtaining this approval is a three step process:

- a. The chief executive officer of the entity desiring to obtain services of a full-time State employee of a separate entity shall certify in writing the need for services and the rationale for this means of service provision to be in the best interests of the State as opposed to employment of individuals not presently employed by the State.
- b. The chief executive officer of the entity employing the individual whose services are being requested shall certify in writing that the person being requested to perform services may do so without any detrimental effect upon present duty assignments, and as deemed appropriate comment upon the appropriateness of the arrangement relative to the best interest of the Senate or State.
- c. After having accomplished (1) and (2) above, the entities shall, by agreement, establish the procedures under which the employee shall perform the additional services. "The agreement shall specify the means of employment, either as a part-time employee or as a consultant, the compensation, and other pertinent details and conditions of the employment relationship. The agreement shall be terminable at any time by either of the departments, agencies, commissions, or authorities." (House Bill No. 1123) (Board of Regents' Policy Manual, Section 802.1602).

### **Political Activities**

There are no restrictions placed upon the faculty as individuals in matters of political activity. At all times, however, faculty members are expected to be keenly conscious of the fact that they are employed by the State of Georgia and that, in a sense, they represent the State. They are expected to use forethought in their statements, decisions, and actions since these of necessity reflect on the University.

Any members of the faculty who decide to enter a political race should immediately inform the President of their intention to do so. Regents' policy requires that candidates for state and national offices request a leave of absence without pay before qualifying as a candidate and, if elected, that they resign prior to assuming office.

## **Sexual Harassment Policy**

### **I. PREAMBLE**

The administration, faculty, staff, and students of Valdosta State University realize that any type of harassment creates an environment hostile to the goals of this institution. Therefore, we establish this sexual harassment policy for the VSU community. While sexual harassment is a violation of law, the procedures described are not of a legal nature, and they do not preclude appropriate legal action. This policy seeks to protect the rights of the complainants, the respondents, those persons involved in implementing this policy, and the integrity of VSU as an institution of higher learning.

### **II. POLICY**

Valdosta State University is committed to a working and learning environment that is free of discriminatory intimidation. The exploitation of institutional, academic, or supervisory authority to sexually harass students, faculty, or staff members is a form of illegal sex-based discrimination in violation of law as well<sup>1</sup> as Valdosta State University policy. Such conduct will not be tolerated on this campus or in connection with any university function wherever conducted.

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<sup>1</sup>The major applicable laws are: the Civil Rights Act of 1871 (42 U.S.C. 1983) provides a remedy for sexual harassment in public employment that violates the equal protection clause of the Fourteenth Amendment; Under Section 703(a)(1) of Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act (42 U.S.C. 2000e-2(a)(1) *et seq*) and the Civil Rights Act of 1991 (42 U.S.C. 1981A) sexual harassment constitutes legal discrimination; and universities are liable under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1688) for various forms of sexual harassment.

To avoid the potential for sexual harassment and conflict of interest, it is expressly provided that no sexual relationship should exist between supervisor (or evaluator) and subordinate or between teacher and student. If a sexual relationship develops, the responsibility for evaluating, grading, etc. shall be transferred promptly to another individual.

### **III. DEFINITION OF SEXUAL HARASSMENT**

#### **A. GENERAL**

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

1. Submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment or academic standing; or,
2. Submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting an individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working or learning environment.<sup>2</sup>

Such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, and coworkers. If it takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

#### **B. QUID PRO QUO SEXUAL HARASSMENT**

1. Explicit or implicit promises of rewards for cooperation via misuse of institutional authority, e.g. to affect a subordinate's employment/admission, professional/academic advancement, salary/financial aid, performance ratings/grades, tenure/graduation, etc.

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<sup>2</sup>29 C.F.R. s 1604.11(a), per (Title VII, Pub. L. 88-352, 78 Stat. 253 (42 U.S.C. 2000e-12). Source: 37 FR 6836, April 5, 1972. See also Regent's Policy Manual, Section 802.18; BR Minutes, 1980-81, pp. 237-238.

2. Explicit or implicit threats of punishment for non-cooperation via misuse of institutional authority, e.g., to affect a subordinate's employment/admission, professional/academic advancement, salary/financial aid, performance ratings/grades, tenure/graduation, etc.

### **C. HOSTILE ENVIRONMENT SEXUAL HARASSMENT**

Speech or conduct that creates a hostile or offensive working or academic environment; interferes with an individual's work/scholastic performance; prevents an individual's full enjoyment of professional or educational opportunities; or induces conformance, stress, anxiety, fear, or sickness on the part of the harassed person.

Such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, and co-workers. If it takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

Implicit in the definition of sexual harassment is the assumption that it prevents the realization of the complainant's full potential as an employee or student. All persons who sexually harass another rob victims of the freedom to do their tasks. Consequently, sexual harassment is considered unethical and unprofessional as well as illegal and against university policy.

## **IV. COMPLAINT PROCEDURES**

### **A. INFORMAL COMPLAINT PROCEDURES**

Initially, persons who believe that they are subject to sexual harassment should promptly--if at all possible--politely, but firmly, confront the perceived offender and ask that person to stop. Complainants should be very specific about the conduct and action that is offensive, stating how they feel about the harassment, and explaining how the action of the respondent is intimidating. If a face-to-face meeting is not possible, informal and formal procedures as described herein are available.

The formal procedure for filing a complaint that seeks to resolve a charge of sexual harassment requires the complainant to meet with the Assistant to the President for

Affirmative Action, Office of Equal Opportunity Programs and Multi-cultural Affairs, and follow the procedures set forth in Section IV.B.

However, because of the emotionally debilitating effect of any sexual harassment procedure, some individuals may be hesitant to use the formal administrative process and will continue to suffer from a real or perceived discrimination. Therefore, to offer another option, Valdosta State University has structured a Support Group consisting of members of the university community who have received formal training on the subject of sexual harassment, its forms and consequences.

The Support Group's composition and duties are as follows:

1. The Support Group consists of one representative each from the administration, exempt and non-exempt staff, faculty, graduate and undergraduate student bodies. Members of the Support Group are appointed by the President for staggered two-year terms after recommendations are received from appropriate representatives of administration, staff, faculty, graduate, and undergraduate students.
2. Individual members of the Support Group are available to provide general information and advice to administrators, staff, faculty, and students who might contact them with questions about sexual harassment. In order to serve in this advisory capacity, Group members receive training so that they understand the definition of sexual harassment, know alternative ways of formally and informally dealing with sexual harassment, and can deduce possible consequences of the alternatives. Group members meet jointly at least twice yearly to share general insights in dealing with sexual abuse situations.
3. Persons who perceive themselves to be victims of sexual harassment may consult any member of the Sexual Harassment Support Group on a fully confidential basis regarding their specific case. A Support Group member may be consulted either before, instead of, or along with the filing of a formal complaint of discrimination with the Affirmative Action Officer.
4. The Support Group member will advise the individual regarding possible solutions which might be tried by themselves, as well as options available for pursuing a formal complaint. If the complainant wishes, the Support Group member may act as a liaison with the Affirmative Action Officer to discuss the case with the names of the complainant and respondent being kept strictly confidential. In this way, the Support Group member can thus obtain information regarding the adequacy of evidence, possible consequences of the complainant's filing a complaint, and steps that will be taken to protect the complainant against retaliation if a complaint is filed. The complainant will thus have the appropriate information to decide whether or not to file a formal complaint.

5. Once an individual files a complaint with the Affirmative Action Officer, the Formal Complaint Procedures set forth in IV.B. shall be in effect.

*The issue of record keeping and notice is both crucial and sensitive. Provision should be made to (1) notify respondents immediately in order to comply with Due Process requirements, (2) omit any reference to the respondent if the matter is dropped, (3) indicate the names of the complainant and respondent if a complaint is resolved, and (4) file a report with the Affirmative Action Officer if a formal complaint is desired. Since informality is by definition a derogation of Due Process procedures, confidentiality as well as adequate and timely notice are essential in order to protect the interests of ALL parties. Any complaint--whether true or false--may have a negative impact on all parties.*

## **B. FORMAL COMPLAINT PROCEDURES**

1. Anyone who believes himself/herself to be the object of sexual harassment may choose, either initially or after having sought a resolution through one of the mediators described above, to bring a complaint through the University's formal procedures, with the possible outcome of disciplinary action against the respondent. Those procedures are described below.

- a. Written or formal charges of sexual harassment must be filed with the Affirmative Action Officer of Valdosta State University. The written charges must be brought by sworn affidavit and signed by the complainant. If the subject of the complaint is the Affirmative Action Officer or a staff member in the Affirmative Action office, the complaint may be filed with the President, who shall appoint an investigating officer to perform the tasks assigned to the Affirmative Action Officer in these procedures.

- b. Formal charges should be brought within a reasonable time of the occurrence of the alleged act. Prompt reporting makes it possible to trace the facts of an incident or incidents. Ordinarily, formal complaints should be brought within fifty days of the incident(s). Upon receipt of a formal charge, the Affirmative Action Officer will notify the respondent in writing within five working days.

- c. The Affirmative Action Officer will make an investigation of the written charges, consulting as necessary with the complainant, the respondent, and others, if appropriate, in order to ascertain the facts and views of all concerned parties. The Affirmative Action Officer may request affidavits from all individuals involved.

d. The Affirmative Action Officer will report in writing, within ten working days of the completion of the investigation, the findings and recommendations to the President of Valdosta State University, the complainant, and the respondent.

2. Either principal may request a hearing to appeal the Affirmative Action Officer's recommendation. A written request for a hearing shall be made to the President within ten days of notification of the Affirmative Action Officer's recommendation. The procedures for the hearing are as follows:

a. Faculty members shall appeal to the Faculty Grievance Committee and follow its procedures.

b. Any other complainant or respondent may request a formal hearing using the following procedures:

I. Upon receipt of a request for a hearing, the President shall appoint a Chairperson of a Committee of Review. The two other members of the Committee shall be selected in the following manner:

\* The complainant may select one committee member; and

\* The respondent may select one committee member.

Only full-time, permanent employees or full-time students of the University may serve on the Committee of Review. The Committee of Review may include representation from the faculty, the staff, the student body or a combination of the above.

ii. The Committee of Review will investigate the written charge of sexual harassment and conduct a hearing. The parties shall be informed of the date of the hearing at least five working days prior to said date by certified mail, return receipt requested. Notice shall be given pursuant to Section 803.12 of the Policy Manual and other relevant sections of the Policy Manual and University Statutes.

iii. The hearing shall be conducted pursuant to procedures established by the Committee of Review and in compliance with this Policy.

iv. The Committee will present its findings and recommendations to the President and both parties within five working days of the conclusion of the hearing.

v. The President shall render a final decision in the matter and notify the parties involved within ten working days of receiving the committee's report.

3. At each step, the University's procedures seek to protect, insofar as possible, the privacy and First Amendment rights of individuals involved in a complaint. Every effort will be made to carry out procedures in a confidential manner insofar as it does not interfere with the University's legal obligations, ability to investigate allegations of misconduct, and ability to take corrective action when it is found that misconduct has occurred. If a faculty member is involved, issues of academic freedom will be considered.

4. Use of these internal procedures does not preclude subsequent legal action. Complainants may wish to obtain legal advice as they consider the courses of action open to them. However, the proceedings are not those of a court of law. The strict rules of legal evidence shall not apply.

5. A written record of the formal complaint process and its outcome shall be retained by the Affirmative Action Officer.

## **V. APPEAL PROCEDURE**

Appeals to the President's final decision shall be made in accordance with the procedures set forth in Article IX of the Regents' By-laws.

## **VI. SANCTIONS**

Appropriate sanctions will be imposed by the President's decision (subject to any action taken by the Board of Regents) on individuals found to be engaging in sexual harassment. Examples of possible sanctions are warning letters to personnel files; poor job performance ratings impacting salary, work assignment, promotion, and contract renewal; or termination of employment.<sup>3</sup>

## **VII. PROTECTION OF COMPLAINANTS AGAINST RETALIATION**

Retaliatory action of any kind against anyone filing either an informal or formal complaint is strictly prohibited. The Support Group member and the Affirmative Action Officer, as part of any settlement, and the President, as part of any decision, will establish safeguards against

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<sup>3</sup>See Regents' Policy Manual, Section 802.18; BR Minutes 1980-81, pp. 237-238 and Section 803.11, BR Minutes, pp. 304-313; 1981-83, p. 23.

retaliation. For example, protection against retaliation in individual cases might include recommending permission for a student to drop or withdraw unpenalized from a course, to change to another section of a course, to be allowed to make a course substitution, or to change a course to pass/fail status or assigning an appropriate administrator to monitor future course grades, salary adjustments, performance ratings, etc.

## **VIII. NOTIFICATION OF RECORD-KEEPING**

A. Any records in any medium (paper, electronic, grease board, etc.) containing any employee's or student's name in the context of an informal or formal procedure under this policy must be brought to the employee's or student's attention. Notification of the existence of a record must occur within one of two time frames. If both appear to apply, the earlier deadline will be used.

1. If the situation involves a student/faculty relationship, notification will occur not later than ten working days after the end of the academic term in which the record was created, added to, or otherwise modified.

2. If the situation does not involve a student/faculty relationship, notification will occur not later than ten working days after the record was created, added to, or otherwise modified.

B. The burden is on the institution to show that proper and timely notification was made. Notification will be deemed to have occurred if a named employee refuses to accept certified or registered mail containing notification.

C. The named employee or student may, at his/her sole discretion, add to the record any rebuttals or other comments she/he chooses. A named employee or student may obtain, at no charge, a copy of any record naming him/her.

D. Failure of the university to notify complainants and respondents as required will preclude the institution's use of the record in any action against the named employee or student although the named employee or student may choose to use the record in her/his defense.

E. A named employee or student who is not properly and punctually notified of a record may require that his/her name be expunged from the record.

## **IX. PUBLICATION AND TRAINING**

Valdosta State University will conduct educational programs of various types for administrators, staff, faculty, graduate and undergraduate students. Training methods will vary depending on specific needs but will include the following: lecture and discussion; films, slides, and videotapes; articles on sexual harassment in special publications; and sexual harassment seminars. Training will be offered on a widespread basis upon the initial adoption of this policy and at regular intervals thereafter. Special attention will be given at the early stages of initial employment and admission to the University.

## **SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS**

In accordance with Section 485 of the Higher Education of 1965, Valdosta State University has established in conjunction with its written Sexual Harassment Policy, a policy which provides that the following right are accorded, by all campus officers, administrators, employees and students, to victims of campus related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity; and the right for VSU organizations which assist such victims to be recognized.
2. The right to have sexual assaults committed against them investigated by VSU Division of Public Safety and the Office of the Assistant to the President for Equal Opportunity Programs and Multi-Cultural Affairs; and the right to the full and prompt cooperation and assistance of personnel in notifying the proper authorities. This action shall be in addition to the disciplinary proceedings established by VSU.
3. The right to be free from any kind of pressure from any VSU entity that victims (a) not report crimes committed against them to VSU Division of Public Safety, and disciplinary officials for civil or criminal action: or (b) report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes committed on campus because:
  - a. victims are somehow "responsible" for the commission of crimes against them;
  - b. victims were contributorily negligent or assumed the risk of being assaulted; or,

- c. by reporting crimes they would incur unwanted personal publicity.
5. In any campus disciplinary hearing, the accused and accusers have the right to have someone accompany them at the hearing, and both the accused and accuser have the right to be notified of the hearing outcome.

The sanctions for the accused in cases of sexual assault will be determined by the individual or body hearing the charges. Sanctions may include any sanction deemed appropriate in the Student Handbook, Faculty Handbook, or Staff Handbook.

6. The right to full and prompt cooperation from VSU personnel in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary for proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of and assisted in exercising any options as provided by State and Federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by VSU, by other victim-service entities, or by services acquired by victims themselves.
9. After campus assaults have been reported, the victims of such crimes shall have the right to require that VSU authorities take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact with or proximity to reported assailants, including immediate relocation of the reported victim to safe and secure alternative housing and transfer of classes if so requested by the victim.
10. In addition, students, whether sexual assault victims or not, have a right to habitability (\*) in on-campus housing accommodations for which VSU may receive any compensation, direct or indirect. Substantiated violations of these provisions shall be corrected by campus personnel with relocation of the complainant to acceptable, safe, and secure alternative housing as soon as possible, unless conditions warrant other immediate action by campus personnel.

(\* Habitability shall be defined as an environment free from sexual or physical intimidation, or any other continuing disruptive behavior by persons sharing rooms or roommates' guests that is

of such a serious nature as would prevent a reasonable person from attaining their educational goals.)

11. Other appropriate personnel will be contacted as needed by the individuals responding to the victim of the assault. Education and awareness programs will be conducted by appropriate campus personnel on the topics of sexual assault and victims' rights on a regular basis.

Valdosta State University hereby certifies that it complies with the requirements of Section 485.

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### **Procedures for Investigating Reported Sexual Assaults - Effective Date 1993**

1. Immediate Response: A number of University personnel are willing and able to assist victims of sexual assault. As soon as there is knowledge of an incident, the following offices should be contacted: Public Safety and either the Associate Dean of Students or the Director of Housing and Residence Life. Other appropriate offices will be contacted as needed by the personnel responding to the victim of the reported assault.

Notification of Valdosta State Response Team:

If the assault occurs to an individual living in campus housing,

- a. The Individual who learn of a sexual assault to a residence hall student should contact the Director of Housing and Residence Life or Designate;
- b. The Director of Housing and Residence Life contacts appropriate Housing and Residence Life staff.
- c. The Director of Housing and Residence Life notifies the Vice President for Student Affairs
- d. The Director of Housing and Residence Life contacts the Director of Counseling Center.
- e. The Director of Housing and Residence Life will notify Public Safety if it has not already been notified; and
- f. A member of the Response Team will provide information to the victim regarding the Victim Witness Assistance Program;

If the assault occurs to a non-residence hall student,

- a. The Individual who learns of the assault contacts the Associate Dean of Student or Designate.
- b. The Associate Dean of Students notifies the Vice President for Student Affairs.

- c. The Associate Dean of Students contacts the Director of Counseling Center.
  - d. The Associate Dean of Students contacts Public Safety if it has not already been notified; and
  - e. A member of the Response Team will provide information to the victim regarding the Victim Witness Assistance Program.
2. Delayed Reports: Victims often delay disclosing information to others about their sexual assault. When a delayed report occurs and the victim is a student, the student may be referred to the Counseling Center for personal counseling and assistance in reporting the assault to the proper authorities.
3. The senior Student Affairs staff member responding to a call for assistance will insure that the considerations and rights to be afforded victims of sexual assault, as detailed in the University Sexual Assault Victims' Bill of Rights, are met. An effort should be made to have someone who is the same gender as the victim respond to the victim as soon as possible. This will allow one member to provide support and counsel, while the another member contacts appropriate individuals or agencies as needed.
4. It may be helpful to explain the components of the medical examination for evidence so that the victim knows what to expect. The medical staff will ask medical history questions related to reproduction functions as well as those related to recent consensual sexual contact. They may ask some basic questions about the assault to determine the extent of the examination required. Medical staff will take samples of such items as body fluids and public hair which are necessary for potential prosecution as evidence. Also, a photograph will be taken of the victim by the police. The response team should prepare the victim for these procedures as much as possible.
  - a. If there is no Victim Witness Assistant, a member of the University personnel should stay with the victim throughout the examination if the victim requests. However, under no circumstances should a member of the university personnel accompany a sexual assault victim of the opposite sex during the examination.
  - b. If the police are called, a member of the University personnel should sit with the victim during the police interview to provide support. It is important to be extremely careful to follow police procedures in these types of cases because the victims are themselves very important evidence.

It is imperative not to tamper with a crime scene, impair an investigation, or tell the victim what to say or how to act.

5. The responding Sexual Assault Response Team Members will assist the victim as needed in obtaining medical treatment and counseling service and in dealing with the legal authorities.
6. The senior responding team member will inform the Vice President for Student Affairs or his/her Representative, [and for information purposes] the affirmative action officer, of the incident and actions taken. The Vice President for Student Affairs or representative will determine:
  - a. Additional actions which may be undertaken to assist the victim in dealing with the aftermath of the incident. For example, contacting faculty members to ask for extension to complete work assignments and serving as a recourse for continued support;
  - b. The need to notify additional University personnel (i.e., the President, University Relations, etc.);
  - c. Procedure for further investigation and possible disciplinary action; and
  - d. The need to notify the Director of Personnel of the circumstances in the event an employee is involved in an incident.

### **A Drug-Free Work Place**

Valdosta State University, as a regional university in the University System of Georgia and recipient of federal funds, supports and complies with the Drug Free Work Place Act of 1988 and the Drug Free Colleges and Communities Act of 1989.

Valdosta State University, created the Drug Free Work Place Policy (revised 6-1-1991), which states:

Valdosta State University, as a recipient of federal funds, supports and complies with the provisions of the Drug Free Work Place Act of 1988. As an employer, Valdosta State University will aggressively promote and strive to maintain a drug free work place for its faculty and staff.

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by Valdosta State University employees is prohibited. Violations of this policy, to include misdemeanor and/or felony drug convictions during the course of one's employment will result in appropriate disciplinary actions being imposed by the institution. Said penalties may include suspension or termination of employment.

If an employee is convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of where such violation occurred, the employee, as a condition of employment, must notify the Personnel Office in writing, routed through their departmental supervisor, of said conviction within 5 calendar days of such action.

Employees who feel they have a potential substance abuse problem are encouraged to seek professional assistance. The Valdosta State University Counseling Center staff will treat such requests for evaluation or therapy confidentially and provide short term assistance limited to five sessions where indicated. Longer term counseling or therapy will remain the individual's responsibility, and use of private practitioners or rehabilitation facilities is encouraged by the institution.

Faculty, staff members, and student employees of Valdosta State University are expected to adhere to the policies of the institution, observe the basic rules of good conduct, and to meet appropriate standards of performance. This policy, as with other institutional policies, including state and federal laws, and Board of Regents policies shall be observed.

New employees of Valdosta State University shall have this policy communicated to them, and said policy shall be included in the Faculty Handbook, the Classified Personnel Policy Manual, and the Student Handbook.

### **Tobacco Usage**

Tobacco usage is banned inside all buildings on the VSU campus except in dormitory rooms. No tobacco products will be sold on VSU premises. General-use University vehicles will be tobacco free.

### **Academic Convocations**

Attendance at commencement exercises at the end of each quarter, at Honors Day observed during Spring Quarter, and at other occasional formal functions is encouraged. All such

occasions require faculty members to wear appropriate academic regalia. Each faculty member is thus encouraged to obtain the elements of academic apparel appropriate to his/her highest degree.

The Faculty Marshal is responsible for issuing communications regarding occasions for which caps and gowns are required dress.

### **Grade Posting Policy**

It is recommended that faculty refrain from posting test results or final course grades. The Family Educational Rights and Privacy Act (FERPA) specifically prohibits the posting of grades by social security number or in any manner personally identifiable to the individual student.

FERPA would prohibit the posting of grades by social security number since the social security number is personally identifiable to the student.

FERPA would not prohibit the posting of grades by a code number other than the social security number provided the knowledge of the code number is appropriately restricted to school officials who have been determined to have legitimate educational interest.

FERPA would not prohibit an institution from using social security numbers as students' ID numbers. However, an ID number that is identical to a social security number could not be used for posting public notices to students, such as the scores received by students on a test.

--Leroy S. Rooker, Director Family Policy and Regulations Office  
U.S. Department of Education (Comments in an address before the American  
Association of Collegiate Registrars and Admissions Officers)

### **Final Exam Schedule**

Each faculty member is expected to select appropriate times for the periodic examination or assessment of students. The complexities of an academic institution make it necessary that all faculty comply with the schedule of final examinations.

A copy of the final examination schedule is included as a part of the printed schedule of classes and each faculty member is required to use the specified schedule for final examinations and assessment. Whenever unusual circumstances require a departure from the published schedule, clearance for such deviation must be obtained in advance from the department head and dean and be announced in the course syllabus, or, if the departure is not anticipated at the beginning of the semester, students should be informed in time to allow adequate preparatory time.

## **Student Grade Appeals and Student Academic Irregularities**

Students who have just cause to appeal the assignment of a grade must first discuss the problem with their professor. Further appeals are then directed, in order, to their professor's Department Head, Dean, Vice President for Academic Affairs, and President of the University (VSU 1995-1996 Student Handbook, p. 30).

No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory, report, examination or other assignment included in any academic course.

No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.

No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the University.

Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged. VSU policy is that under the established process a violation of Section A may and should be handled by the professor, the student and possibly the department head or dean concerned with the offense. However, the most severe sanction that may be administered through this process is to give a grade of "F" in the course. If a stronger sanction is felt to be needed, or if an agreement cannot be reached between the above parties concerning the incident, it is no longer a matter that addresses itself to the academic school or division. In such cases where a student may continue to violate Section A (Academic Irregularity) after he or she has been warned or sanctioned by one or more professors, he or she should then be referred to the Dean of Students where official charges may be drawn up and the student subjected to the established disciplinary process (Section A, Academic Irregularity, of Appendix A of the VSU 1995-1996 Student Handbook, p. 46).

## **Process for Proposing New Curriculum or Revising Existing Curriculum**

A faculty member has the right to propose new courses or propose revisions of existing courses. Curriculum proposals must be approved by each of the following: the faculty member's Department or Division, the College's or Division's Executive Committee, the Graduate Executive Committee (if the course is on the graduate level), the Academic Committee, and the Faculty Senate. To initiate the formal process, a faculty member should obtain appropriate forms from his

or her Department or Division Head. For a new degree program or a minor, more extensive documentation will be required; however, the approval process is the same as that of proposing or revising courses.

### **Timely Assessment of Student Progress**

Any student has the right to an evaluation of his/her grade in a course prior to the end of the withdrawal period.

### **Academic Renewal Policy** *(Drafted from BOARD POLICY 309: ACADEMIC RENEWAL)*

The Academic Renewal policy allows Valdosta State University degree-seeking undergraduate students who have experienced academic difficulty to have one opportunity to make a fresh start at Valdosta State University after an absence of five consecutive calendar years from any postsecondary institution.

Former Developmental Studies students may apply for Academic Renewal only if they successfully completed all DS requirements before the commencement of the five-year period of absence.

### **IMPLEMENTATION** (Effective Fall Quarter 1995)

1. All previously attempted coursework continues to be recorded on the student's official transcript. The cumulative grade point average, CGPA, that includes all credit courses taken excluding learning support, developmental studies courses **AND** an Academic Renewal Grade Point Average (AR-GPA) must be shown on each Academic Renewal student's permanent record.

- 1.1. Eligible students who have been readmitted to the University must apply for Academic Renewal by completing an Application for Academic Renewal and submitting the application to the Registrar. Students will be notified by the Registrar's Office of the status of their application.

Readmission to Valdosta State University must occur before Academic Renewal may be granted. Academic renewal does not alter the record to remove a prior academic suspension, or a suspension for any other reason, so that a student is eligible for re-enrollment.

- 1.2. An Academic Renewal Grade Point Average (AR-GPA) is begun when the student resumes taking coursework following the five-year period of absence once Academic Renewal has been granted. A statement will be placed on the

student transcript indicating the Academic Renewal status and the beginning of a separate AR- GPA in addition to the required CGPA.

1.3. The AR-GPA will be used for determining academic standing and eligibility for graduation.

1.4 Academic credit for previously completed coursework--including transfer coursework--will be retained only for courses in which an "A," "B," "C," or "S" grade has been earned. Retained grades are **not** calculated in the AR-GPA, but retained hours earned are counted in the Academic Renewal **hours earned**.

1.5. To earn a degree, a student must meet Valdosta State University residency requirements. Retained hours earned that were taken at VSU prior to Academic Renewal (i.e., "A," "B," "C," "S" grades) will apply toward the residency requirement.

A student granted Academic Renewal must satisfy a minimum residency requirement of 45 hours after re-enrollment.

2. A student can be granted Academic Renewal status only once.
3. Any scholastic suspensions that occurred in the past shall remain recorded on the student's permanent record.
4. If a student does not request Academic Renewal status at the time of re-enrollment after a five-year or greater period of absence from any postsecondary institution, the student may do so within three academic quarters (or two academic semesters) of re-enrollment or within one calendar year, whichever comes first.
  - 4.1 The AR-GPA begins with the first term following re-enrollment.
5. Re-entry into any program is not automatic.
6. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
7. The granting of Academic Renewal does not supersede the admissions requirements of certain programs, e.g., teacher education, nursing, which require a specific minimum grade point average based upon all coursework. This decision will reside at the college or departmental level.

8. Any student who was enrolled Fall Quarter 1995 and who was not enrolled at a postsecondary institution for a period of five calendar years may apply for an Academic Renewal GPA.
  - 8.1 For these students, there is a one year window of opportunity for requesting Academic Renewal status beginning Fall Quarter 1995.
  - 8.2 The AR-GPA for these students begins with the first term following re-enrollment after the five-year period of absence from any postsecondary institution.
9. United States and Georgia history and constitution requirements met prior to the granting of Academic Renewal will remain on the student's permanent record even though the courses may not count in the Academic Renewal GPA. Also, Regents' Test scores prior to Academic Renewal will remain on the student's record. All hours earned prior to Academic Renewal shall be counted toward Regents' Test, College Preparatory Curriculum, and other Board of Regents requirements that state a specified number of hours earned.
10. Academic suspension policies will apply from the time of re-enrollment after five-year absence from any postsecondary school.
11. Graduation with honors is based on all academic work attempted, including courses attempted at Valdosta State University and at other institutions prior to the granting of Academic Renewal.

#### Procedure for Evaluating an Application for Academic Renewal

1. The student must be readmitted to Valdosta State University as stated in the Undergraduate Bulletin.
2. An Application for Academic Renewal must be completed and submitted to the Registrar within the time limitations stated either in Item 4 or 8.1, whichever is applicable.
3. The Registrar will evaluate the Application for Academic Renewal based on the criteria outlined in the Academic Renewal Policy.
4. Students who meet all criteria will be granted Academic Renewal status. An Academic Renewal GPA will be calculated and the permanent record updated. Students granted Academic Renewal will be notified in writing and

provided an updated copy of the student transcript. Advisors will receive notification of Academic Renewal.

5. Students who are not granted Academic Renewal may appeal the decision of the Registrar to the Vice President for Academic Affairs.

Procedure to Notify Applicants Who Have Not Attended a Postsecondary Institution for Five or More Years of VSU's specific Academic Renewal Policy and Procedures.

1. The Office of Information Technology has furnished the Registrar's Office a list of students who were enrolled during the Fall Quarter 1995 and who are potentially eligible to apply for Academic Renewal.
2. These students will be mailed a copy of the Academic Renewal Policy and Procedures for Evaluating Applications for Academic Renewal; students must apply for Academic Renewal before the end of Fall Quarter 1996.

### **Emergency Procedures**

The President will determine if classes will be canceled or University services reduced owing to inclement weather or other threatening conditions. When classes are canceled, all non-critical offices and units on and off campus will be closed unless these units are located in an area considered safe for business to continue. In the President's absence, the Vice President for Academic Affairs, in consultation with the Vice President for Business and Finance and the Vice President for Student Affairs, will make the determination to close the University.

Selected radio and TV stations in the VSU service area will be notified through the Office of Public Relations when the University is closed. If there is no announcement, students, faculty, and staff should assume classes are in session and all offices are operating on a normal schedule.

If a decision to cancel classes and reduce services is made after 8 a.m., all University personnel will be notified through normal administrative channels. Until a person receives notice from his/her supervisor, he/she should assume the University is fully operational.

When an emergency is declared, certain key personnel will report for work. These employees will be identified by their supervisors. Persons who are not required to work when the University is officially closed will be granted excused absence. Payroll reporting and timekeeping will be prescribed by the Vice President for Business and Finance.

Each academic unit should develop and submit to the Dean/Director, to be filed with the Vice President for Academic Affairs, appropriate internal policies and procedures for providing instruction when the University is open but members of the faculty are unable to reach campus. Other University unit heads will file a plan with the appropriate Vice President to maintain essential services.

The President will determine, after appropriate consultation, if and when missed class days should be made up.

In the event dangerous weather is indicated and alerts sounded, persons wishing to seek shelter will have the freedom to do so.

In the event of other emergencies (such as a bomb threat), the University Police should be immediately notified.

## **FACULTY EVALUATION PROCEDURES**

### **Annual Evaluations**

The Board of Regents' Policy regarding Annual Faculty Evaluations is quoted below.

Each institution shall establish definite and stated criteria, consistent with Regents' Policies and the statutes of the institution, against which the performance of each faculty member will be evaluated. The evaluation shall occur at least annually and shall follow stated procedures as prescribed by each institution (Board of Regents' Policy Manual, Section 803.07).

The guidelines pertaining to the above were developed by the Chancellor's Office. They read in part:

The purpose of the new faculty evaluation policy is twofold. The primary purpose is to aid the faculty member in improving and developing his or her performance as a member of the academic community and to ensure the faculty member's understanding of the relationship between his or her performance and the expectations of the institutions. Secondly, the faculty evaluation should assist the institution in its review of the faculty member for continued employment, promotion, tenure and merit salary increases. The institution may wish to develop different procedures for each category of review. However, the faculty member must clearly understand the criteria and the procedures to

be used in the evaluation process for continued employment, promotion, tenure, and merit salary increases.

The faculty has a right to comment in writing on any aspect of the annual evaluation.

The faculty shall sign and receive a final copy of their annual evaluation (Memoranda from the Chancellor to Presidents, June 22, 1981 and December 15, 1986).

See Appendix I for a copy of the evaluation.

## **Evaluation Policies for Promotions, Salary Increases and Tenure**

### **Promotions**

Promotions in rank are based on merit and are not automatic. The Board of Regents has fixed certain minimum criteria for promotion from one rank to another; these criteria include superior teaching, outstanding service to the institution, academic achievement, and professional growth and development. In at least two of these four areas, the faculty member's accomplishment should be noteworthy, with the greatest emphasis on teaching. Regents policies also state that there should be appropriate involvement of faculty in making recommendations for promotion. Each department should have written procedures for making recommendations for promotion and these procedures should be available to all faculty members.

At Valdosta State University, the terminal degree or its equivalents is normally required for promotion to associate or full professor. Strong justification should be provided in support of any recommendation for promotion to the ranks of associate or full professor without the terminal degree in his or her discipline. In addition, length of service is considered for promotion: three years as instructor, four years as assistant professor, and five years as associate professor. Consideration is also taken of the number of promotions available to the university and the number of faculty members in each rank. Promotions are considered once each year at the April meeting of the Board of Regents.

Applications for promotion are initiated at the department level, with the applicant providing the relevant documentation. Appeal is through the Deans to the Academic Vice President, the President, and the Board of Regents.

Criteria for Promotion are delineated in the Board of Regents' Policy Manual, Section 803.08.

### **Salary Increases**

The Board of Regents each year receives an appropriation from the General Assembly for all phases of its operations. Expenditures for operation of the University System, including salaries, are therefore necessarily contingent upon legislative appropriations. While compensation could be reduced as a consequence of actions of the governor or General Assembly, it is the stated intent of the Board "to maintain current salary commitments in so far as possible to every employee and the Board will exert its composite influence and best efforts to that end." (Board of Regents' Policy Manual, Section 803.1401).

Salary increases for full-time teaching faculty are awarded on the basis of merit. In many years, because of inflation, an increment (the exact amount varies according to each year's allocation) is given which acknowledges the rising cost of living. The remainder of the allocation is awarded according to the merit rating, which is based on evaluation procedures established in accordance with university policies and represents a consensus arrived at by the Department Head, the Dean, and the Academic Vice President.

Criteria for the determination of merit increases will include teaching ability, completion of significant professional development activities (including the attainment of additional academic degrees,) promotion in rank, seniority, research productivity, academic achievements and publications, academic honors and recognitions, relevant professional achievements and recognitions, and non-teaching services to the institution.

## **Pre-tenure Review**

### **PREAMBLE**

Two of the significant milestones of any professor's career involve the awarding of tenure and promotion in rank. Tenure resides with each institution, and one normally must be employed in a tenure track position for at least five years of consecutive service before a tenure decision is considered. In order to be tenurable, faculty must meet the criteria set forth in the university's statutes and the Board of Regents' policies. The decision to grant tenure to a member of the faculty involves an extensive commitment of the institution's resources. Both the institution and the affected faculty member should maintain close contact with the individual's progress towards tenure. Each college or unit will hold an annual meeting to review the goals and needs of the institution in relation to tenure.

### **PROCESS**

Upon accepting a faculty appointment, new faculty should be provided with the guidelines for tenure followed by their college and department/unit. While insuring one's tenurability is primarily the responsibility of the individual, all tenured members of a department/unit have a professional obligation to help guide untenured faculty through their probationary period. The pre-

tenure review process is one of the formal mechanisms through which untenured faculty gain positive and corrective feedback about their performance and how it relates to their tenure progress. This pre-tenure review process will employ the college and department/unit's established criteria for tenure, emphasizing excellence in teaching.

Annually, faculty are evaluated by their department/unit heads. One component of such evaluations should address the head's perception of the untenured individual's progress towards tenure. It is important to note that satisfactory progress towards tenure is never a guarantee of tenure because the needs of the institution do change, and even positive recommendations may not be supported at higher levels. Evaluations by the department/unit's head, while extremely important in all personnel decisions, are only one source of information that is considered in the tenure process. Accordingly, untenured faculty should also receive timely feedback from the tenured members of the department/unit to judge more accurately progress towards tenure. While the tenured members of department/units could also provide untenured faculty with written comments about their progress on an annual basis, all probationary faculty will have a pre-tenure review in the third year of the probationary period or, in cases with prior years services, at the mid-point of the remaining probationary period. By September 15 of each year, candidates for pre-tenure review are notified of their review and are asked to prepare materials for submission no later than November 1.

To accomplish this, the tenured members of the department/unit, or a committee representing the tenured faculty in the department/unit that consists of at least three faculty who are elected by the department/unit's tenured faculty must meet and discuss each candidate's progress towards tenure and promotion. In the case where a department/unit does not have at least three tenured faculty, the pre-tenure materials will be reviewed by a committee of at least three tenured faculty who are acceptable to both the individual faculty member and the appropriate Dean/Director or Vice President for Academic Affairs. The candidate should submit to the committee all annual evaluations by the department/unit head and a current curriculum vitae. (Additional materials such as syllabi, sample tests, student evaluations, reprints, tenure/promotion documents, etc., may be submitted but are not required, though the committee can request additional information.)

Using the college and department/unit's criteria, the committee will provide the candidate with a written report identifying areas of strength and areas where additional attention is warranted. Within two weeks of the delivery of the written report to the untenured faculty member, the committee or candidate can request a meeting to discuss and clarify the report. The committee's report and the optional follow-up meeting should be completed before the end of April of the academic year in which the pre-tenure review is mandated.

The committee's report will be submitted to the faculty member and the head of the department/unit. A copy of the report should be included in the faculty member's personnel file.

If the faculty member feels that the report of the committee is unfair, the faculty member can follow the University's established appeals process.

## **Tenure**

Tenure resides at the institutional level. Only assistant professors, associate professors, and professors are eligible for tenure. Faculty members with adjunct appointments will not acquire tenure, nor does tenure apply to honorific appointments.

Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, after completion of a probationary period of at least five years of full-time service, defined as a one-hundred percent workload basis for three out of every four consecutive academic quarters, at the rank of assistant professor or higher. The five-year period must be continuous, with the exception of a maximum of two years' interruption because of a leave of absence or approved part-time service. However, no probationary credit may be given for such interrupted service.

A maximum of three years' credit toward the minimum probationary period may be allowed for service in tenure-track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service is to be defined in writing by the President and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher.

Credit toward the award of tenure and/or promotion may be earned while in a temporary status at this institution. However, only full-time permanent faculty members are eligible for the award of tenure. Credit would need to be negotiated at the first permanent faculty status contract.

The maximum time that may be served at the rank of assistant professor or above without the award of tenure is seven years. The maximum time that may be served in any combination of full-time instructional appointments without the award of tenure is ten years. The maximum period of time that may be served at the rank of full-time instructor is seven years.

Tenure or probationary credit towards tenure is lost upon resignation from an institution. However, in the event the individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as the service at another institution.

Tenure is discussed in the Board of Regents' Policy Manual, Sections 803.09 and 803.0901.

## **Post-tenure Review**

## **PREAMBLE**

Tenure protects academic freedom; it is granted only after a rigorous review of an individual's teaching, scholarship, and university service. The tenured faculty member becomes a leader of the university community by providing direction, expertise, and stability to the university's academic programs. Tenured faculty members must maintain a level of professional competence that serves as a model for all faculty members and for members of the professional community. According to Board of Regents' policy, this competence must be evaluated periodically throughout each faculty member's career.

## **GOALS**

Routine evaluation of tenured faculty is a system of recognition, reward, and enhancement of faculty performance. In every aspect of post-tenure review, the principles of academic freedom and due process must be protected.

### **Goal 1: Expand and strengthen established evaluation procedures**

Valdosta State University (VSU) already evaluates the performance of all faculty members through an established annual review process. This process is designed to guide faculty in maintaining a high level of professional competence and to recognize and reward faculty for outstanding achievement. The annual evaluations will serve as the guide for the post-tenure review, and each annual evaluation should end with a statement that clearly specifies if the previous year's performance was outstanding, satisfactory, or unsatisfactory.

The post-tenure review process should not place an onerous burden on faculty to document their continuing competence, which is why the primary documentation submitted by faculty are the five most recent annual evaluations and a current curriculum vitae. Generally, faculty with three or more outstanding annual evaluations with at least two of these within the three years prior to the review will be considered as candidates for reward and recognition by the department/unit's Promotion and Tenure Committee. Faculty who have two or more unsatisfactory annual evaluations with at least one of these within the three years prior to the review will be considered as candidates for remediation. Faculty whose annual evaluations are between these extremes will be provided with information concerning their areas of strength as well as those areas which they should consider for continued development.

(See Appendix IV for the flowchart that diagrams the post-tenure sequence and Appendix V for Post-tenure Review Implementation/Priority Plan.)

The post-tenure review will be conducted by each department/unit's Promotion and Tenure Committee. The deadline for submission of material will be consistent with those established for VSU promotion and tenure. This review should begin five years after the most recent promotion or personnel action (tenure) and continue at five year intervals unless interrupted by a promotion, impending candidacy for promotion within a year, or approved leave of absence. A statement will be added to each annual contract stating the anticipated year for post-tenure review. Tenured faculty who hold administrative positions above department head will be reviewed five years after returning to a full-time teaching appointment. The review process for department heads will be the same as for faculty except the report from the review committee will be submitted the dean of that college.

The post-tenure review should address accomplishments in teaching, in advising and serving students, in research/scholarly/creative activity, and in service. While a candidate should not be expected to prepare additional materials solely for the purpose of the post-tenure review, faculty should provide performance documentation as follows:

- (1) a current curriculum vitae and copies of annual evaluations for the years under consideration;
- (2) measures of teaching effectiveness including, but not limited to, written student ratings and/or peer evaluations;
- (3) a self-assessment; and
- (4) other documentation faculty may choose to present.

### **Goal 2: Recognize and reward outstanding professional accomplishments**

Post-tenure review should help tenured faculty members improve their performance. One important means of achieving this objective is formally to recognize and adequately reward outstanding faculty accomplishments. The University will develop a reward structure that recognizes faculty excellence, supports distinguished faculty work, attracts and retains outstanding faculty, and enhances the academic reputation of VSU. Such a reward program should include, among other measures, the following:

- (1) increased visibility for faculty achievements in teaching, scholarship, and service;
- (2) substantial merit-pay increases that are in addition to those awarded through the annual evaluation process; and
- (3) continuation, expansion, and support of course reassignment policy and an enhancement of the leave of absence program for the development of faculty scholarship, other creative professional activities, and teaching.

### **Goal 3: Detect and remediate sub-standard professional performance**

If, as a result of the review process, the need for faculty development is recommended, the Promotion and Tenure Committee will provide a written summary of its findings and any recommendations to the department/unit head. Department/unit heads should add their own comments, confer with the faculty member, and present the findings. Both the department/unit head and the faculty member must sign the report indicating the results had been presented and discussed. If a development plan is proposed, recommendations from the Promotion and Tenure Committee will be forwarded to the department/unit head for additional suggestions.

This development plan must: (a) define specific goals or outcomes; (b) outline activities to be undertaken to achieve these goals or outcomes; (c) contain a schedule; and (d) define the criteria by which the faculty member's progress will be monitored. The department/unit head will be responsible for forwarding the faculty member's development plan resulting from post-tenure review to the appropriate administrator at least one level above the faculty member's unit and to the Vice President for Academic Affairs. The department/unit head and administrative officer are responsible for arranging appropriate support for the approved plan, if required. This process will be integrated into the timetable for personnel decisions and merit pay decisions established by the Vice President for Academic Affairs.

The development plan will be signed by the members of the Promotion and Tenure Committee, the department/unit head, and the faculty member. A copy of this signed plan will be provided to the faculty member, committee members, the department/unit head, and the appropriate dean. As part of the annual evaluation, the department/unit head will meet with the faculty member engaged in enhancement work to review progress according to the plan. The outcome of this review will be included in the annual evaluation. If, in a period of time not to exceed three years, the department/unit head and Promotion and Tenure Committee agree the faculty member has been successful, they will report this to the department/unit head, dean, and the Vice President for Academic Affairs. A faculty member who successfully completes the development plan will be reviewed 5 years from the date of the original review.

For a faculty member who fails to achieve the improvements identified in the development plan within the agreed-upon timetable as evidenced by the department/unit head's evaluation, both the faculty member and head will be asked to submit a written explanation to the Promotion and Tenure Committee. The faculty member's account should explain why the faculty member has been unable to meet the terms of the development plan. The Promotion and Tenure committee may respond to these written explanations in one of three ways. The Promotion and Tenure Committee:

- (1) may agree with the faculty member's evaluation that performance has improved;
- (2) may agree with the faculty member's explanation for why the performance goal(s) have not been met; in this case, the committee will work with the faculty member to revise the development plan; or
- (3) disagree with the faculty member's explanation; in this case it will prepare a report of the entire post-tenure review process specific to the case, and forward it to the faculty member, the department/unit head, and the dean with the recommendation that appropriate sanctions be implemented.

Regardless of the committee's recommendation, the faculty member can follow the appeals process established by the Board of Regents.

If the administration decides to initiate sanctions or dismissal procedures because of incompetent performance on the part of the faculty member, it will adhere to the University and Board of Regents guidelines for dismissal for cause.

### **ESTABLISHING STANDARDS OF PERFORMANCE**

Each department/unit will periodically review and maintain its statement of expectations for satisfactory performance applicable to all faculty members (tenured and non-tenured). Departmental/unit statements will address expectations for the areas of teaching, scholarship, and service. These must be as specific as possible, without arbitrarily precluding the diverse contributions that individual faculty members might make to the university community. Individual differences in teaching, scholarship, and service are valued. After approval by the members of the department/unit, the statement will be submitted to the dean for review.

The dean of each unit will certify in writing that department/unit expectations are in keeping with the established mission of the college, that they meet minimum standards, and that expectations are equitable throughout the college. These expectations will be provided to all new faculty. Questions concerning these policies and procedures will be answered at annual meetings open to all faculty of the college.

### **CONCLUSION**

This post-tenure review provides an opportunity to assess faculty development goals and achievements and provides assistance to faculty in ensuring continuous intellectual and professional growth. The post-tenure review is distinguished from the annual review in that it requires faculty and administrators to assess achievements and goals over a longer term. It also merges the faculty and administration into a unit dedicated to expanding and strengthening the overall quality of education at VSU by encouraging highly motivated and professionally active tenured faculty.

## **Non-Tenure Track**

Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Such positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs which are anticipated to have a limited life span or which are funded, fully or partially, through non-System sources. There is no maximum time limitation for service in positions of this category.

Positions originally designated as tenure track or as non-tenure track may be converted to the other type only with approval by the Chancellor. Individuals employed in non-tenure track positions may apply, on an equal basis with other candidates, for tenure track positions which may become available. The transfer of individuals from tenure track to non-tenure track positions will be effected on a voluntary basis only. Probationary credit toward tenure will not be awarded for service in non-tenure track positions.

Notice of intention to renew or not renew contracts of non-tenure track personnel who have been awarded academic rank will follow the schedule required for tenure track personnel. There is no maximum time limit for non-tenure track faculty at the rank of instructor. Non-tenure track faculty are eligible for promotion and all other faculty rights except that they will not be eligible for consideration for the award of tenure.

## **Tenure for Non-United States Citizens**

On October 5, 1979, the Board of Regents revised tenure policies to allow non-United States citizens to become eligible for the award of tenure in the same manner as United States citizens. This change was accomplished by deleting all references which exempted aliens from the right of tenure.

## **Availability of Promotion and Tenure Evaluation Forms**

Each College within the University provides its own promotion and tenure evaluation forms. Copies are available in the respective Dean's offices.

## **GRADUATE FACULTY**

### **Criteria for Membership on the Graduate Faculty of Valdosta State University**

Rationale and Support for a Graduate Faculty

As part of its statement of purpose, Valdosta State University is committed to developing an environment in which “faculty can undertake original investigation, creative activities, and other scholarly pursuits that promote the development of knowledge, excellence in teaching and service to the region” (1991-92 Graduate Bulletin). Teaching is the single most important professional responsibility of all faculty at four-year colleges and regional universities. At Valdosta State University, quality of graduate instruction is an important concern. In fact, the importance of classroom teaching is being rediscovered on many campuses. Since “graduate coursework is taught by faculty members serving on the Graduate Faculty” (1991-92 Graduate Bulletin), the criteria for membership on the Graduate Faculty enhances the quality of graduate instruction.

There are additional considerations which affect both the need for a Graduate Faculty and the manner in which the Graduate Faculty is created at VSU. For example, according to the latest version of the VSU statutes, “the Graduate Faculty consists of the President, Vice President for Academic Affairs, academic deans, and those members of the General Faculty with the rank of assistant professor, associate professor, and professor, who have been appointed to the graduate faculty.” The statutory requirement creates some ex-officio members of the Graduate Faculty and necessitates a process for appointing faculty members to the Graduate Faculty. VSU’s regional accrediting association (SACS) suggests that the Graduate Faculty be differentiated from the General Faculty in some fashion. As VSU continues to develop as a regional university, the importance of graduate programs will increase. Through the model of shared governance, the Graduate Faculty will continue to play a significant role in developing and monitoring graduate programs. Hence, the criteria for membership on the Graduate Faculty are directly related to VSU’s mission statement and Statutes; accrediting associations are also concerned with the institution’s graduate faculty criteria; norms of shared governance require that appropriate faculty have a voice in shaping the nature and types of graduate programs available in the institution; and, with regional university status, VSU has the opportunity to become more involved with graduate education to meet the needs of the region.

Teaching, scholarship, and service are important activities for all faculty members. However, Graduate Faculty are expected to assist graduate students in developing “the qualities of scholarship and academic discipline necessary to provide creative contributions to (the student’s) chosen field of work or interest” (1991-92 Graduate Bulletin). Since the promotion of student scholarship is such an integral part of the Graduate Faculty’s role, the opportunities for scholarly activities on the part of the Graduate Faculty itself need to be enhanced.

The rewards for being a member of the Graduate Faculty and for engaging in scholarly activities need to be a normal part of the institution’s planning and budgeting process. It is important for the institution to support development activities for the Graduate Faculty. Opportunities for scholarship or creative endeavors, and the rewards for membership on the Graduate Faculty, can be enhanced by the following policies which will require significant increases in funding.

1. Work load reassignments for the purpose of research, creative activities, and publications are given to members of the Graduate Faculty who are actively engaged in graduate teaching and graduate programs. Such reassignments must be consistent with the role, scope, and mission of the department. Such reassignments recognize the importance of the SACS suggestions about the scholarly development of faculty members who offer graduate instruction and about the differentiation of the Graduate Faculty from the General Faculty.
2. Membership on the Graduate Faculty is a significant achievement which is recognized in the annual evaluation of faculty and in consideration for promotion, tenure, and merit pay.
3. Travel funds are allocated in recognition of the importance of Graduate Faculty members' attending professional meetings, presenting scholarly papers, and sharing creative accomplishments.
4. The assignment of institutional grants for research and creative activities to members of the Graduate Faculty acknowledges the importance of research and creative activities for the vitality of graduate programs.

#### Categories and Terms of Membership on the Graduate Faculty

There are three categories of membership on the Graduate Faculty: Full, Associate, and Temporary. Full Members of the Graduate Faculty serve an initial five-year term and are eligible for reappointment for subsequent five-year terms.

Associate Members of the Graduate Faculty serve a three-year term and are eligible for one reappointment for a total of six years. Ordinarily, Associate Members are new members of the VSU faculty who have not held membership on a graduate faculty at other institutions or who need some time to develop the credentials which are necessary to qualify for Full Membership.

Temporary Members may be appointed on a yearly basis. When there is no Full or Associate Graduate Faculty Member available to teach a graduate course, Temporary Members may be appointed on an emergency basis to teach such courses.

#### Procedures for Appointment to Associate and Full Membership

Except for those ex-officio appointments required by statutes, all other nominations for appointment to the Graduate Faculty originate at the departmental level. Temporary appointments

are recommended by the faculty member's Department Head and must be approved the Dean of the Graduate School and the Vice President for Academic Affairs.

In order to be considered for Full or Associate Membership on the Graduate Faculty, a faculty member must submit all required materials to the Department Head. The Department Head will evaluate the faculty member's credentials with respect to the criteria for membership on the Graduate Faculty, and the Department Head may then write the nomination. Nominations are forwarded by the Department Head to the Dean of the Academic College. If the Department Head does not nominate the faculty member, the faculty member may appeal the Department Head's decision by forwarding all nomination materials to the Deal of the Academic College for review.

In any case, the Department Head should provide written notification to the faculty member and the Dean of the Academic College about the disposition of the faculty member's nomination and any recommendations. The Dean of the Academic College will forward recommendations to the Dean of the Graduate School.

The Dean of the Graduate School serves as chair of the Graduate Faculty Membership Committee, a standing committee of the Graduate School Executive Committee. The Graduate Faculty Membership Committee will be appointed by the Dean of the Graduate School. In addition to the Dean of the Graduate School, the Graduate Faculty Membership Committee will be composed of one member from each College having a graduate program. The nominations for membership on the Graduate Faculty are reviewed by the Graduate Faculty Membership Committee, which forwards recommendations about candidates to the Executive Committee.

The Graduate School Executive Committee submits the recommendations to the Dean of the Graduate School, who officially approves or denies each nomination to Full or Associate Membership on the Graduate Faculty. The Dean of the Graduate School notifies the faculty member/nominee, the faculty member's department head, and the Vice President for Academic Affairs about the final disposition of each nomination.

#### Criteria for Appointment to the Graduate Faculty

##### Full Member of the Graduate Faculty

To be considered for appointment or reappointment to Full Membership on the Graduate Faculty, the faculty member must meet all of the following criteria:

1. Possess the doctoral degree in an appropriate discipline or, in areas/disciplines which do not have such credentials, an appropriate terminal degree.

2. Hold a tenure track position at the rank of assistant professor, associate professor, or professor in a department which offers a graduate degree or graduate courses (or has Board of Regents approval to develop a graduate degree).
3. Demonstrate excellence in classroom teaching at the graduate level and/or senior undergraduate level. Such evidence is provided through Department Head evaluations of teaching, peer/colleague evaluations, student evaluations, and/or letters of support from those having knowledge of the faculty member's teaching methods.
4. Publish scholarly papers and/or engage in creative endeavors in an appropriate discipline during the previous six years. Normally, evidence of such activities includes the publication of at least one or more articles/major essays/short stories/poems in appropriate journals/books or the publication of one scholarly book. In the arts, the evidence may be demonstrated by one or more creative activities (solo performances, featured performances, or juried exhibits) during the previous six years. However, the quality of the creative activity or the journal/publisher and the nature of the activity or the publication must be considered. For example, articles published in a journal which has wide distribution and which is "refereed" by professional peers provides stronger evidence of scholarship than an article which is published in a local, non-refereed journal. Also a research article, review essay, or major creative endeavor typically provides stronger evidence than a book review. While publication in a vanity press cannot be considered as evidence of scholarship, publication in a commercial or university press would provide strong evidence of scholarship. Sole authorship of a book provides more evidence of scholarship than a text or an edited collection of articles by other scholars. In the creative arts, the nature and types of exhibits and the "level" of the audience for a musical or dramatic production may be used as evidence of the quality of the endeavor. Juried exhibits provide more evidence of quality than non-juried exhibits. Externally funded research grants may also be used as evidence of research productivity.
5. Present scholarly papers at professional meetings of appropriate organizations during the previous six years. Normally the presentation of at least one paper is sufficient. However, the nature of the organization (local, state, regional, national, international) and the type of presentation (research paper versus panel presentation) are used to judge the importance of the scholarship. In the creative arts, those activities that are not juried or reviewed by peers, and are more local in scope might be offered as evidence of professional presentations.
6. Provide evidence of professional involvement and/or service in an appropriate discipline during the last six years. This involvement/service is demonstrated through attendance at professional meetings, membership on professional committees, holding offices in professional organizations, serving as an editor or reviewer for a professional journal or

publisher, serving as a judge or on a jury for artistic work, and/or chairing sessions/panels at professional meetings. Furthermore, professional service is demonstrated through discipline-related, unpaid consultancies in appropriate organizations and/or agencies.

7. Provide service to the graduate programs in the institution during the previous six years, as evidence by the following types of activities: teaching graduate courses, advising graduate students, administering graduate programs, creating/grading comprehensive examinations, serving on thesis/graduate committees, creating graduate courses/programs, serving on college-wide committees which are concerned with graduate programs, obtaining externally funded grants which involve graduate programs or which support academic programs, and/or directing graduate internships/practicums.

#### Associate Member of the Graduate Faculty

To be considered for an Associate Membership on the Graduate Faculty, the faculty member must meet the following criteria listed in the previous section on appointments as a full member of the Graduate Faculty: criteria 1-3, as well as two or more of criteria 4-7.

#### Temporary Member of the Graduate Faculty

To be considered for Temporary membership on the Graduate Faculty, the faculty member must meet criteria 3 above.

(Approved by General Faculty Winter Quarter, 1992)

#### Implementation

Upon the implementation of this document, all “regular” (non-temporary) members of the Graduate Faculty will become Full Members of the Graduate Faculty. All regular Graduate Faculty members will be reevaluated at the end of their five-year terms under the criteria for reappointment to the Graduate Faculty, as outlined above.

As VSU continues to develop its graduate programs, criteria for membership on the Graduate Faculty may be reformulated. The present criteria represent a set of minimal expectations which should be strengthened as the institution’s role in graduate education increases and as the support for faculty development is enhanced.

See Appendix II for the Application form to use in applying for Graduate Faculty Status.

### **Additional Graduate Departmental Admissions Requirements**

Some graduate programs may have additional departmental admission requirements. These admission requirements must be approved by the department, the College's or Division's Executive Committee, the Graduate Executive Committee, the Academic Committee, and the Faculty Senate.

## **EMPLOYMENT POLICIES**

### **Appointment to the Faculty**

The following policy was approved by the Faculty Senate (5/25/95) concerning procedures to be followed when appointing a faculty member:

When filling a full-time faculty position, the appointment unit Head or Director/Dean in a unit without departments, shall appoint a search and screening committee. Members of the Search and Screening Committee (SSC) shall perform their duties according to Affirmative Action guidelines and University policy. The procedures are as follows:

1. The Search and Screening Committee prepares a position description and has the position description approved by the appointment unit Head or Director/Dean in a unit without departments. For units with departments, additional approval must be obtained from the Dean.
2. The Search and Screening Committee prepares an advertisement including the following information: Department in which the position is located, Rank, Status (9-month/12-month), Qualifications (Required and Preferred), Experience (Required and Preferred), Application Deadline (at least 30 days after initial posting in the Applicant Clearinghouse of the University System of Georgia, AA/EOE Statement).
3. The Search and Screening Committee forwards the position advertisement to the appointment unit Head or Director/Dean in a unit without departments. For units with departments, additional approval must be obtained from the Dean.
4. Once approved, the Director/Dean forwards the position advertisement to the Office of the Vice President for Academic Affairs for approval and placement in advertising outlets appropriate for the discipline including, but not limited to, the Applicant Clearinghouse of the University System of Georgia.
5. If the position advertisement is not approved at any level, it will be remanded to the Search and Screening Committee with suggested revisions.

6. The Search and Screening Committee will screen applicants and identify a qualified pool of applicants for the position.
7. In consultation with appropriate persons, a group of potential interviewees will be selected. The list of names will be forwarded to the unit Head or Director/Dean. For units with departments, additional approval must be obtained from the Dean. The list may be prioritized.
8. The Director/Dean secures approval for interviews of selected applicants from the Vice President for Academic Affairs. Any finalist currently employed by another system institution must receive permission to interview from the President of the employing institution prior to scheduling an interview.
9. The Search and Screening Committee arranges interviews with approved applicants. Interviews should include, but are not limited to: faculty, Unit Head, Director, Dean, Vice President for Academic Affairs, and University President, or their designees.
10. All full-time faculty members, excluding temporary appointments, of the appointment unit are eligible to vote by secret ballot on all interviewees recommended for full-time appointments. This vote shall be reported to the faculty of the appointment unit.
11. Faculty members of the appointment unit recommend to the unit head a ranked list of interviewees. The voting record of the faculty accompanies the recommendation.
12. The unit head forwards his/her recommendation and the faculty recommendation, with voting record attached, through appropriate channels.

Note: In accordance with the policies of the University System of Georgia, all application materials and committee actions (including written records) are subject to the Open Records Act.

### **Equal Opportunity Statement**

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on sex, race, religion, color, national or ethnic origin, or handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders, as well as Title IX in Section 504 of the Rehabilitation Act of 1973. All appointments are therefore made with affirmative action procedures as set forth to department heads and others having hiring authority. (See

Board of Regents Statutes, Article VI, Section 3a). These procedures are stated in the Recruitment Manual, available through the Office of the Assistant to the President for Equal Opportunity Programs and Multi-Cultural Affairs.

This policy means that VSU actively recruits and provides equal educational opportunities for all qualified students. Special steps are taken to recruit, employ and promote qualified women and minorities. Additionally, positive measures are taken to ensure compliance with this policy in advertising, recruitment, and solicitation for employment; in hiring, placement, upgrading, promotion and transfer policies; in rates of pay and other forms of compensation; in the selection for training and award of benefits; in layoffs and terminations; and in recruitment, admissions and support services.

## **Contracts and Payroll Periods**

### **General Procedures**

Faculty contracts normally cover the academic year of three quarters: fall, winter, and spring. Faculty members receive 1/12 of their compensation on the last working day of each month from September through May and the final 3/12 at the end of the contract period, on or before June 15.

Administrative officers of the University, and certain of their associates and assistants, as well as department heads, are appointed for the full fiscal year. Faculty members whose work requires continuous service may also be employed on this basis. Individuals on fiscal contracts receive his or her compensation in twelve equal installments commencing in July.

Normally, a departmental representative will pick up checks on the last working day of the month and make proper distribution in the department or a faculty member may select to have the check direct deposited to a bank. (See p. 79). Each faculty member is required to acknowledge that the check was received by signing his or her name or by initialing an appropriate form provided by the Payroll Department.

### **Intention to Renew Contracts**

Notice of the intention to renew or not to renew a non-tenured faculty member will be furnished in writing according to the following schedule:

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

This schedule of notification does not apply to persons holding temporary or part-time positions.

### **Signing of Faculty Contracts**

Section 803.1202 of the Board of Regents' Policy Manual states, in part, as follows:

The institutions of the University System shall use the appropriate official contract form approved by the Board of Regents. Failure to sign and return such contracts within the time period specified therein may be construed as an abandonment of employment rights.

Department heads will deliver contracts on the day of receipt, if possible, to those faculty members who are employed at the time (Summer Quarter) the contracts are being dispersed. Receipt of a contract from the department head by a faculty member must be acknowledged in writing. Faculty members should return their signed contract to the President's office during the time period specified in the contract.

Faculty members who are not going to be employed at the time contracts are to be dispersed must make prior arrangements (during Spring Quarter) with the Vice President for Academic Affairs for the signing of their contracts.

### **Payroll Deductions**

Payroll deductions include federal Social Security tax; federal and State of Georgia withholding taxes; voluntary disability insurance premiums; elected Teachers' Retirement System of Georgia payments; and special amounts which the faculty member may designate to be withheld for deferred income arrangements, Credit Union savings and loan payments, voluntary United Way, University Foundation and other contributions, and AAUP dues.

### **Direct Deposit of Paychecks**

Faculty members may elect to have their payroll checks direct deposited in the financial institution of their choice. Further details and necessary forms to initiate this process are available in the Office of Business and Finance.

### **Work Loads**

Although duties of faculty are determined by each institution in the System, the Regents' policies define a normal teaching load as follows: "The normal teaching load of a faculty member...ordinarily shall be fifteen hours per week." (Board of Regents' Policy Manual, Section 301). It is recognized that the average faculty member's duties are complex and entail far more than

strictly classroom and laboratory activities. A reduction in the instructional load may be allowed on the recommendation of the department head and with the approval of the Dean or Director of the College/Division and the Vice President for Academic Affairs.

A faculty member who engages in research or in some other approved activity may be given credit for a part of his or her teaching load. Teaching a graduate course or courses may also serve to reduce this load. In addition, Department Heads and other faculty members undertaking substantial administrative duties may be permitted to teach lighter loads than the fifteen hours per week.

### **Overload Teaching Extra Compensation**

On occasion, members of the faculty may be paid to teach extra classes on an overload basis. The Board of Regents has approved extra compensation for such activity, as well as for participating in programs that are not considered part of normal duties, when all of the following conditions exist:

1. The work is carried in addition to a normal full load.
2. No qualified person is available to perform the work as part of a normal load.
3. 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.
5. The additional duties and remuneration have received prior approval from the Board of Regents.

The Board also specifies that faculty are not eligible for extra compensation if they are on reduced teaching load for research or special assignment, if they are in writing stages for an advanced degree, or if such overload is not approved by the department head or dean. A reduced teaching load in order to perform other university duties, such as directing a program or serving part-time in another capacity, is not considered released time. (Board of Regents' Policy Manual, 803.1404)

### **Summer Quarter Teaching and Compensation**

Regular contracts are for a nine-month term and do not include assurance of Summer Quarter teaching. Assignments for teaching in the Summer Quarter are generally at the discretion of the department, with the approval of the appropriate academic Dean or Director and the Vice President for Academic Affairs.

Faculty members will normally be paid ten percent of their nine-month contract salaries for the previous academic year for each course of five quarter hours taught in the Summer Quarter (or

2% per credit hour). Faculty members may occasionally be assigned the equivalent number of hours for performing other duties as requested during the Summer Quarter.

## **Travel**

Faculty members may travel at state expense for professional improvement or by specific assignment to fulfill an institutional obligation. Requests for authorization to travel should be submitted on the appropriate forms two weeks prior to the expected date of departure. Such requests require the approval of the Department Head, the Dean or Director of the appropriate College/Division, and the budget officer in the Office of the Vice President for Business and Finance. Specific authorizations are necessary for individuals making only occasional trips and for all out of state travel. Those who are required to travel regularly in state may receive standing authorization for travel.

The University reimburses for expenses incurred in making approved trips according to the following procedure:

1. Expenses must be itemized in detail on the Travel Expense Statement.
2. Receipts for hotel bills must be attached to the request for reimbursement.
3. Travel by private automobile is reimbursed at the approved rate per mile. The reverse side of the Travel Expense Statement must be completed as to the details of places visited and mileage.
4. Transportation by commercial airlines will be by minimum fare service. Ticket stubs must be submitted as evidence of the expenditure.
5. Receipts for meals and taxi fare are not required, but such expenditures are expected to remain reasonable.
6. There is a daily maximum allowance for food costs which includes tax. When banquets and dinners at association meetings are attended, higher meal costs will be accepted if a receipt is attached to the Travel Expense Statement. Additionally, if expenditures for meals should exceed the daily maximum allowance when traveling in a high cost area, reimbursement can be made if the proper receipts and explanation are included with the Travel Expense Statement.

## **Leaves of Absence**

The President of the University may, with the approval of the Chancellor and the Board of Regents, grant leaves of absence, with or without pay, to members of the faculty and administrative staff.

Leaves with pay shall be granted only for the purpose of promoting scholarly work and encouraging professional development. No leaves will ordinarily be granted until a person has been

an employee of the University for a period of three years. The amount and duration of the stipend will depend upon funds available. (Board of Regents' Policy Manual, Section 803.15).

For information regarding Military Leave With Pay, see the Board of Regents' Policy Manual, Section 802.0804.

## **Termination of Employment**

### **Retirement**

Faculty members having a minimum of 10 years of creditable service may elect to retire at age 60. Early retirement with penalty is allowable for those faculty members having attained age 55 and who have 25 years of creditable service. Faculty members having 30 years of creditable service may retire at any age without penalty. Creditable service includes active military duty, non-state teaching in a public system, study leave and current service in the University System.

### **Emeritus Status**

Any retiring tenured professor, associate professor, or assistant professor or retiring administrative officer who, at the time of his or her retirement, had ten years or more service in the University System may be awarded the title of "emeritus." The conferring of this title shall be by Board action taken upon the recommendation of the President of the University. (Board of Regents' Policy Manual, Section 803.17).

### **Resignations**

Faculty and staff members employed under written contract for the fiscal year or academic year of three quarters are expected to give written notice of their intention to resign to the President of the University no later than February 1 immediately preceding the expiration of the contract period.

### **Non-Renewal of Contract**

Faculty members in their first year whose employment is not to be continued are to be given written notice that their contract will not be renewed. This notice must be given three months prior to the expiration of the contract period. Those in the second contract year will be notified six months before the end of the contract period. Non-tenured faculty in their subsequent years receive written notification at least nine months before the date of termination of the contract, stating whether or not an employment contract for the succeeding year will be offered them.

The President of the University may at any time remove any faculty or staff member for cause, provided that the institution has complied with procedural due process requirements (Board of Regents' Policy Manual, Section 803.11) Written notice will clearly state the charges against the person removed and must be sent by certified mail and receipted. The individual is entitled to file an appeal in writing to the Board of Regents for a fair hearing before the Board or a committee of the Board. The Board or committee of the Board may grant a hearing within 45 days of the appeal. The action of the Board will be final.

Causes for dismissal are listed in the Board of Regents' Policy Manual, Section 803.09, as follows:

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment --or prior thereto if the conviction or admission of guilt was wilfully concealed;
2. Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;
3. Sale or distribution of illegal drugs; teaching under the influence of alcohol or illegal drugs which interferes with faculty member's performance of duty or his or her responsibilities to the institution or to his or her profession;
4. 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;
5. False swearing with respect to official documents filed with the institution;
6. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity;
7. Such other grounds for dismissal as may be specified in the Statutes of the institution.

### **Exiting Procedures**

1. Faculty wishing to continue health insurance should arrange to do so prior to their departure from the campus.

2. Faculty leaving public education may have contributions made to the Teachers Retirement System refunded to them. Significant penalties may apply in such cases based on I.R.S. regulations. Those with vested interest, 10 years of creditable service, will probably leave contributions intact, as will those who are planning to return to the Georgia system.
3. All University property must be returned. This includes library books, Bookstore loans, and assigned equipment.
4. All University keys should be returned to the Head of the Department.
5. Credit Union obligations must be satisfactorily handled through the Credit Union office.
6. Faculty I.D. and parking decals must be delivered to the Office of Public Safety.
7. The Personnel Office needs to be apprised of the exiting person's forthcoming mailing address, in order to forward W-2 forms and other documents as may be necessary.
8. The faculty person's American Express Corporate Card must be returned to the Personnel Office.

## **EMPLOYEE BENEFITS**

The following paragraphs briefly describe the benefit programs of the institution available to all regularly employed faculty members serving in a half-time or better capacity. Further details on these benefits are available in the Personnel Office.

### **Health and Psychological Services**

The University Health Service provides health care for students in a fourteen-bed infirmary under the supervision of physicians and registered nurses. Nurses are on duty 24 hours a day, seven days a week. Physicians are present in the infirmary until 5:00pm daily, Monday through Friday. There are limited services (such as flu shots) available to faculty, often for a small fee. The Counseling Center offers a variety of services to enrolled students, prospective students, staff, and faculty. A staff of professionally trained counselors is available to assist with personal, social, vocational, or academic concerns.

### **Sick Leave**

Faculty employed on a half-time or better regular basis are entitled to a monthly sick leave accrual. The maximum monthly accrual is eight hours for full-time faculty. Other eligible faculty earn sick leave in an equivalent ratio to their percentage of employment. There is no limit on the amount of sick leave one may accrue.

### **Vacation Leave**

Nine month contracted faculty do not earn vacation leave; however, twelve month faculty earn an equivalent of 21 days annually. Accumulated vacation leave cannot exceed 360 hours at December 31 of each calendar year. Upon termination of employment or conversion to an academic contract, vacation leave accrued values may be paid to the faculty member.

### **Social Security**

All regular faculty members are covered by Social Security. Enrollment in this program and deductions will be taken from all earned wages.

### **Worker's Compensation**

All faculty members are covered by provisions of the Worker's Compensation Act administered by the State of Georgia's Department of Administrative Services. On-the-job injuries should be reported to the insurance department immediately to avoid potential loss of benefits. Should medical treatment be required, injured employees may report to the University physician, an emergency clinic or one of the physicians whose names are included on the Panel of Worker's Compensation Physician Bulletins posted throughout campus.

### **Retirement Plans**

Half-time or better regularly employed faculty members may participate in the Teachers Retirement System of Georgia's program or in the Regents Retirement Plan, which is administered by TIAA-CREF or Valic. Part-time faculty members not otherwise covered by a public retirement program must participate in the State of Georgia's Defined Contribution Plan. Details on these programs are available in the Personnel Office.

### **Tax Sheltered Annuities**

The advantage of pre-tax savings programs under the provisions of Section 403(b) of the I.R.S. code is available to faculty members. The faculty member may contact the Payroll Department to determine which companies are represented.

## **Group Insurance Programs**

A comprehensive group insurance package is available to all regular half-time or better employed faculty members. The following paragraphs briefly discuss the types of coverages and eligibility requirements. Full details are available in the Personnel Office and coverages are subject to change as approved by the Board of Regents.

### **Long Term Disability**

Long Term Disability coverage is available upon employment without proof of medical insurability. Thereafter, it is available only during open enrollment and with medical approval by the company. The plan guarantees a maximum of 70% of contract salary from all employer sponsored disability income programs, with no less than 10% to be paid by the program regardless of total income. Faculty members may elect a three month or five month elimination period with premiums of \$.37 or \$.32 per \$100 in covered salary respectively.

### **Basic Life Insurance**

\$25,000 in life insurance is provided by the University upon the faculty member's employment. Enrollment is automatic; however, beneficiary and other personal data is required. Forms will be provided by the Personnel Office for the faculty member's completion.

### **Supplemental Life Insurance**

Upon employment and without proof of insurability within a 31 day period, the faculty member may purchase up to three times the faculty member's contract salary in additional life insurance. Premiums are based on age and amount of protection. Thereafter, enrollment is limited to the open enrollment period and proof of insurability must be provided.

### **Dependent Life Insurance**

The faculty member may purchase a family life insurance program insuring each eligible dependent for \$10,000 for a flat monthly premium of \$4.70. Eligibility and proof of insurability are the same as with supplemental coverage.

### **Health Insurance**

Within a 31-day period of the faculty member's employment, and without proof of insurability, the faculty member may enroll him or herself and eligible dependents in the health insurance program. Currently, the institution is absorbing approximately 80% of the program cost. Enrollment beyond initial eligibility can only be accomplished during the open enrollment period, and pre-existing conditions will apply. Details of the program are available in the Personnel Office.

### **Supplemental Health Insurance**

This program consists of accidental injury, and lab, x-ray and dental insurance, and is available only upon the faculty member's employment. Details of coverages are available in the Personnel Office.

### **Dental Insurance Program**

A comprehensive dental insurance program is available upon employment and is not open enrolled on an annual basis. A \$1000 annual reimbursement is allowed with covered charges reimbursed at 80% of the reasonable and customary limit. Certain preventive procedures are reimbursed at 100% of the reasonable charge. Premiums are paid with pre-tax dollars. Details of coverage are available in the Personnel Office.

### **Flexible Benefit Programs**

All eligible employees may participate in this program which is authorized under Section 125 of the Internal Revenue Code. Enrollment may be upon employment and/or during the open enrollment period. Changes cannot be made unless a qualifying event occurs, e.g., marriage, death, or during the open enrollment period. Three options are available, and they are briefly described below.

- a. Flexible Premium Account: All health and dental insurance premiums are paid with "pre-tax" dollars, thus avoiding federal, state and social security taxes on the premium amount. The faculty member may also elect to pay supplemental life insurance premiums with "pre-tax" dollars by completing the appropriate authorization form.
- b. Dependent Care Account: Those having eligible dependents may pay their child care expenses with "pre-tax" dollars. Savings generated are the same as with the premium account.

- c. **Medical Spending Account:** The faculty member may pay non-reimbursed medical expenses with "pre-tax" dollars, thus effecting tax savings and reducing overall medical expenses.

Details on these programs are available in the Personnel Office.

### **Open Enrollment Period**

All programs which are open-enrolled may be changed during the month of November, with changes becoming effective January 1 of the ensuing year.

### **Benefits at Retirement**

Certain benefits may be continued upon the faculty member's retirement, assuming the faculty member has 10 years of University System service and is eligible for benefits from the Teachers Retirement System. Details on these benefits are available in the Personnel Office. See also the section on Termination of Employment, pp. 81ff.

### **Benefits at Non-Renewal of Contract**

Certain programs of insurance may be converted to private coverage upon separation. Conversion must be made during a 31 day period following the last date of employment. Contact the Personnel Office for further details. See also the section on Termination of Employment, pp. 81ff.

### **Credit Union**

The Valdosta Educator's Credit Union serves our institution's faculty, staff and retirees. The convenience of payroll deduction and competitive loan rates and interest on savings make this an attractive option.

### **American Express Cards**

Faculty may apply for the American Express Corporate Card sponsored by the institution. There is no annual fee, and most of the general provisions of the American Express card apply. These cards must be returned upon severance from the institution.

## **ACADEMIC AND GENERAL SERVICES**

## Library Facilities

Odum Library contains the general and research collections of the University. The library is designed to facilitate research and study with open stacks and continuously available assistance from information services librarians. The collection contains over 370,000 volumes, as well as subscriptions to more than 2,800 magazines, journals, and newspapers. In addition to printed materials, the library has extensive collections of microform, audio-visual, production services, graphic, and machine-readable sources. The Library is a Selective Depository of U. S. Government documents, maintains the Archives of contemporary South Georgia History, and has a special collection in the field of Southern History. The collections of Odum Library are accessed by computer terminals located throughout the building, or by a personal computer connected to the campus network. Information on how to use the on-line catalog is available from the terminal, or by requesting assistance from any librarian. The Media Center in Odum Library fully supports a wide variety of audio-visual equipment.

The Library Facilities of Valdosta State University consist of two Material Centers, in addition to Odum (Main) Library. The Instructional Materials Center (IMC), located in the Regional Education Center, houses textbooks and other learning materials for Grades K-12 as well as an extensive juvenilia collection. The Fine Arts Materials Center (FAMC) houses recordings, scores, art prints, slides and other instructional materials for the College of the Arts.

### Library Hours

a. Odum (Main) Library

Monday - Thursday	7:45 a.m. - 12:00 p.m.
Friday	7:45 a.m. - 7:00 p.m.
Saturday	9:00 a.m. - 7:00 p.m.
Sunday	1:00 p.m. - 12:00 p.m.

b. Materials Centers

Hours in IMC and FAMC vary from the Main Library and are posted in the units.  
Holiday and intersession hours are posted in all units.

### Faculty Borrowing Privileges and Responsibilities

When borrowing materials from the library, it is the faculty member's responsibility to present a VSU identification card with assigned bar code. Presenting your VSU identification card will enable staff and student workers to check out materials to you quickly and accurately. Books may be checked out for a faculty member by a student or secretary when the proper authorization is presented, the faculty member's identification card.

Most materials circulate to faculty for the length of the academic year and are due at the end of each Spring Quarter. The privilege of "Faculty Loan" should not be abused by checking out material for students or other individuals, and materials should be returned as soon as they have served their purpose. Any materials out longer than two weeks are subject to recall if requested by another user.

Near the end of each quarter, a list of all materials charged is sent to each faculty member as a reminder only. Once each year, near the end of Spring Quarter, faculty members are required to return all materials charged to them. Prompt response to this request will reduce the clerical load in the Library and embarrassment to the faculty. In case of failure to return materials, bills for replacement costs will be sent and faculty members will be expected to pay for all materials not returned. Materials may be renewed but must be presented at the Circulation Desk for renewal.

#### Periodical Subscriptions

All periodical subscriptions are charged to the library fund of the requesting department as long as the subscription continues. Requests may be submitted at any time but are ordered once a year. The deadline is publicized in advance or may be obtained from the Serials Department.

#### Interlibrary Loan Services

The Information Services Department provides interlibrary loan services subject to the rules of the lending library and the Interlibrary Loan Code of the American Library Association. Requests for loans are accepted by information services librarians who will estimate, if possible, costs and time involved for the transaction. Any expenses, such as photocopying charges, are paid by the individual making a request. Faculty members with appropriate authorization may charge postage and photocopying costs to their academic departmental operating supplies budget.

#### Use of University System Materials

A Joint Library User's Card may be issued to a faculty member or graduate student who wishes to check out materials from another library in the University System of Georgia. Details concerning privileges and other requirements are available from the Information Services Staff.

#### Information Services Desk

The Information Services Librarians are available to assist in giving instruction in library use to classes. This can include a tour of the library building, an introduction to general library resources, as well as instruction in the use of specialized research sources for various subjects at any course level, whether it is a freshman class or a graduate seminar. The amount of time for

library orientation can be one hour, a unit of several days, or a two-hour credit course to supplement a specific class or program.

### Computer Facilities

Odum Library is fully automated with an on-line computer system called DRAGON. Terminals are located throughout the building, or access is possible from the campus network. In addition *to* the Library's collections, several popular periodical databases can be selected and searched directly from DRAGON.

GALILEO is an initiative of the University System of Georgia that allows access to many electronic resources covering all subject areas and including some full-text. The Encyclopaedia Britannica Online, ABI Inform, Business Dateline, Periodical Abstracts Research and several GaleNet directories, like the Encyclopedia of Associations, are representative of the full-text files.

Many other multi-disciplinary scholarly indexes are available like Current Contents, Dissertation Abstracts and the Conference Papers Index. Through OCLC FirstSearch and Cambridge Scientific, GALILEO provides access to many of the major indexes and abstracts in the arts and humanities, education, sciences, social sciences, business and economics, medicine and engineering. GALILEO is accessible through sixteen GALILEO workstations in the Reference area, twenty microcomputer workstations in the classroom used for bibliographic instruction and other application software, one workstation each at both of the Material Centers, and through the campus network.

Additionally, the library has a variety of indices on compact disc, called CD ROM. These computerized services allow access to popular and scholarly journal literature. The CD ROM titles are currently available at all GALILEO workstations and in the Library's microcomputer classroom.

During periods of heavy use, the staff requests a one hour time limit at the microcomputer workstations.

All public microcomputer workstations and all DRAGON terminals are connected to the campus network and the Internet.

### Government Documents

Odum Library is a selective depository for U.S. Government Documents. These holdings include maps from the United States Geologic Survey. The Information Services Librarians can assist faculty in the use of this resource.

### Circulation of Reference Books and Periodicals

Normally, reference books and periodicals do not circulate except overnight. However, under certain circumstances faculty may check out such materials for short periods of time provided (1) the material is not in heavy demand at the time and, (2) the material is easily recallable via telephone. Requests for check-out should be made at the Information Services Desk.

### Audio-visual Equipment

Odum Library supports and maintains most audio-visual equipment on campus. Standard classroom equipment, such as VCRs and overhead projectors, are found in most academic departments in each building. Equipment not in the departments can be checked out from Media Services located on the third floor in the Main Library. Media Services is open Monday through Friday 8:00 a.m. - 5:00 p.m.

### Videos & Films

Instructional videos and films are available for use by faculty members from three different sources:

1. The Library. Over 3,000 videos are available from the Library's collections. Additionally, over 200 films selected by the Valdosta State University faculty are available at the Circulation Desk.
2. South Georgia Associated Libraries. Films and/or videos owned by 23 area libraries are available for loan.
3. State Department of Education. Several thousand films are available for booking.

Policy booklets, catalogs, and request forms may be picked up at the Circulation Desk.

### Reserve Materials

The Access Services Department is responsible for the reserve section. Reserve request forms and policy can be picked up at the Access Services Desk. Reserve material should be given to Library staff at least 2 working days before assignments are given to students.

### Copyright Law

Valdosta State University recognizes the importance of the Copyright Law of the United States (Title 17, United States Code) and prohibits copying or use of copyrighted material not specifically permitted or exempted by law. Further, the University places liability for willful infringement upon the person making or requesting the copy, or using the material. Any copyright questions should be directed to the Copyright Committee or the University Librarian.

## Computer Services

The University operates a variety of sophisticated, state-of-the-art computing and networking facilities to support its academic, research, and administrative activities. VSU has moved away from the large mainframe-oriented systems to the more contemporary client/server environment. The facilities available encompass six powerful UNIX-based central servers, 25 distributed file servers running Novell Netware, 35 Sun Microsystems workstations and 1,250 microcomputers, most of which are interconnected via a high-speed network.

To meet VSU's fast growth, a Hewlett-Packard (HP) 9000 Model G70 large-scale business server, located in the Computer Center in Nevins Hall, supports all student related processing and is one of the larger systems in the region. A Texas Instruments 1500 minicomputer system is located in the Business Office to support functions in that area.

A Sun Sparc Server 1000 (names "GRITS") provides electronic mail services for the students, faculty, and staff and access to the state-wide PeachNet and other national and international networks. A Sun Sparc 2 (named "CATFISH") provides Gopher, Listserv, Worldwide, Web, Usenet and other similar services. A Sun SparcServer 1000 (named "GUMBO") operates as a specialized applications server for several academic departments with software products such as AutoCad, MathLab, GIS, C++, LISP and others installed. A Sun Sparc 4/280 (named "HUSHPUDDY") operates as a Mathematics and Computer Science Department student lab server.

On-line communication with the above servers and others is supported via an Ethernet (10MBps) campus-wide fiber-optic based data network which connects the main campus buildings, as well as two on North Campus (one mile away) and the VSU Regional Center for Continuing Education (½ mile south). Several building sites adjacent to the main campus utilize wireless data communications units (2MBps) to 'connect' to the network. Additional remote dial-in modem access is supported, as well as outside access via PeachNet to other networks and computing resources worldwide.

Building/Department microcomputer servers, micro labs, Zenith and Apple micros, Sun workstations, local networks and other facilities are located in the Colleges and administrative offices to provide additional support to students, faculty, and staff. Odum Library is highly automated, operating a Digital Equipment Corporation (DEC) 4000/200 minicomputer and the Data Research Associates integrated library software system to support their operations. Access is available from terminals within the library or from the campus network.

Faculty who experience problems with computer services can call the Microcomputer Support Center, at HELP (extension 4357). See the campus telephone directory for the telephone numbers of the campus computer laboratories.

## **Division of University Advancement**

The Division of Advancement is responsible for securing from the University's key constituencies the understanding and support necessary for the University to carry out its mission with excellence. The Assistant to the President for Institutional Advancement is responsible for leading the activities of this Division. The Division includes the Offices of Advancement Services, Alumni Relations, University Relations, and Development.

### **Advancement Services**

This office is responsible for maintaining comprehensive records of all alumni and those friends of supporting the University's quest for excellence. In addition, it provides support for Departments wishing to conduct surveys or to send newsletters and other information to these key groups. For further information, contact the Director of Advancement Services.

### **Alumni Relations**

The Valdosta State University Alumni Association, a separately incorporated and tax-exempt charitable organization of the University's more than 26,000 alumni, receives staff support from the Office of Alumni Relations. Through the Alumni Association, the University maintains contact with its alumni and involves them in the life of the University. All contacts with alumni should be coordinated through this office. For further information, contact the Director of Alumni Relations and Annual Giving.

### **University Relations**

This office is responsible for coordinating all of the University's public relations efforts and includes a media relations and a publications unit. It is the primary contact point for all news media and coordinates the production of all publications, both external and internal. The President is the only authorized official spokesperson for the University. The President has designated the Director of University Relations as the University's spokesperson to the news media. All inquiries from the news media should be coordinated with the Office of University Relations. For further information, contact the Director of University Relations.

### **Development**

The Valdosta State University Foundation, a separately incorporated and tax-exempt charitable organization of alumni and friends of the University, receives staff support from the Office of Development. The University, the Alumni Association, and the Foundation all have adopted the following policy to govern the solicitation of private support. All requests for private support for the University must be coordinated through the Office of Development. The office works closely

with the Coordinator of Grants and Contracts to ensure that the University does not compete with itself for foundation and corporate support and that priority proposals receive first consideration. For further information, contact the Director of Development.

## **Philanthropic Support of Valdosta State University: A Policy Statement**

### Preamble

Believing that private giving is essential for Valdosta State University to carry out its mission of teaching, research, and service for its constituents, the President of the University, the Valdosta State University Alumni Association, Inc., and the Valdosta State University Foundation, Inc., have agreed to establish the following policies to govern efforts to secure private support for the University.

In so doing, the three entities are mindful of the policy of the Board of Regents of the University System of Georgia which recognizes "that public institutions are dependent, in part, on private funding (just as private institutions are partially dependent on public funding)" and "encourages the institutions under its control to seek the support of alumni, friends, corporations, and other private individuals and organizations who might be interested in contributing to the welfare of the institutions, their students, and their faculties" (Board of Regents' Policy Manual, Section 701.01).

### I. General

- A. Efforts to secure private support for Valdosta State University shall be conducted consistent with all applicable federal and state laws and regulations and the policies of the Board of Regents of the University System of Georgia.

Further, such efforts shall be carried out consistent with the University's Academic Code of Professional Ethics, the Statement of Ethics of the Council for the Advancement and Support of Education, and the Code of Ethics and Professional Practices of the National Society of Fund Raising Executives.

- B. Solicitation for gifts for the benefit of the University or any of its schools, departments, or programs must have the prior written approval of the President of the University or a representative designated by the President.
- C. Private gifts or grants which entail a commitment on the part of the University may not be accepted without the written approval of the President or a representative designated by the President.

- D. All gifts shall be received, recorded, and acknowledged by the University Development Office on behalf of the Valdosta State University Foundation, Inc.
- E. Private gifts or grants are received on behalf of the University by the Foundation. The University, rather than the Foundation, receives gifts when specifically requested by a donor and when it is in the best interests of the University to do so.
- F. The President of the University will establish policies to provide for the orderly and prudent request for and transfer of funds from the Foundation to the University.
- G. The Foundation will conduct its fund raising activities on a calendar-year basis and annually will report to the University and donors the results of those activities consistent with the Management Reporting Standards for Educational Institutions: Fund Raising and Related Activities of the Council for Advancement and Support of Education, and the National Association of University and University Business Officers.

## II. Commemorative Gift Opportunities

- A. **Named Facilities.** A building, a room, a space, or an area on campus may be named to recognize a substantial gift. This will be done only with the approval of the President and consistent with the policies of the Board of Regents.
- B. **Named Programs.** A school, department, center, or institute may be named to recognize a substantial gift only with the approval of the President and consistent with the policies of the Board of Regents.
- C. **Endowed Funds.** The President and the Foundation annually will establish the minimum endowment levels necessary for establishing named chairs, professorships, lectureships, fellowships, scholarships, and other similar funds, consistent with the policies of the Board of Regents.

### **Office of Institutional Research and Planning**

The Office of Institutional Research and Planning prepares studies in support of academic and administrative planning and decision-making; develops and maintains comprehensive computerized data bases for use in internal analysis, external reports, special studies, and evaluation and assessment; conducts surveys of students, employers of students, faculty, administrators, and alumni; and coordinates the preparation of the University's long-range plan and maintains the required planning data.

### **Office of Grants and Contracts**

The Office of Grants and Contracts assists faculty in securing external funding to support research, instruction, training, and public service. The Director maintains current lists of funding agencies and regularly disseminates to the faculty information concerning grant opportunities, deadlines, and guidelines. The Office provides assistance to the faculty for funding searches, proposal development, and proposal submission.

Additionally, the Office acts as a liaison for the faculty with funding agencies, assists the faculty with complying with all agency and Valdosta State University regulations, (including those associated with animal welfare and the protection of human subjects), and promotes faculty development through grants, development workshops and presentations by representatives of funding agencies.

### **Faculty Development and Research Grants**

Faculty may apply for the following grants: Faculty Development/Instructional Improvement and Faculty Research. The former applications and guidelines are available through the Center for Faculty Development and Instructional Improvement. The latter, Faculty Research grants, applications, and guidelines are available through the Office of the Dean of the Graduate School. Basically, research grants are defined as those which specifically address projects designed to lead directly to professional publications.

Faculty research grants are awarded to support bona fide research leading to a refereed publication to encourage scholarship that might not be accomplished without such assistance. These grants are made to help defray the expenses of research involving travel (transportation, food, and lodging), photo-duplication, supplies, and publication assistance with the following qualifications.

1. No items or services normally funded by departments or for which outside funding is available (NSF, NEH, etc.) are eligible, but expenses connected with the preparation of proposals to outside agencies (“seed money”) might be considered;
2. No funding will be given to research projects leading to a degree;
3. No grants are made for travel expenses to conferences;
4. No funds are allocated for hiring research assistants;
5. No more than 33% of the subsidy to a press will be granted, with the possible exception of journal articles. No “vanity publications” are to be subsidized.

All full-time faculty members at Valdosta State University are eligible to apply for grants.

At the discretion of the Committee, a project may be funded at an amount less than the requested amount. Generally, no persons will receive grants in excess of \$900 for a calendar year.

The application form and more detailed guidelines may be obtained from the Dean of the Graduate School.

Faculty Development grants may be obtained for Faculty Development for Instructional Improvement; Course/Curriculum Development; and Professional Presentation. Each year the dollar amount may vary for these awards but they are usually in the range of \$500. There may be yearly grant limits per faculty member as well. The Committee will publicize these rules at the beginning of the academic year.

## **Public Services**

The programs offered by the Office of Public Services are designed to aid residents of South Georgia in continuing their educations in a variety of ways. The four programs are: Continuing Educations, Off-Campus Credit, Distance Education, and Evening Programs.

Through Continuing Education, conferences, workshops, seminars, programs, and classes are offered for non credit or for Continuing Education Units. Through the Off-Campus Credit Program, classes and degree programs are offered at various sites throughout South Georgia including 4 two-year institutions and 3 military bases. Through the Distance Education Program, credit and non-credit programs and classes are offered on a two-way interactive video-audio system which connects the University with two-year institutions, technical schools and public schools. The Evening Program is designed to assist the evening student in completing a college education. With cooperation of colleges and departments evening schedules are developed so that certain degrees and certain majors can be completely finished by taking all evening classes.

For more information about any of the programs offered, or off-campus credit programs, non-credit continuing education courses, evening credit course program, and other community services contact the Office of Public Services.

## **The University Bookstores**

The Valdosta State University Bookstores are wholly owned and operated by the University under the auspices of the Division of Auxiliary Services. A full service store is located in the Union Building adjacent to the Library and a gift and clothing shop is located in the new

University Center Building. As an Auxiliary unit the stores are required by Regents' policy to be self-supporting and receive no monies from the General Fund Budget. The stores pay for all purchases for resale and all operating expenses, including salaries and a benefit package.

The mission of the stores is to support the academic instruction process by providing course materials and supplies for student purchase. The University Stores provide custom publishing services and course pack development services for faculty who seek to design courseware for the specific needs of their classes. Copyright clearance is provided as part of this custom publishing service.

In addition to course materials, the stores also sell a full line of school and office supplies, imprinted University clothing and memorabilia, graduation announcements, class rings, greeting cards and gifts. The main store, located in the Union Building on Main Campus, also sells computer hardware and software at higher education discounted prices. Hours of operation are posted at each location and may vary according to the needs of the institution.

Faculty members, in conjunction with their department heads, are responsible for choosing textbooks for their courses. Textbook adoption forms are available from departmental secretaries as well as the Textbook Department in the Main Store. The dates for submission of the forms to the bookstore are: Fall classes--April 15th; Winter classes--October 15th; Spring classes--January 15th; and Summer classes--March 15th.

The Textbook Department Manager works closely with faculty and heads of departments to maintain accurate textbook adoption information. In general, textbooks for lower level/core curriculum classes are used for two complete academic years unless an edition change occurs during this period. The Textbook Department Manager prefers to have a two quarter written notification of a desire to change texts for courses in order to manage inventory levels of books. However, this desired notification does not preclude a faculty decision to change a text if it is in the best interest of the course curriculum.

## **Food Services**

Valdosta State University Food Services operates a full range of programs including a large cafeteria (Palms Dining Center), two snack bars (Blazer Grill located in the University Union and Oasis located in the Education Center), and a convenience store (Night Owl located in Langdale Hall). The University Center houses a Food Court and the Catering Department.

Food Services offers two board plans (20 and 14 meals per week), and several a la Carte plans (declining balance accounts), along with a commuter plan for non-resident students. A faculty and staff plan is available and is valid at all Food Services operations.

## **University Police**

The Public Safety Office is responsible for the security of the people and property on campus. It is also responsible for the control of traffic and parking on campus. The office is located at 103 East Brookwood Place. See also Campus Parking below.

### **Campus Parking**

All vehicles operated on campus should be registered as soon as a new faculty member has been processed through the personnel office. New faculty will receive a parking permit, along with a copy of the traffic rules and regulations and a map to indicate the faculty/staff parking areas. Faculty will be required to validate parking decals annually.

### **Postal Services**

The campus postal service is a University-owned and operated postal facility located in the University Union Building. This facility provides mail pick up, delivery and posting services for faculty, staff and students. Route services are provided for official University mail, while window services are available for personal mailing needs.

## **PROGRAMS, ORGANIZATIONS AND CULTURAL OPPORTUNITIES**

### **University Honors Program**

The University Honors Program at Valdosta State University provides qualified students a unique opportunity to enrich their academic experience. Working through a wide range of academic departments, the Honors Program offers an array of courses designed to encourage creative thought and to help students realize their full intellectual potential. In addition, it supports a variety of special activities, including Honors Forum and the Honors Student Association, which are similarly designed to enhance these students' academic development. As a member of the Georgia Honors Council, the Southern Regional Honors Council, and the National Collegiate Honors Council, the University Honors Program also provides students an opportunity to become involved in state, regional, and national honors activities. Faculty who teach in the Honors Program are selected by their department heads.

### **International Programs**

The Office of International Programs provides central coordination for the University's comprehensive range of services and activities in the area of international education. Among its many activities, the Office of International Programs considers of utmost importance encouraging the involvement of international scholars in the life of the University and assisting VSU faculty in exploring opportunities for international experiences and exchange arrangements with international colleges and universities. In addition it maintains a library of grants and funding opportunities for faculty members who are interested in lecturing and research in other countries. The OIP is assisted by a steering committee and special purpose committees, which are made up of faculty and staff from all academic and administrative areas of the University.

### **Guidelines for VSU Faculty and Staff Participation in International Programs**

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The Office of International Programs (OIP) provides a range of opportunities for faculty and staff to participate in international exchanges and visits. These guidelines facilitate such participation and specify procedures and policies for governing them.

- A. Faculty and staff assignments abroad are coordinated through the OIP. Applications are channeled through the Director of International Programs, having first been cleared through the applicant's departmental and college or division administrative personnel. The OIP Director, in association with appropriate OIP committees, will approve or disapprove the application. An approved application will be forwarded to the Vice President for Academic Affairs by the Director of the Office of International Programs. The Vice President for Academic Affairs will act upon applications, in keeping with overall program needs.
- B. All full-time permanent faculty and all full-time permanent supervisory and professional staff are eligible to participate in international exchanges and visits.
  1. Terms of participation
    - a. The duration of an international assignment may vary, depending upon the nature of the activity and the conditions and constraints imposed by departmental and individual needs. Normally, the maximum period will be one academic year (three quarters).
    - b. A participant's department or college, or other appropriate administrative unit, will determine specific conditions of the assignment, including the duration and whether an outgoing participant must be replaced directly with an incoming participant.

- c. All requests for participating in international programs must be endorsed by appropriate administrative personnel. These endorsements include the applicant's department head (or corresponding administrative head), his or her dean or division leader, the Director of the OIP, and the Vice President for Academic Affairs.
- d. Travel costs and other expenses associated with an approved assignment will be negotiated on a case-by-case basis.

## 2. Requirements of participants

- a. Participants should first discuss their interests with the Director of International Programs.
- b. Participants are responsible for completing application forms, securing relevant administrative approval, and submitting completed applications to the OIP director.
- c. All application materials must be submitted by the published deadlines where such deadlines exist, in order to be considered.
- d. Except for those in the final year of service before retiring, participants must return to Valdosta State for at least one year following an international assignment or reimburse Valdosta State for all salary and benefits received during the assignment.
- e. Participants approved for an international experience must ensure that they have comprehensive medical insurance including coverage for accident, death, dismemberment, and repatriation. Documentation of comprehensive medical insurance must be provided to the OIP before departure.
- f. Participants will cooperate in evaluation of their international experience.

## 3. Obligations of Valdosta State to participants

- a. Through the OIP, Valdosta State will assist prospective participants in negotiating the terms of their visits or change

experiences, in completing necessary paperwork, and in arranging details of the experience.

- b. Valdosta State will pay participants their usual salary and fringe benefits during the period participants are abroad.
- c. Intervals abroad will count toward years accrued for retirement consideration.
- d. Intervals abroad may count toward years accrued for promotion, if the participant so chooses.
- e. International experiences will be considered in decisions for salary increments for the year following the experience.
- f. Intervals abroad will count toward years accrued for tenure, in accordance with Board of Regents' policy.

NOTE: Section B.2 and B.3 of these guidelines apply primarily to participation in programs formally endorsed by Valdosta State, under which participants receive salary and benefits from Valdosta State. Eligible faculty and staff may also apply for leaves of absence without pay to participate in international activities. In such cases, Sections A and B.1 of these guidelines and established institutional policies governing leaves of absence apply.

## **Other Organizations and Cultural Opportunities**

### **American Association of University Professors**

As an established chapter of A.A.U.P., which meets quarterly to consider all matters of general professional concern to the faculty at large, is active on campus. The meetings normally combine both business and social fellowship. The Chapter informs the faculty of significant professional and legislative developments. Membership is open to all members of the faculty.

### **American Association of University Women**

The Valdosta branch of the A.A.U.W. invites faculty to become members. A.A.U.W. meets monthly and sponsors programs and projects which promote equity for women, education and continuing self-development, and positive societal change.

### **Recreational Activities**

The facilities of the Department of Health, Physical Education, and Athletics are available to faculty, staff, and students. The facilities include basketball courts, a swimming pool, tennis courts, and a conditioning room. The Department should be contacted for information on availability of facilities.

Valdosta State University and the Valdosta area are rich in opportunities for arts experiences and cultural enrichment.

The Departments of Art, Communication Arts, and Music offer a wide variety of programs on-campus and throughout the South Georgia and North Florida community. The Art Department maintains a calendar of monthly exhibitions in the Art Gallery in the Fine Arts Building. The Department of Communication Arts offers a season of eight theatre and dance productions for a modest charge (free to VSU students). The Department of Music presents weekly student and faculty recitals and a quarterly series of outstanding programs sponsored by the VSU Music Society to augment scholarship funds.

ArtSouth is a program of outreach and service by Valdosta State University which assists community organizations in sponsoring arts events in south Georgia, including area conferences, seminars, and actual arts programming.

The Valdosta Symphony Orchestra, including faculty, students, other local musicians and guest artists, functions as a University ensemble as well as a regional orchestra, presenting a subscription series in Valdosta and throughout the area. Renowned soloists join the Orchestra for the four concerts of the subscription series. For further information.

The College of the Arts also produces the Jekyll Island Musical Theatre Festival, which presents several musical comedies in repertory by a professional company during an eight-week season each summer.

The local community supports an active Little Theatre group. The Lowndes/Valdosta Art Commission sponsors a season of theatre, dance, and musical programs, and supports many other arts activities in the community. LVAC also maintains an active Art Gallery at 120A North Patterson Street, assists with a Writer's Workshop, and supports many arts programs for children.

The Department of Physics, Astronomy, and Geology offers planetarium shows for the public periodically during the academic year. Shows can also be scheduled for school groups during the academic year.

The Concerts and Lectures Committee of the faculty brings in outside performers and speakers, as does the Campus Activities Board.



## Appendix I

The following is a copy of the Annual Faculty Evaluation Form currently in use at Valdosta State University.

**VALDOSTA STATE UNIVERSITY**

**FACULTY EVALUATION**

**Date of Evaluation:**

**I. BIOGRAPHICAL INFORMATION**

College:

Department:

Name:

Highest Degree Earned:

Year:

Appointment Year:

Appointment Rank:

Present Rank:

Year First Promotion:

Year Second Promotion:

Total Years at VSU:

Years in Present Rank:

**II. TEACHING PERFORMANCE**

**III. NON-TEACHING PERFORMANCE**

**IV. PROFESSIONAL DEVELOPMENT**

A. Research/Scholarly Activities:

B. Professional Activities:

**V. ACADEMIC HONORS, ACHIEVEMENTS, AND RECOGNITIONS**

**VI. ADVISING**

**VII. OTHER**

**VIII. SUMMARY EVALUATION**

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

I certify that I have read this evaluation

\_\_\_\_\_  
Signature of Person Evaluated

\_\_\_\_\_  
Date

FACULTY EVALUATION INSTRUCTIONS

I. Complete the biographical data.

II. Teaching Performance:

Provide the number of courses taught, the enrollment, the number of new preparations. Include a brief statement of faculty member's teaching performances based on data on student evaluations, peer evaluations, and department head evaluations.

II. Non-Teaching Services:

Provide a brief statement that describes the level of activity in terms of committee memberships at the departmental, school and university level; other non-teaching institutional activities or services, and non-teaching services outside the institution that are indicative of the applied aspects of one's discipline, training, or expertise.

IV. Professional Development:

A. Research and Scholarly Activities

Summarize research and scholarly activities in terms of publications (refereed journals, books, manuals, case studies, proceedings, etc.); submitted but not yet published articles, books, etc.; papers presented at professional meetings; publications in preparation (books, articles, papers for presentation); research in progress; consulting, reviewing, and editing services; and other scholarly activities not described herein.

B: Professional Activities

Provide a summary statement of memberships, attendance, official posts held, and awards/recognitions.

V. Academic Honors, Achievements and Recognitions:

Provide a summary of honors, achievements, and recognitions (department, University System, and external agencies and organizations not included in other parts of the evaluation).

VI. Advising:

Provide a summary statement on the faculty member's advising load and an evaluation of his/her performance as an adviser. Emphasize any activities that go beyond assistance in scheduling of classes or completing the registration process.

VII. Other:

Provide a summary statement on any activities or attributes not included in other parts of the evaluation instrument.

VIII. Summary Evaluation:

Provide a qualitative statement summarizing the performance of the faculty member. The statement must include areas of strength, areas for improvement, and suggested development activities which address the areas for improvement, especially designed to meet promotion and tenure criteria.

NOTE: The time period for the evaluation should encompass the previous Winter, Spring, Summer, and Fall quarters for returning faculty. The preceding Summer and Fall quarters may be used to evaluate new faculty.



**Appendix III**  
**Organizational Structure of VSU**

**Appendix IV**  
**Flow Chart for Posttenure Review**

**Appendix V**  
**Post-tenure Review Implementation/Priority Plan**

**Appendix VI**  
**Forms for Evaluating Administrators**

**EVALUATION OF ADMINISTRATOR**

**President**

Mark the appropriate area on the Scantron form for each of the items listed below.

1. On the average, I have contact with this person:
- a. daily
  - b. weekly
  - c. monthly
  - d. quarterly
  - e. other

Listed below are a number of statements which describe aspects of administrator behavior and performance. Rate the individual identified above by marking the appropriate responses on the Scantron form provided. If you are uncertain about a particular item, mark the category labeled "unknown." If you believe an item is not relevant, mark the category labeled "Not Relevant."

- A. .... Unknown/No Recommendation
- B. .... Not Relevant/No Recommendation
- C. .... Performance is Good/No Change Needed
- D. .... Performance is Average/Some Change Needed
- E. .... Performance is Poor/Great Change Needed

	A	B	C	D	E
<b>Fiscal/Budget</b>					
2. Identifies needs of unit accurately.....	-	-	-	-	-
3. Establishes budget priorities fairly.....	-	-	-	-	-
4. Allocates resources to reflect needs and priorities.....	-	-	-	-	-
5. Informs faculty of budget needs and priorities.....	-	-	-	-	-
<b>Communication</b>					
6. Communicates effectively with faculty.....	-	-	-	-	-
7. Responds appropriately to faculty input.....	-	-	-	-	-
8. Informs faculty of budget needs and priorities.....	-	-	-	-	-
9. Informs faculty of policy decisions.....	-	-	-	-	-
10. Communicates faculty concerns to appropriate administrator.....	-	-	-	-	-
<b>Planning and Vision</b>					
11. Articulates a clear plan for the unit.....	-	-	-	-	-
12. Involves faculty in planning for changes.....	-	-	-	-	-
13. Consults faculty when implementing plans for change.....	-	-	-	-	-

**Professional Behavior**

- 14. Interacts professionally with faculty. .... - - - - -
- 15. Interacts professionally with students. .... - - - - -
- 16. Demonstrates respect for faculty rights. .... - - - - -
- 17. Conforms to VSU policy of professional conduct..... - - - - -

**Supervision and Leadership**

- 18. Provides effective leadership..... - - - - -
- 19. Is accessible. .... - - - - -
- 20. Establishes cooperation across the unit. .... - - - - -
- 21. Is knowledgeable about activities of the unit. .... - - - - -
- 22. Encourages self-governance. .... - - - - -
- 23. Offers equal opportunities to all faculty members..... - - - - -

- 24. My overall rating of this administrator is
  - a. very positive.
  - b. positive.
  - c. negative.
  - d. very negative.
  
- 25. Compared with other administrators with whom I work/have worked, this administrator is:
  - a. one of the best.
  - b. above average.
  - c. below average.
  - d. one of the poorest.
  
- 26. It is important to me for the administrator to share the results of this evaluation with faculty.
  - a. Yes
  - b. No

- 27. What would you consider to be the greatest strengths of this administrator?
  
- 28. What would you consider to be areas for improvement for this administrator?

## EVALUATION OF ADMINISTRATOR

### Vice President for Academic Affairs

Mark the appropriate area on the Scantron form for each of the items listed below.

1. On the average, I have contact with this person:
- a. daily
  - b. weekly
  - c. monthly
  - d. quarterly
  - e. other

Listed below are a number of statements which describe aspects of administrator behavior and performance. Rate the individual identified above by marking the appropriate responses on the Scantron form provided. If you are uncertain about a particular item, mark the category labeled "unknown." If you believe an item is not relevant, mark the category labeled "Not Relevant."

- A. .... Unknown/No Recommendation
- B. .... Not Relevant/No Recommendation
- C. .... Performance is Good/No Change Needed
- D. .... Performance is Average/Some Change Needed
- E. .... Performance is Poor/Great Change Needed

A B C D E

#### Fiscal/Budget

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 2. Identifies needs of unit accurately. ....                | - | - | - | - | - |
| 3. Establishes budget priorities fairly.....                | - | - | - | - | - |
| 4. Allocates resources to reflect needs and priorities..... | - | - | - | - | - |
| 5. Informs faculty of budget needs and priorities. ....     | - | - | - | - | - |

#### Communication

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 6. Communicates effectively with faculty. ....                       | - | - | - | - | - |
| 7. Responds appropriately to faculty input.....                      | - | - | - | - | - |
| 8. Informs faculty of budget needs and priorities. ....              | - | - | - | - | - |
| 9. Informs faculty of policy decisions. ....                         | - | - | - | - | - |
| 10. Communicates faculty concerns to appropriate administrator. .... | - | - | - | - | - |

#### Planning and Vision

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 11. Articulates a clear plan for the unit. ....               | - | - | - | - | - |
| 12. Involves faculty in planning for changes. ....            | - | - | - | - | - |
| 13. Consults faculty when implementing plans for change. .... | - | - | - | - | - |

**Professional Behavior**

- 14. Interacts professionally with faculty. .... - - - - -
- 15. Interacts professionally with students. .... - - - - -
- 16. Demonstrates respect for faculty rights. .... - - - - -
- 17. Conforms to VSU policy of professional conduct..... - - - - -

**Supervision and Leadership**

- 18. Provides effective leadership..... - - - - -
- 19. Is accessible. .... - - - - -
- 20. Establishes cooperation across the unit. .... - - - - -
- 21. Is knowledgeable about activities of the unit. .... - - - - -
- 22. Encourages self-governance. .... - - - - -
- 23. Offers equal opportunities to all faculty members..... - - - - -

- 24. My overall rating of this administrator is
  - a. very positive.
  - b. positive.
  - c. negative.
  - d. very negative.

- 25. Compared with other administrators with whom I work/have worked, this administrator is:
  - a. one of the best.
  - b. above average.
  - c. below average.
  - d. one of the poorest.

- 26. It is important to me for the administrator to share the results of this evaluation with faculty.
  - a. Yes
  - b. No

<ul style="list-style-type: none"><li>27. What would you consider to be the greatest strengths of this administrator?</li><li>28. What would you consider to be areas for improvement for this administrator?</li></ul>
---

## EVALUATION OF ADMINISTRATOR

### Dean/Director

For the information to be reported to the administrator and used by the administrator, each faculty member must identify his/her college/division. My college/division is \_\_\_\_\_.

Mark the appropriate area on the Scantron form for each of the items listed below.

1. On the average, I have contact with this person:
- a. daily
  - b. weekly
  - c. monthly
  - d. quarterly
  - e. other

Listed below are a number of statements which describe aspects of administrator behavior and performance. Rate the individual identified above by marking the appropriate responses on the Scantron form provided. If you are uncertain about a particular item, mark the category labeled "unknown." If you believe an item is not relevant, mark the category labeled "Not Relevant."

- A. .... Unknown/No Recommendation
- B. .... Not Relevant/No Recommendation
- C. .... Performance is Good/No Change Needed
- D. .... Performance is Average/Some Change Needed
- E. .... Performance is Poor/Great Change Needed

	A	B	C	D	E
<b>Fiscal/Budget</b>					
2. Identifies needs of unit accurately. ....	-	-	-	-	-
3. Establishes budget priorities fairly.....	-	-	-	-	-
4. Allocates resources to reflect needs and priorities.....	-	-	-	-	-
5. Informs faculty of budget needs and priorities.....	-	-	-	-	-

<b>Communication</b>					
6. Communicates effectively with faculty. ....	-	-	-	-	-
7. Responds appropriately to faculty input.....	-	-	-	-	-
8. Informs faculty of budget needs and priorities.....	-	-	-	-	-
9. Informs faculty of policy decisions. ....	-	-	-	-	-
10. Communicates faculty concerns to appropriate administrator. ....	-	-	-	-	-

<b>Planning and Vision</b>					
11. Articulates a clear plan for the unit. ....	-	-	-	-	-
12. Involves faculty in planning for changes. ....	-	-	-	-	-
13. Consults faculty when implementing plans for change. ....	-	-	-	-	-

**Professional Behavior**

- 14. Interacts professionally with faculty. .... - - - - -
- 15. Interacts professionally with students. .... - - - - -
- 16. Demonstrates respect for faculty rights. .... - - - - -
- 17. Conforms to VSU policy of professional conduct..... - - - - -

**Supervision and Leadership**

- 18. Provides effective leadership..... - - - - -
- 19. Is accessible. .... - - - - -
- 20. Establishes cooperation across the unit. .... - - - - -
- 21. Is knowledgeable about activities of the unit. .... - - - - -
- 22. Encourages self-governance. .... - - - - -
- 23. Offers equal opportunities to all faculty members..... - - - - -

- 24. My overall rating of this administrator is
  - a. very positive.
  - b. positive.
  - c. negative.
  - d. very negative.
  
- 25. Compared with other administrators with whom I work/have worked, this administrator is:
  - a. one of the best.
  - b. above average.
  - c. below average.
  - d. one of the poorest.
  
- 26. It is important to me for the administrator to share the results of this evaluation with faculty.
  - a. Yes
  - b. No

<p>27. What would you consider to be the greatest strengths of this administrator?</p>  <p>28. What would you consider to be areas for improvement for this administrator?</p>
--

## EVALUATION OF ADMINISTRATOR

### Department Head

For the information to be used by the administrator and reported, each faculty member must identify his/her department. My department is \_\_\_\_\_.

Mark the appropriate area on the Scantron form for each of the items listed below.

1. On the average, I have contact with this person:
- a. daily
  - b. weekly
  - c. monthly
  - d. quarterly
  - e. other

Listed below are a number of statements which describe aspects of administrator behavior and performance. Rate the individual identified above by marking the appropriate responses on the Scantron form provided. If you are uncertain about a particular item, mark the category labeled "unknown." If you believe an item is not relevant, mark the category labeled "Not Relevant."

- A. .... Unknown/No Recommendation
- B. .... Not Relevant/No Recommendation
- C. .... Performance is Good/No Change Needed
- D. .... Performance is Average/Some Change Needed
- E. .... Performance is Poor/Great Change Needed

	A	B	C	D	E
<b>Fiscal/Budget</b>					
2. Identifies needs of unit .....	-	-	-	-	-
3. Establishes budget priorities .....	-	-	-	-	-
4. Allocates resources to reflect needs and priorities.....	-	-	-	-	-
5. Informs faculty of budget needs and priorities.....	-	-	-	-	-
6. Uses clear standards for assigning merit recommendations.....	-	-	-	-	-

**Communication**

7. Communicates effectively with faculty. ....	-	-	-	-	-
8. Responds appropriately to faculty input.....	-	-	-	-	-
9. Informs faculty of budget needs and priorities.....	-	-	-	-	-
10. Informs faculty of policy decisions. ....	-	-	-	-	-
11. Communicates faculty concerns to appropriate administrator. ....	-	-	-	-	-
12. Informs faculty of decisions impacting functioning of department .....	-	-	-	-	-
13. Departmental meetings are productive and substantive.....	-	-	-	-	-
14. Accomplishes stated objectives of departmental meetings.....	-	-	-	-	-

**Planning and Vision**



**Appendix VII  
Campus Map**