

Fort Valley State University Faculty Handbook

Purpose

This document provides a compilation of services, policies, regulations, and procedures related to employment as a faculty member at Fort Valley State University – a unit of The University System of Georgia. It includes policies outlined in Board of Regents policy procedures manuals, as well as those outlined in policy and procedure manuals and related documents at the University level. It is designed to serve as a guide and may not contain all information affecting all faculty members for all situations. Faculty members are, therefore, encouraged to consult the Board of Regents Policy Manual, The Board of Regents Academic Affairs Handbook, Fort Valley State University Policy and Procedures Manual, the University Catalog, the Student Handbook, the Faculty Advisement Handbook, and the Fort Valley University Statutes for more detailed information as well as omissions. Welcome to the University System of Georgia and the Fort Valley State University.

ABOUT THE UNIVERSITY SYSTEM OF GEORGIA

Composition

The University System of Georgia consists of thirty-five public colleges and universities located in every key region of the state. From Brunswick in the Southeast and Bainbridge in the Southwest to Dalton and Rome in the Northwest and Dahlonega and Gainesville in the Northeast, most Georgians live within commuting distance of one or more System institutions. These institutions offer programs of study and degrees in various fields. Students can choose a range of programs according to their talents and interests, from one-year certificate programs to doctoral degree programs. Institutions by classification are as follows:

Universities

Georgia Institute of Technology
Georgia State University
Medical College of Georgia
University of Georgia

Columbus State University
Fort Valley State University
Georgia College and State University

Georgia Southwestern State University
Kennesaw State University
North Georgia College and State
University
Savannah State University
Southern Polytechnic State University
University of West Georgia

Regional Universities

Georgia Southern University
Valdosta State University

Senior State Universities

Albany State University
Armstrong Atlantic State University
Augusta State University
Clayton State University

State Colleges

Abraham Baldwin Agricultural College
Dalton State College

Gainesville State College
Georgia Gwinnett College
Macon State College
Middle Georgia College

Gordon College

Two-Year Colleges

Atlanta Metropolitan College
Bainbridge College
Coastal Georgia Community College
Darton College
East Georgia College
Georgia Highlands College
South Georgia College
Waycross College

The Board of Regents

The Board was established in 1932 and is composed of 18 constitutional members. Board members are appointed for seven-year terms by the governor with State Senate confirmation. Five members are appointed from the state-at large and one is appointed from each of the 13 congressional districts. Officers include Chair, Vice Chair, Chancellor, Secretary to the Board, and Treasurer. The Board is responsible for the development, maintenance, and operation of the University System and the 35 member institutions.

The Chancellor

The Chancellor is elected by and serves at the pleasure of the Board of Regents. As chief administrative officer of the University System as well as chief executive officer of the Board of Regents, the Chancellor performs those duties prescribed by the Board and is responsible for the prompt and effective execution of all resolutions, policies, rules, and regulations adopted by the Board for the order and operation of the University System and its 35 member institutions. The Chancellor shall make recommendations regarding the appointment of all employees of the Office of the Board of Regents; and of all presidents and all other administrative officers and employees of institutions and divisions of the University System. The Chancellor is the medium through which all matters shall be presented to the Board and to committees of the Board, including reports, recommendations, and suggestions from institutions, their faculty members, employees, and students. For a detailed presentation of the role and responsibility of the Chancellor, consult Section 102 of the Board of Regents Policy Manual.

ABOUT FORT VALLEY STATE UNIVERSITY

The Fort Valley State University has as its heritage the educational contributions of the Fort Valley State College, the Fort Valley Normal and Industrial Institute, and the State Teachers and Agricultural College at Forsyth.

Fort Valley State College was established in 1895 as the Fort Valley High and Industrial School.

In 1902, William Merida Hubbard founded the State Teachers and Agricultural College in Forsyth that, in 1939, merged with the Fort Valley High and Industrial School to become Fort Valley State College. Fort Valley State College became Fort Valley State University in June 1996. The only 1890 land-grant school in Georgia, Fort Valley State University is a comprehensive institution providing an educational experience of exceptional quality.

The University is located in the town of Fort Valley in Peach County, the original site of the nation's peach industry. Its 1,365 acre campus is the second largest (in acreage) public university in the state. The University's 2,000 plus students represent 130 of Georgia's 159 counties, more than 30 states and about 10 international countries. Ninety-four percent of the student body is of African descent. The average age is 24 for undergraduates and 33 for graduate students. About one-third of students live on campus, and 85 percent attend college full time.

The University offers bachelor's degrees in more than 50 majors - education, business administration and agriculture are particularly popular - as well as master's degrees in education and counseling. In an effort to accommodate graduate and non-traditional students, external degree program courses are also offered at off-campus sites in Macon, Warner Robins, Cochran, Dublin, and Sandersville. Fort Valley State's *Cooperative Developmental Energy Program (CDEP)* is the only one of its kind in the nation, preparing students for energy-industry careers in science and geology. Outreach services include Fort Valley's Cooperative Extension Program, where extension specialists operate in 42 counties, and the Pettigrew Conference Center, which hosts more than 500 courses and events for 51,000 patrons each year.

Students have several opportunities for extracurricular involvement at the University, including the marching band, concert choir, Baptist Student Union Choir and cheerleading. There are more than 70 clubs, sororities, fraternities and social organizations on campus. Athletic opportunities include intramural sports and intercollegiate men's and women's track and basketball teams. The championship football team, a member of the Southern Intercollegiate Athletic Conference, has produced many notable professional sports figures.

A detailed chronology of events in the history of Fort Valley State [College] University is presented in **Appendix 1**.

Mission and Vision of the University

The mission of The Fort Valley State University is to advance the cause of education with emphasis upon fulfilling commitments that our community members have undertaken collectively. As an institution of the University System of Georgia, Fort Valley State University naturally embraces the principles articulated by the Core Mission Statement for State Universities as approved by the Board of Regents of the University System of Georgia. The university's primary commitments include, among others, enhancement of teacher training programs grounded upon a liberal arts foundation, as reflective of over 110 years of experience and tradition. Additionally, the university recognizes with great pride and desires to further its responsibilities as Georgia's only 1890 Land Grant institution by offering programming excellence in agriculture, agribusiness, family and consumer sciences, extension, technology, and military science, and leadership, as well as to further its traditions of excellence in programs in the liberal arts and humanities, social sciences, and natural and physical sciences.

The university's primary commitments extend, as well, to:

- community outreach through the concept of the communiversality, an approach that highlights the interdependence of community and university;
- expanding service beyond the campus, as well as within, so that the institution addresses in a meaningful manner the broad diversity—human and technical—of needs in our home region and state as well as nationally and internationally;
- sparking within our students an enduring interest in learning and providing the tools and skills necessary to maintain that interest through life;
- preparing students through a mentoring approach for the opportunity to serve their fellow man while enjoying the opportunity provided by hard work and achievement to live the quality of life inherent in the American dream;
- encouraging and supporting creative expression, innovation, honesty, and integrity as endeavors of lasting and intrinsic merit;
- providing a productive environment for cutting-edge academic and practical research in, among other fields, agriculture, aquaculture, animal science, biotechnology, energy, environment, social and behavioral sciences, and the humanities; and
- otherwise acting to enlighten, enrich, and inspire by example those whom we serve.

Vision

The vision of the Fort Valley State University community centers upon its commitment to illuminate the rich heritage, influence, and educational opportunities inherent in the historically black college and university experience in a manner that applies and adapts that experience successfully for a diverse twenty-first century.

Institutional and Academic Program Accreditations

Accreditations

Fort Valley State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fort Valley State University.

Other University degree programs which are accredited by discipline are:

Other University degree programs which are accredited by discipline associations are:

- The Veterinary Science Technology Program, accredited by the American Veterinary Medical Association (AVMA)
- The Family and Consumer Sciences Program, accredited by the American Association of Family and Consumer Sciences
- The Didactic Program in Dietetics (DPD), accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetics Association

- The Child Development programs, accredited by the National Academy of Early Childhood Development Programs of the National Association for the Education of Young Children (NAEYC)
- The Electronic Engineering Technology Program, accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. (111 Market Place, Suite 1050, Baltimore, MD 21202)
- The Rehabilitation Counseling & Case Management Program, accredited by the Council on Rehabilitation Education

The University also maintains the following memberships:

3. American Association of Collegiate Registrars and Admissions Officers
4. American Association of State Colleges and Universities
5. American Council on Education
6. American Association for Higher Education
7. American Dietetics Association
8. American Library Association
9. American Personnel and Guidance Association
10. Association of Collegiate Business Schools and Programs (A.C.B.S.P.)
11. Association for the Study of African American Life and History, Inc.
12. Association of Administrators of Home Economics
13. Association of American Colleges
14. College Entrance Examination Board
15. College Placement Council, Inc.
16. Committee for the Humanities
17. Conference on College Composition and Communication
18. Conference of Southern Graduate Schools
19. Council of 1890 College Presidents
20. Georgia Library Association
21. National Association of Campus Activities
22. National Association of College Deans, Registrars and Admission Officers
23. National Association of College and University Business Officers
24. National Association for Equal Opportunity in Higher Education
25. National Association of Intercollegiate Athletics
26. National Association of Remedial Learning Support Services in Post-Secondary Education
27. National Association of State Universities and Land-Grant Colleges
28. National Association of Student Personnel Administrators, Inc.
29. National Collegiate Athletic Association
30. National Council for Black Studies, Inc.
31. National Education Association
32. Southern Intercollegiate Athletic Association
33. Southern Regional Library Association
34. The Georgia Consortium, Inc.

Outreach Programs

In addition to its traditional campus-based setting, Fort Valley State offers quality programs and

instruction in innovative and non-traditional formats to respond to the busy lifestyles of today's students. Regular and non-traditional students are provided flexible scheduling options to earn a college degree. Administrative, academic, and student support systems are provided to ensure students access to a quality educational experience comparable to that provided on the main campus in Fort Valley.

- **Warner Robins Center.** Undergraduate, graduate, and outreach programs are offered on the FVSU campus located in Warner Robins, Georgia.
- **Evening classes.** Through the offering of online or web-based courses of study, the University provides quality educational programs of study to students independent of their geographic locations. Students who are situation bound may take courses leading to degree completion via the Internet.
- **Online/Web based offerings.** Fort Valley State University offers asynchronous, distance learning opportunities. Hybrid classes (partly online and partly in the classroom) are also available. The FVSU Vista website is <https://fvsu.view.usg.edu>. An ID based on the prefix of the student email address and the password used for Banner Web are necessary for students to log in. Online courses and programs go through a special approval process to ensure that they meet standards for online instruction.

The following programs are offered online:

B.A. – Criminal Justice
B.A. – Political Science
B.A. – Psychology
B.A. – Technical and Professional Writing
M.S. – Rehabilitation Counseling and Case Management

- **Warner Robins Degree Programs**
The following degree programs are offered at the Warner Robins Center at 151 Osigian Blvd., Warner Robins, GA:
 - B.B.A. - Management (concentration in Technology Management available)
 - B.E.E.T. - Electronic Engineering Technology
 - B.S. - Computer Science
 - B.S. - Computer Information Systems
 - B.S.W. - Social Work
 - M.P.H. Public Health: Environmental Health
 - M.S. - Mental Health Counseling
 - M.S. - Rehabilitation Counseling
 - M.S.Ed. - Middle Grades Education
 - M.S.Ed. - School Counselor Education

Campus Facilities

The University grounds include approximately 1,365 acres of cleared, wooded and developed land, of which about 80 acres are used for the main portion of the campus. Most of the

remaining acreage provides for agricultural research and future expansion. The University has 36 main buildings, six of which provide comfortable residential accommodations for students.

The campus buildings form a pleasant blend of architectural art of the early 1900s with design features of succeeding decades. Initially, the campus was built around an oval which is now the Quadrangle. It serves as the focal point of the main campus area and the setting for many major outdoor activities.

Non-Residential Buildings

Founders Hall, overlooking the campus quadrangle, was named in memory of the eighteen men who signed the original charter in 1895, establishing the Fort Valley High and Industrial School. Founders Hall, once called the Academic Building, houses the Department of Fine Arts and Humanities. The distinctive clock tower on the roof of Founders Hall is depicted in the University's emblem.

Huntington Hall, originally a women's residence hall built with the assistance of student labor, is currently unoccupied. It is slated for renovation by means of a matching grant from the National Park Service and the Department of the Interior.

The **Carnegie Building**, constructed in 1925 as a gift of the Andrew Carnegie Foundation, houses Campus Safety, a commuter lounge and the TRIO program.

The **Benjamin S. Anderson House**, residence of founder, F. W. Gano, is the oldest building on the campus. The **Biggs Collection** of period furnishings dating from 1860-1900 is housed here. The **Royal C. Peabody Building**, named as a memorial to the brother of George Foster Peabody. The **F. W. Gano Building**, previously known as the *Training School*, houses the Department of Military Science and the Head Start program.

Samuel Henry Bishop Hall, named for the philanthropist who contributed funds toward its original construction in 1932, for 39 years, served as the college dining hall. After a second complete renovation and addition, it provides up-to-date facilities for the Mass Communications Department.

Patton Hall, named for Mr. Robert W. Patton, was erected in 1937 to house the Department of Home Economics. Renovated in 1969, it now provides office, studio and classroom space for programs in the areas of voice, instrumental music, band, and chorus.

The **Leroy Bywaters (Sr.) Building**, built in 1952, was originally the Hunt Memorial Library. Remodeled in 1979 and named for one of the institution's first athletic coaches, the Bywaters Building houses the Department of Business Administration and Economics.

The **Alva Tabor Agriculture Building** was constructed in 1954. It houses office, classroom and laboratory space. It was named for Mr. Alva Tabor, Sr., who served as Head Itinerant Trainer for Negroes and who played a key role in the formation of the New Farmers of America (NFA) and the development of Camp John Hope.

The **William Merida Hubbard Education Building** houses office and classroom space for the College of Graduate Studies and Extended Education. Two electronic teaching laboratories, a media center, two spacious conference rooms, a photographic darkroom, space for a curriculum center and a potential counseling assessment center are housed in this building. It was dedicated in October 1957 in honor of the founder of the State Teachers and Agricultural College of Forsyth.

The **George N. Woodward Building** was constructed in 1958 and named in honor of long-time local and University physician, Dr. George N. Woodward. This facility houses a gymnasium/auditorium, a natatorium, nautilus center, weight room, offices and classroom space.

The **Isaac Miller Science Building** was built in 1962 to accommodate the Department of Physics, Mathematics, Biology and Chemistry. It is named in honor of one of the founders of the institution and contains a large lecture room, classrooms, laboratories and faculty offices.

Myers Hall, constructed in 1965, houses the Department of Family and Consumer Sciences. The 30,337-square-foot structure accommodates offices, classrooms, laboratories, a nursery and an auditorium. The building is a memorial to Henrietta Walden Myers, long-time teacher of arts and crafts at the institution.

The **Lyons Student Center**, erected in 1966, was named for Miss Lottie M. Lyons who served as Dean of Women from 1944 to 1957. This center of student life contains a snack bar, the post office, the bookstore and the offices of the Student Government Association.

The **Cozy L. Ellison Building** was constructed in 1967 and named in honor of Dr. Ellison, a long-time faculty member, Professor of Agronomy and Chairman of the Division of Agriculture. Classrooms, laboratories and shop areas provide space for the Agricultural Mechanics Program.

The **Horace Mann Bond Building**, named for the first president of Fort Valley State College, was constructed in 1976. Housed in the Bond Building are the Departments of History, Geography, Political Science, and Criminal Justice; Behavioral Sciences; Learning Support Services; and English and Foreign Languages.

The **O'Neal Building**, constructed in 1979, along with the adjacent O'Neal Annex, houses the Veterinary Technology Program. Mr. Otis S. O'Neal, for whom the building was named, was a county agent in Houston County and also taught agriculture at FVSU from 1910 to 1950. Recent additions to the O'Neal Building have resulted in state-of-the-art facility of approximately 21,000 square feet.

The **Stallworth Agricultural Research Building** was named in honor of Dr. Houston Stallworth, Professor of Agriculture, who served the Division of Agriculture in many capacities, including Chairman of the Division. The facility, constructed in 1983, houses scientific research laboratories and other support areas.

The **C. W. Pettigrew Farm and Community Life Center**, completed in 1987, is a conference, convention and performing arts center in which the University sponsors a variety of outreach programs. The facility houses the Center's administrative offices, the Fort Valley State University Cooperative Extension Program, the Extended Education and Outreach Office and the University of Georgia Cooperative Extension Service district office. The building also houses ten fully equipped seminar rooms; a specially designed media room; a demonstration kitchen for home economics and food technology workshops; a 600-seat auditorium with state-of-the-art systems for sound, lighting, and a video projection system; a video distribution system with computer/video projection systems in most of the rooms; a spacious lobby; a second-floor balcony, and a snack bar and holding kitchen that will accommodate 260 people.

The **C. V. Troup Administration Building**, completed in 1988, houses the administrative offices of Academic Affairs, Student Affairs, Business and Finance, Institutional Advancement and Research, and the Office of the President.

The **Agriculture and Technology Conference Center**, a showcase, post-antebellum home, near the intersection of Camp John Hope Road and Highway 341, was purchased by Fort Valley State University in 1989. Renovation of the Hendrix House with a 6000 square foot addition is under contract, and it will serve as headquarters for the College of Agriculture, Home Economics and Allied Programs Technology Development and Transfer Center.

The **Extension Service Communications Production Center**, a one-story structure, was completed in 1991. It is a 12,450 square foot facility well equipped for audio-video production, production-print layout and design, television production and dial-access information system.

The **Computer Technology and Mathematics (CTM) Building**, completed in 1995, houses the Department of Computer Science and Mathematics, the office of the Dean of the College of Arts Sciences and Education, the Cooperative Developmental Energy Program (CDEP), and the University Computer Center. The CTM Building features an auditorium with a seating capacity of 295.

The **Georgia Small Ruminant Research and Extension Center** is one of the most modern research facilities in the Southeast. In 1999, a major facility (15,000 square feet) which houses animal science research, teaching and extension programs, was completed and provides an abattoir, a large classroom, and three well-equipped laboratories.

Wildcat Stadium. A new stadium was completed and opened for use in fall 2009

The **Health and Physical Education Complex** is a state-of-the-art facility that provides support for the Health and Physical Education major, as well as for major and basic programs and recreational opportunities for the total University. This facility houses classrooms, seminar and conference rooms, laboratories, an eight lane swimming pool, a 5,000 seat arena, courts for basketball, badminton and an indoor walking track.

The **Warner Robins Center**, located at 151A Osigian Blvd., Warner Robins GA 31088, is one block from the Galleria Mall on Watson Blvd. and was expanded in 2005. It houses five graduate programs (Animal Science and Biotechnology are on the main campus in Fort Valley) and, beginning in fall 2009, five undergraduate programs along with adult Continuing Education programs and a summer camp for children.

Other Land Areas and Facilities: There are 450 acres of fertile land with sections or pockets of most major soil types found throughout the State of Georgia. Approximately 200 acres of this land is open, relatively flat and suitable for experimental plots. Irrigation is available on approximately 150 acres. All acreage is secured by a seven-foot security fence.

Support Facilities

The physical facilities and advanced technology infrastructure are designed to support the need of the academic community for classroom space, laboratory capacity, research, and outreach services. Among the facilities available and types of services provided are the following:

- **The Hunt Memorial Library**, also called the **Learning Resources Center (LRC)** maintains a special collection of ethnic, non-circulating and archival resources. Student access to the Georgia Library Learning Online System (GALILEO) is provided.
- **The Curriculum Material Center Library** also in the Hubbard Education Building, supports teacher education by making available curriculum guides, tests, textbooks, non-print materials, and a juvenile collection for pre-service teacher education students.
- **The Academic Success Center**, located in the Peabody Building, provides academic and support services to facilitate the smooth and timely transition of students from enrollment to graduation. Specific services include academic advisement, providing students with up-to-date information about institutional policies and procedures, tutorial services, academic progress monitoring, and social and emotional support services via counseling and referrals to on-and off campus resources. The Center also houses the Differently Abled Program and is responsible for SEVIS.
- **The Career Development Center**, also located in the Peabody Building provides a variety of career services designed to assist students in analyzing interests, aptitudes, personal traits, desired lifestyles, and educational and career goals. Students are assisted with sufficient career and employment information so that they may understand the

implications of their choice of program/major. The Career Development Center also assists students in obtaining employment commensurate with their academic preparation, interests, capabilities, and career and life goals.

- **The Center for Biotechnology**, located in the College of Agriculture, Home Economics and Allied Programs, facilitates programs such as The National Science Foundation's HBCU-UP, REU-Site Program and the United States Department of Agriculture's 1890 Capacity Building Program. The Center is primarily focused on enhancing education in the SMET (Science, Mathematics, Engineering and Technology) disciplines. The Center for Biotechnology is currently offering scholarships to more than 40 recipients through externally funded federal grants. In addition, the center offers several student enrichment programs such as: Research Experiences for Undergraduates (REU), programs during the summer/academic year and a pre-college program, Summer Research Apprenticeship Program for High School Students.
- **The Center for Computing and Information Technology Services (Computer Center)**, located in the Computer Technology Mathematics (CTM) Building, generates computer-based information for the reporting, decision making, and planning functions of the University and provides technical assistance to faculty and students.
The C. W. Pettigrew Farm and Community Life Center, a full service conference, convention, and performing arts facility, accommodates cultural events and facilitates outreach initiatives of the University.
- The **Agricultural Research and Extension Facilities** include the Agricultural Research/Experiment Station and offices of the Cooperative Extension Program. These facilities consist of the Stallworth Research Building and 15 other structures including the Georgia Small Ruminant Research and Extension Center, a swine house, greenhouses, and a meat slaughter and processing plant.

ADMINISTRATIVE OFFICERS AND ORGANIZATION

The President is the Chief Executive Officer charged by the Board of Regents to exercise responsibility for the overall, daily administration of the University. The President reports to the Chancellor of the University System of Georgia.

The Executive Vice President is the second in overall authority at the University and coordinates, on behalf of the President, all programmatic areas within the University. He/she represents the University within the University System and to external constituencies as designated by the President. All of the vice presidents and deans report to the Executive Vice President.

The Special Assistant and Counsel to the President reports directly to the President and serves as the chief legal affairs officer for the University, as well as the coordinator for open records requests and for responses to EEOC complaints. Other responsibilities include preparing briefing documents, researching issues of particular importance and sensitivity, and representing the President in such capacities and at such times as directed by the President.

The President's Administrative Council serves as an advisory unit to the President on administrative matters pertaining to all operational areas of the University. The Administrative

Council consists of the President, Executive Vice President, Special Assistant and Counsel to the President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for External Affairs and Director of Marketing and Communications.

Academic Organization

The academic programs of the University are administered through colleges and departments. Each is an administrative subdivision of a college or other unit of the University organized for the purpose of conducting programs in instruction, research, and service. Colleges are headed by deans. Departments of instruction are normally housed within colleges on the basis of subject matter. Changes in academic organization are initiated by the President, the Vice President for Academic Affairs, or the faculty of a department and approved by the governing body of the appropriate college, its dean, or director, the Faculty Senate, the President and, when appropriate, by the Board of Regents.

Faculty Membership. The faculty of a college, or department consists of those members of the faculty who hold appointment in the college or department. Individuals annually appointed with rank in two or more departments are considered to be members of the faculty of each department with full rights and privileges in each department.

Faculty Meetings. The faculty of a college or department shall meet at least two times each semester. At all meetings of the faculty, the dean of the college or department shall be the presiding officer.

Department Chairs. The chair of a department shall be recommended for appointment in accordance with policies of the Board of Regents. The chair shall be recommended for appointment after the dean of a college has consulted with the faculty of the department. Such consultation shall include a vote of the faculty of the department, the results of which shall be forwarded with the dean's recommendation to the Vice President for Academic Affairs. The chair shall be evaluated by the faculty of the department at least every three years; the evaluation shall be conducted by the dean who shall notify the Vice President for Academic Affairs of the results of this evaluation which shall be used in the overall evaluation of the Chair's performance. A department chair shall hold office at the pleasure of the President.

Deans of Colleges. Deans shall be appointed by the President with the approval of the Board of Regents and shall hold office at the pleasure of the President. The recommendation of the President relating to the appointment of a dean shall be made after consultation with a search committee of faculty members.

Powers. The dean shall be the chief executive officer of the college and shall exercise the powers and duties of the office as follows:

- be responsible for the coordination of the academic programs and instructional activities of the college, and exercise general supervisory responsibility for research and service programs of the college.
- formulate and recommend proposed policies for the college and present them to the faculty for consideration. The dean shall administer the rules and regulations enacted by

the faculty.

- present to the Faculty Senate those actions of the faculty that require confirmation or approval of the Faculty Senate before becoming effective.
- recommend the appointment, reappointment, and promotion of members of the faculty of the college and of the administrative staff. In the case of recommendations regarding department chairs, the dean shall act only after consulting with the faculty of the department concerned. In recommending appointments to faculty positions within a department, the dean shall act only after receiving the recommendation of the department chair. Consistent with tenure policy and the Policies of the Board of Regents, the dean may recommend the dismissal or non-renewal of the contract of any member of the faculty.
- make recommendations regarding persons for appointment to classified positions within the college and oversee, control, and direct the work of employees of the college.
- after consultation with members of the faculty and appropriate administrative assistants, prepare annually a budget of the college. Where departments exist, the dean shall ask each department chair to recommend a departmental budget.
- oversee the academic activity of the students of the college. The dean and/or a designated faculty member shall advise students, in conjunction with the Academic Success Center, regarding the selection of courses and the choice of major and minor fields of study. The dean shall be responsible for the administration of institutional and System policies affecting student scholarship. In discharging this responsibility, the dean shall give special attention to students registered in the college who excel or who are deficient in their studies.
- certify to the compliance by individual students with the requirements for graduation on the basis of the records and reports of the Registrar's Office.
- maintain a seamless cooperative relationship with the other deans and the directors of similar instructional, research, and public service units for programs operated for the college.
- subject to the general authority of the Vice President for Business and Finance, be custodian of the buildings and other University property occupied or used by the college, and be responsible for the proper use thereof.
- serve as the medium of communication for all official business of the college with other University authorities, the students, and the public.
- submit a report, annually or upon request, covering details of the work of the college to the Vice President for Academic Affairs.

Evaluation. An evaluation of the dean every four years shall be conducted by the Vice President for Academic Affairs for consideration in the overall evaluation of the dean's performance.

Academic Administrators

The Vice President for Academic Affairs (VPAA) is the chief academic officer responsible for developing policies and procedures governing the instructional programs and academic life of the University.

- **The Associate Vice President for Academic Affairs** assists the Vice President for

Academic Affairs and the academic deans with the full range of academic matters, with particular attention to academic services to students, including advisement and student problem resolution. This position also serves as the liaison between the administration and the Faculty Senate and produces academic publications related to policy matters, including the University Catalog and Faculty Handbooks.

- **The Associate Vice President for Institutional Research, Planning, and Effectiveness** serves as the institution's chief reporting official for IPEDS and other federal/state reports as required, and plays a vital role in timely reporting for institutional decision-making. The AVP and his/her staff will also be responsible for reporting student achievements through effectiveness initiatives. Effectiveness will be planned, implemented and evaluated throughout the University consistent with compliance requirements of the institution's own performance indicators and governing agencies such as SACS, the University System of Georgia Board of Regents, and Title III administration.
- **Deans of Colleges** provide leadership for their respective colleges in the areas of teaching, professional growth and development/scholarly achievements, service, academic program development, and outreach. They are responsible for fiscal and human resources management. The deans recommend the appointment, reappointment, promotion, tenure, and dismissal of faculty members. They also prepare annual reports for their colleges.
- **Department Heads** are appointed by the President upon the successive recommendations of the faculty, the college dean and the Executive VPAA. The department chairperson represents the department in all official communications and oversees its general administration including quality instruction, budget preparation and administration, curriculum development and assessment, student advisement, and personnel decisions.
- **Directors** provide leadership for their respective units in the areas of teaching, professional growth and development/ scholarly achievements, service, academic program development, and outreach. They are responsible for fiscal and human resources management. The directors recommend the appointment, reappointment, promotion, tenure, and dismissal of faculty members. They also prepare annual reports for their units.

Non-Academic Administrators

The Vice President for Business and Finance is the chief fiscal officer responsible for the receipt and custody of funds, accounting and reporting operations, and the budget development and control functions. Oversight responsibility is provided for Campus Safety, Human Resources, Plant Operations, Auxiliary Services, Information Technology and Facilities Planning.

The Vice President for Student Affairs oversees and develops policies and procedures governing student life and learning experiences beyond the classroom, but complementary to the formal instructional programs. Oversight responsibility is provided for Admissions and

Recruitment, Health Services, Financial Aid and Athletics.

The Vice President for External Affairs has responsibilities for institutional development and grants and provides oversight for external affairs, alumni affairs, the FVSU Foundation, the FVSU Public Service Center, the C. W. Pettigrew Farm and Community Life Center, Title III and the Office of Sponsored Programs.

The Director of Marketing and Communications provides active leadership in the identification, solicitation, cultivation and stewardship of major donors and donor prospects, to include individuals, corporations and foundations. The office contributes to the overall visibility of the University and builds a positive image of FVSU by generating a wide range of media coverage via print, radio, television broadcasts and electronic messaging systems.

The Director of the Henry A. Hunt Memorial Library is responsible for ensuring the availability of library resources and the effective use of services. As part of the Georgia Library Learning Online and Galileo Interconnected Libraries (GALILEO/GIL) statewide system funded by the Board of Regents of the University System of Georgia, the Governor, and the Georgia Legislature, FVSU has access to all public academic library catalogs; many private, public and independent libraries; access to the World Wide Web; over 100 databases; UPS courier book/serial service for borrowing and receiving requests and a forthcoming universal borrowing component. There are many electronic books that can be read on line from the campus or from home.

The Director of Testing and Preparation Programs provides leadership to major efforts to improve the performance of students on tests and other assessments. Specific duties and responsibilities include the following: design and monitor remediation activities, review, analyze, and interpret test results, assist faculty in test design, and participate in establishing positive test environments.

The University organizational chart is in **Appendix 2**.

Academic Units of the University

The College of Agriculture, Home Economics, and Allied Programs is committed to providing educational programs and services which address the needs of citizens and are designed to enrich their lives. This commitment is actualized through instruction, research, and extension/outreach. The four academic instructional units are the Department of Agriculture Instruction, the Department of Electronic Engineering Technology, the Department of Family and Consumer Sciences, and the Department of Veterinary Science. The Agricultural Research Program and the Cooperative Extension Program provide educational outreach and services.

The College of Arts and Sciences offers programs of study in the humanities, the natural and biological sciences, mathematics, social sciences, business, economics, computer technology, mass communications, and commercial design. Students who desire a liberal education with or without regard to future professional endeavors are served within the College of Arts and Sciences. However, the offerings of the College also prepare students to work in specialized

subjects such as medicine, dentistry, pharmacy, law, and social work. The College consists of the Departments of Biology; Chemistry; Business Administration and Economics; Computer Science and Mathematics; Fine Arts, Humanities and Mass Communications; History, Geography, Political Science and Criminal Justice; and English and Foreign Languages. The nationally renowned *Cooperative Developmental Energy Program (CDEP)* and the *Reserve Officers Training Corps (ROTC)* are also located within the College.

The College of Education houses educator preparation programs. The educator preparation program is committed to producing excellent experiences which promote the acquisition of content knowledge, pedagogical skills, and values and dispositions necessary to work successfully in a variety of learning environments. Candidates pursuing the Bachelor of Science Degree in Education may select programs leading to teacher certification in the following areas: Agriculture Education and Middle Grades Education. Admission to the University does not constitute admission to a program in the College of Education.

When activated, the graduate program in Middle Grades Education will require candidates to apply to the College of Graduate Studies and Extended Education and the College of Education simultaneously. A candidate cannot be accepted by the College of Graduate Studies and Extended Education unless first accepted by the College of Education into a specific program of study.

The College of Graduate Studies and Extended Education is focused on the provision of opportunities for lifelong learning and enhancement of educational preparation and practical experiences of professionals in a number of academic disciplines. The following graduate degree programs are offered: Master of Science in Animal Science, Master of Science in Biotechnology, Master of Science in Mental Health Counseling, Master of Science in Education in Middle Grades Education, Master of Science in Education in School Counselor Education, Master of Science in Rehabilitation Counseling and Case Management, and Master of Public Health (MPH) in Environmental Health.

FACULTY GOVERNANCE AND POLICIES

Academic Freedom and Tenure. The University subscribes to the *Principles of Academic Freedom and Tenure* as set forth in the 1940 *Statement of Principles on Academic Freedom and Tenure* formulated by the Association of American Colleges and Universities and the American Association of University Professors.

Academic Freedom

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

- Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.
- Faculty members who feel that their academic freedom has been violated are entitled to redress via petition to the department head or dean, whichever is the next-level supervisor. The petition must outline the specific violations of academic freedom, whom the allegation is directed toward, and any and all other pertinent information necessary to decide upon the validity of the allegation. The department head/dean will forward the petition to the Vice President for Academic Affairs, who will convene a faculty committee to review the allegations and report its findings to the Vice President for Academic Affairs.

Academic Tenure

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of extraordinary circumstances because of financial exigencies.

Academic Programs

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.

Without limiting the generality of the preceding paragraph, it is recognized that the following are proper functions of the academic authorities rather than of the Board:

- to prescribe the teaching load to be carried by each member of the faculty,
- to determine the maximum and minimum number of students permitted in a class, and
- to define the nature and form of records, if any, to be kept of the members of the faculties and of activities of administrative personnel.

The Board of Regents shall expect of each president, his or her 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.

The Board shall look to the Chancellor to survey institutions in the System and to report thereon to the Board, as may be necessary to keep it fully informed of the standards of scholarship maintained at each institution in the System and the efficiency and effectiveness of the administration of the institutions.

The Board shall expect each institution to be accredited by the Southern Association of Colleges and Schools, Inc., and other appropriate accreditation agencies.

Academic programs of the University System of Georgia are administered under broad Board policies that grant considerable authority and responsibility to the presidents and faculty of the System institutions.

Faculty

- **Faculty Membership.** In all institutions the faculty will consist of the *Corps of Instruction* and the administrative officers.
- **Corps of Instruction.** Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

Administrative Officers

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

In addition to the Corps of Instruction, the faculty will consist of the President and the full-time administrative officers, and such other full-time administrative officers as the statutes of the

institution may designate as having ex officio status. Each institution is required to file with the office of the Board of Regents a list of administrative offices which have faculty status.

Election Of Faculties

The Board shall elect all faculty members prior to their initial appointments upon the recommendations of the Chancellor and the President of the appropriate institution. The Chancellor is authorized to approve the appointment of part-time faculty members, other than those faculty members who have previously retired from the University System (BR Minutes 1984-85, p. 76).

Faculty Meetings

The University Faculty shall meet at least twice a year and other times as may be necessary or desirable. Adequate notice shall be given of all meetings. A majority of the faculty shall constitute a quorum at regular faculty meetings. All persons who hold faculty status shall be eligible to vote in regular faculty meetings and be counted in the quorum. The President or his/her designee shall also call a meeting of the University Faculty after a 2/3 majority vote of the Faculty Senate calling for such a meeting.

Faculty Rules and Regulations

The faculty or the Senate shall make, subject to the approval of the President, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules and regulations made by the faculty shall be filed with the Chancellor. The faculty shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the President of the University.)

Governance and Committees

The Faculty Senate

The Faculty Senate is the elected legislative agency of the faculty. As such, it is the official advisory body to the President. The President of the University (or his designee) serves as Chairperson of the Faculty Senate as mandated by Board policy. The Senate's operating rules, as set forth in the *Constitution and Bylaws of the Senate*, were approved by the faculty in May 1997 (**Appendix 3**).

Specific interests in the academic affairs unit of the University which concern the Faculty Senate and for which it is responsible are those specified by the Board of Regents to include academic activities, general educational policy, welfare of the faculty, and Board of Regents' policy governing academic concerns. When the Faculty Senate makes policy recommendations which propose to affect the academic life of the institution, such recommendations become policy of the

University only upon approval by the President. General recommendations that are not policy related are referred by the Senate Chairperson to the appropriate member(s) of the Administrative Council responsible for the area addressed by the item of recommendation.

The recommendations of the Faculty Senate are subject not only to the approval of the President of the University, but may also require approval of the Chancellor of the University System of Georgia, and the Board of Regents. Should faculty desire to appeal a decision of the President, this same protocol is followed.

- **The Executive Committee** is the agenda setting body for the Senate. Its members receive agenda items from the faculty they represent. Following Senate meetings, Senators hold discussions with their constituents to communicate actions under review and those being proposed by the Senate. Senators are accountable for making formal reports to their departments/units on a monthly basis.
- **The Committee on Faculty Welfare** is a standing committee of the Faculty Senate. It is composed of consists of at least nine (9) faculty members, two from each college and one from the library. This committee makes recommendations to the VPAA and to the Senate. Suggestions and/or policies which relate to faculty members and their general welfare, including recruitment, faculty development, faculty research, academic freedom, and benefits constitute sample agenda items for discussion.

The Staff Council

Membership. The membership of the Staff Council shall be elected by and from the classified personnel, as defined in the Policies of the Board of Regents, and other regular non-faculty status employees.

Powers and Jurisdiction. The Staff Council shall participate in the process of University governance by advising the President and by recommending to and consulting with the University Council in the establishment of rules and regulations deemed necessary or proper for the promotion of the general welfare of the University. All actions of the Staff Council which impact on the operation of the University are subject to the approval of the President of the University.

Rules of Procedure. The Staff Council shall have the power to adopt bylaws, to establish general rules of procedure and to determine all matters pertaining to its own meetings, membership and internal structure.

THE UNIVERSITY FACULTY

The faculty providing the corps of instruction and selected academic administrators constitute the *University Faculty*. Full-time faculty are classified into two groups that are commonly referred to as **twelve-month faculty** (those receiving a contract for employment on a fiscal year basis) and **nine-month faculty** (those receiving a contract for employment for the academic year). As a body, the University Faculty meets regularly, at least once per semester from August through May. Those nine-month faculty employed during Summer School and the twelve-month faculty

meet at least once during the summer.

The University Faculty receives the actions of the Senate and discusses other concerns before the full academic community. The larger body acts on the recommendations of the Curriculum Committee and prior to commencement exercises, recommends to the President the candidates for degrees which the institution has been authorized by the Board to confer. Additionally, the University Faculty prescribes the rules and regulations for activities and matters pertinent to student life such as the following: student publications, athletics, clubs, and fraternity and sorority activities. The recommendations of the faculty are subject to the approval of the University President, the Chancellor, and the Board of Regents.

Standing Committees of the University.

It is through the Committee concept that all segments of the University act in an advisory capacity in the development and implementation of programs, policies, and procedures affecting the University. Each committee should meet on a regular basis sufficient enough to accomplish its stated goals and objectives as they relate to the mission of the University. The President of the University is an ex-officio member of all committees. Each vice president is an ex-officio member of the committee that reports to him/her. Each of the standing committees of the University must have student representatives.

- **Administrative Council** - Reports to the President. This body is composed of full-time top-level administrators. It will meet regularly with the President to review and discuss pertinent institutional issues. The council will seek solutions to problems and will make both long- and short-range plans utilizing input from varied internal and external sources.
- **Admissions Committee** - Reports to the Vice President for Academic Affairs. The purpose of this committee is to review and make recommendations on student petitions for **admissions and re-admissions** for the forthcoming semester no later than the third week of each term.

The categories of petitions to be considered for undergraduate admissions include student petitions for initial enrollment, matters related to the admissions of transfer students, or the admissions of post-baccalaureate students who are not pursuing teacher certification.

The categories of petitions to be considered for re-admissions include students re-entering after a period of suspension or dismissal.

Recommendations regarding student petitions for readmission or re-admissions shall be made to the Vice President for Academic Affairs within **seven business days** of the committee's meeting date. Students shall be notified of the results of their petitions at least **three weeks prior** to the semester of intended enrollment.

- **Agricultural and Laboratory Animals Care and Use Committee** - Reports to the Vice President for Academic Affairs. This committee is responsible for approving, monitoring, facilitating, and supporting the institution's Agricultural and Laboratory

Animal Care and Use Program. Specifically, the committee shall:

- meet at regular intervals to ensure that the use of agricultural and laboratory animals in teaching and research programs is humane, appropriate, and in accordance with procedures outlined in the *"Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching,"* First Edition (March 1988) and other appropriate guidelines and policies affecting the care and use of agricultural and laboratory animals.
 - periodically, review protocols for animal care and use in research and instruction.
 - conduct an inspection of the physical facilities, review the overall agricultural and laboratory animal care and use program, and provide a written report to the Vice President for Academic Affairs of the institution's compliance at least twice annually.
 - perform other functions as may be required by institutional needs and by applicable laws, regulations, and policies.
-
- **Athletic Committee** - Reports to the Vice President for Student Affairs. This committee shall establish and oversee the athletic policies and practices of the institution, ensuring conformity with policies of appropriate state, regional and national governing organizations such as the Southern Intercollegiate Athletic Association (SIAC), National Collegiate Athletic Association (NCAA), etc. Acting as a liaison between faculty, students and the athletic programs, the committee will ensure these activate proper emphasis and direction in relationship to the educational program of the University. Additionally, the Athletic Committee will concern itself with devising methods for attracting more students, alumni and community interest in, and support for, the varied university athletic programs.
 - **Automated Resources Planning and Evaluation Committee (ARPEC)** - Reports to the President. The ARPEC Committee is charged to provide direction for Information Technology (IT) at Fort Valley State University by regularly reviewing IT policies and procedures and recommending changes, developing long-range plans for the implementation and upgrade of IT resources, and participating in the annual Electronic Data Processing (EDP) reviews and planning processes.
 - **The Curriculum Committee** - Reports to the Vice President for Academic Affairs. The purpose of this committee is to receive and act on proposals for new curricula or changes in existing ones, and propose policies or changes in existing policies and procedures dealing with academic matters. The actions of the committee, which are of general concern, are presented to the faculty as recommendations. In matters involving new curricula, faculty approval is a prerequisite to sending request to the President and to the Board of Regents for approval. Purely local matters become final with either the committee's approval or the faculty's approval, depending on the nature of the issues involved. Provisions will be made on the agenda for the receipt of written and oral reports from representatives of the Regents Advisory Committees. The Chairperson will maintain a record of these reports.
 - **Educational Policies Subcommittee** - is a subcommittee of the Curriculum Committee. This subcommittee reviews policy issues related to curriculum. It

may propose policy or entertain suggestion to clarify, develop, revise or establish procedure or policy related to curricula matters. Additionally, this subcommittee studies recommendations for programs and proposals for changes in curricula. It works closely with submitting departments to address matters related to institutional and Board of Regents policies. The subcommittee makes its recommendations to the full Curriculum Committee.

- **Graduate Council** - Reports to the Vice President for Academic Affairs. The Graduate Council is the policy-making body for all matters related to graduate studies. Its membership is represented by a cross-section of the University administrators and faculty members from the varied academic departments and includes graduate student representation.

The Council shall initiate policy and procedures regarding the conduct of graduate work, review and evaluate existing graduate programs, review and make recommendations for the qualification and selection of graduate faculty and regarding proposed new graduate programs prior to submission to the Vice President for Academic Affairs. The Council will receive and act on students' grievances, petitions, and appeals which remain unresolved at the level of the Graduate Dean. (Graduate Council Constitution and Bylaws, **Appendix 4**)

- **Homecoming Committee** - Reports to the President. This committee has responsibility for organizing, planning and directing the annual homecoming activities and festivities, rests with this body. The committee must coordinate its plans with the Department of Athletics, the National Alumni Association. It should endeavor to be innovative and creative and yet retain desirable traditions. Too, the Committee should stimulate enthusiasm and encourage the participation of all segments of the University family and community.
- **Human Subjects Committee** - Reports to the Vice President for Academic Affairs. It is the responsibility of this committee to ensure that human subjects utilized in research efforts and the manner in which they are involved, meet all local, state, and federal regulations (45 CFR Part 4, 1991, as amended, and USDA regulations set forth in 7 CFR 1c, 1992 and *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching*, March 1988). The committee will also review and approve all research protocols and subject release forms. The committee shall meet at regular intervals and shall report annually to the Vice President for Academic Affairs of the institution's compliance.
- **International Education and Study Abroad Advisory Committee (IESAA)** - Reports to the President. The purpose of this committee is to make recommendations regarding the infusion of international concepts and issues into courses across the curriculum at FVSU. The committee will also advise the Center for International Programs and Services on matters related to the development, implementation and participation of FVSU students, faculty and staff on study abroad and overseas travel/research programs.
- **International Student and Scholar Advisory Committee (ISSAC)** - Reports to the

President. The purpose of this committee is to review policies and procedures related to the matriculation of international students and issues related to international faculty and visitors and make recommendations regarding compliance with Board of Regents and Homeland Security initiatives. The committee will also concern itself with the issues of cultural and social integration of the important segment of the University family.

- **Professional Education Faculty Council - (PEFC)** - Reports to the Dean of the College of Education. The PEFC shall suggest and recommend curricular and policy changes and other matters affecting the program of Teacher Education. The Professional Education Faculty Council (PEFC) governs the educator preparation program at FVSU. Particularly, the Council shall be concerned with teacher certification and with improving student and teacher performance on standardized tests. Recommendations are presented to the Curriculum Committee for approval. Council membership consists of faculty representation from all departments which offer teaching majors, students, the Vice President for Student Affairs, the Director of the Learning Resources Center, Deans of Colleges, and the Registrar. Through this broad representation, policies generated and acted upon by the council are channeled to affected institutional units.

The council ensures that all educator preparation programs are organized and comply with relevant professional standards. The council schedules one meeting each month, if it is not necessary to meet more often. The council also approves policy, curricular changes for the unit, and hears candidate appeals. Please refer to the *Constitution and By-Laws of the PEFC* for further information.

- **The Teacher Education Advisory Committee (TEAC)** – Reports to the Dean of the College of Education. The TEAC has responsibility for advising the Dean of the College of Education on the following items: standards for admission and retention in the Teacher Education Program; counseling and advising plans for teacher candidates; curricula alignment for content and professional education. The TEAC hears student appeals and advises the Dean of the College of Education. Final authority on appeal decisions rests with the Executive Vice President and Vice President for Academic Affairs. Members of the Teacher Education Advisory Committee participate in program and candidate assessment for the College of Education. The committee is composed of diverse membership: College of Education faculty, content area faculty, and teacher candidates chosen by the College of Education.
- The committee shall consist of five full-time faculty members, recommended by the Dean of the College of Education to the Executive Vice President and Vice President for Academic Affairs, with the approval of the Professional Education Faculty Council (PEFC) and appointed by the President. The committee will also include two student representatives, one from middle grades education and one from secondary education. As new programs are approved, student representation on the TEAC will change to reflect these programs.
 - The purpose of the TEAC is to:
 - advise concerning standards for admission to the Teacher Education

- Program.
 - advise concerning standards for admission into, retention in, and evaluation of the student teaching program.
 - develop, approve, and advise concerning the certification patterns for early childhood, middle grades and secondary teaching majors with special concern to integrate the requirements of the Core Program with those of the state standards.
- The TEAC will have regularly scheduled meetings each semester.

College Level Committees

Each of the colleges shall have the following *standing committees*:

- Advisory Committee
- Scholarship Committee
- Curriculum Committee
- Faculty Development Committee
- Student Advisory Committee
- Promotion and Tenure Review Committee
- Recruitment Committee

The Graduate Faculty

Policies and Procedures for Graduate Faculty Membership

A component, caring and committed graduate faculty is of major importance to the educational quality of an institution. Fort Valley State University recognizes that competent, caring and committed graduate faculty members determine, in large measure, the effectiveness of the graduate educational program.

The Graduate Faculty

- A. **Membership Standards.** The Graduate Faculty is composed of members of the Academic Faculty and administrators with academic rank, deans of the colleges, and chairpersons of the departments in which graduate courses are offered who have met membership criteria.

Graduate Faculty. Individuals selected may teach 5000 or above level courses, supervise graduate research and serve on master's and doctoral committees. An applicant for appointment must possess the following minimum qualifications (1-4):

1. an earned terminal degree appropriate for the area of teaching assignment or a related discipline. The master's degree may be considered the terminal degree in some instances, such as the M.F.A., the M.S.W., and the M.L.S.;
2. academic rank of assistant professor or above;
3. a minimum of three (3) years of successful teaching experience in post-secondary

- institutions (Experience as a teaching assistant may be included.);
4. evidence of peer-reviewed scholarly achievement in the field of appointment within the five years preceding the year of application. This may include (a), (b), (c) and (d):
5. publication of research in peer-reviewed journals, books, book chapters, paper presentations, workshop presentations, professional presentations or research monographs.
6. receipt of grants, fellowships or other honors awarded through a peer-review process; or
7. evidence of professional accomplishment in the arts, as demonstrated by juried/reviewed performances or exhibitions; and
8. service to professional organizations.

Other considerations include:

1. experience in assisting and/or conducting master's theses, field studies and/or research projects, and/or having served as a member on such committees may be taken into consideration in the application for appointment to the Graduate Faculty.
2. demonstrated exceptional scholarly or creative activity, or professional experience, may be used to qualify a faculty member for membership on the Graduate Faculty.
3. a new graduate discipline in its formative stage in higher education and in which there are no faculty members available with academic credentials in the discipline may warrant the appointment of a faculty member of exceptional scholarly or creative activity to the Graduate Faculty.

- B. Appointment Authority.** Primary responsibility for recommending Graduate Faculty for membership shall rest with the department chairperson or program director and the faculty of each graduate program, with the approval of the Dean of the College, the Dean of Graduate Studies and Extended Education, and the Graduate Council. Each program, department or school may develop criteria supplemental to the above but may not reduce or alter the basic minimum criteria. Appointments to the Graduate Faculty shall be made by the Vice President for Academic Affairs from those recommendations approved by the Graduate Council.

Graduate faculty status is reviewed every five (5) years, in accordance with prescribed procedures, after an initial one-year probationary appointment. Graduate faculty status may be revoked, if warranted, by the Vice President for Academic Affairs, upon the recommendations of the College Dean, the Dean of Graduate Studies, and the Graduate Council.

- C. Selection Procedure.** Application for appointment to the Graduate Faculty shall be submitted by the applicant to his/her respective departmental chairperson who shall forward his/her recommendation, along with the application, to the respective academic college dean. The college dean shall present the application, with recommendations, to the

- Dean of Graduate Studies, who shall, in turn, submit the application with his or her own recommendations to the Graduate Council for approval. The Chairperson of the Council shall forward the name of approved applicants to the Vice President for Academic Affairs for appointment.
- D. **Part-Time Graduate Faculty Membership.** In order for Part-Time Graduate Faculty membership to be recommended by the Dean of Graduate Studies and Extended Education and the Graduate Council for appointment by the Vice President for Academic Affairs, the applicant must possess a terminal degree and/or a graduate degree or equivalent experience in an appropriate discipline, teaching experience at the college or university level and evidence of scholarly productivity. Appointment to Part-Time Graduate Faculty status can only be made to those applicants who do not hold a faculty appointment within Fort Valley State University.
- E. **Review and Reappointment to the Graduate Faculty.** Members of the Graduate Faculty will hold appointments for five (5) years, after which an application must be submitted for Renewal of Graduate Faculty Membership. Evidence must be provided at the time of application of the following:
1. evidence of peer-reviewed scholarly achievement in the field of appointment within the five years preceding the year of application. This evidence may include (a), (b), and (c);
 2. publication of research in peer-reviewed journals; books, book chapters or research monographs;
 3. receipt of grants, fellowships or other honors awarded through a peer-reviewed process; or
 4. evidence of professional accomplishment in the arts, as demonstrated by juried/reviewed performances or exhibitions.
- F. **Special Appointment.** Provision may be made in the policy and process for exceptional individuals to serve as Graduate Faculty. These individuals may include part-time and visiting faculty, professionals in the field, and part-time faculty members with unique, essential skills and knowledge. These appointments to teach, to advise or to serve on committees shall be made on an interim basis by the department chairperson or program coordinator with the approval of the Dean of Graduate Studies and the Graduate Council. All such individuals must meet the same requirements for professional, experiential and scholarly preparation as their full-time counterparts.
- G. **Ex Officio Members.** The President of Fort Valley State University, the Vice President for Academic Affairs, the Director of the Library/Learning Resources Center, the Chairpersons of departments with graduate programs, and the Deans of Colleges with graduate programs shall be ex officio members of the Graduate Faculty, with membership consistent with their tenures of office.
- H. **Voting.** All members of the Graduate Faculty who are full-time members of the university faculty shall have the right to vote at meetings of the Graduate Faculty and to participate in the election of representatives to the Graduate Council and to the Faculty Senate pursuant to applicable rules/procedures.

III. Functions and Responsibilities of the Graduate Faculty

A. **Governance.** The faculty of Fort Valley State University, in the individual colleges, schools, and departments, shall have responsibility for such fundamental areas as curriculum, subject matter advisement, committee membership, methods of instruction, evaluation of student achievement and research, and those aspects of student life which relate to the graduate educational process. The Graduate Faculty, in the individual departments and colleges, shall formulate the requirements for the graduate degree offered in their respective programs, shall determine when the requirements for a graduate degree have been met, and shall, through the Dean of Graduate Studies and Extended Education and the Graduate Council, recommend to the Vice President for Academic Affairs that the degree be conferred. Members of the Graduate Faculty shall serve on standing and special committees when duty selected through procedures established by the Graduate Council, by the officers, or by the committees. The Graduate Faculty, individually or collectively, may initiate action on any matter of concern to it or to graduate students; may review actions of the Graduate Council at general or special meetings; and it shall serve as a reference body on matters referred to it by the Graduate Council.

B. **Meetings.** The Graduate Faculty shall meet at least once during each regular semester.

The order of business at regular Graduate Faculty meetings shall be:

- reading and approval of the minutes of the previous meeting; communication and announcements,
- reports of the Graduate Council;
- reports of standing committees of the Graduate Council;
- reports of special committees and individual members of the Graduate Council;
- unfinished business; and
- new business.
- the agenda shall be distributed for regular meetings.
- special meetings of the Graduate Faculty shall be called by the Dean of Graduate Studies, the Chairperson of the Graduate Council, upon receipt of a written petition signed by a least two-thirds (2/3) of the members of the Graduate Faculty. When special meetings of the Graduate Faculty are called:
 - a. All members shall be notified and advised of the business to be considered.
 - b. The order of business at special meetings shall be limited to the transaction of business for which the meeting was called.
 - c. A quorum shall consist of fifty percent (50%) of the Graduate Faculty plus one member.
- The Dean of Graduate Studies and Extended Education shall appoint a Recording Secretary whose sole official duty shall be to record the minutes of each meeting of the Graduate Faculty.

C. **Associate (Provisional) Graduate Faculty Membership.** In order for Associate Graduate Faculty membership to be recommended by the Dean of Graduate Studies and Extended Education and the Graduate Council for appointment by the Vice President for

Academic Affairs, the applicant must possess a terminal degree or equivalent experience and a graduate degree or in an appropriate discipline, an established record as an effective teacher at the college or university level and demonstrated potential for scholarship. A faculty member without a doctorate may be admitted to the graduate faculty in this category if the faculty member is:

- actively pursuing a doctorate related to the teaching discipline in which he or she is nominated.
- elected and/or serves as an officer or committee member in national, regional, or state professional organizations. Has received an award for professional contributions.
- Is extensively involved in scholarly projects to include grantsmanship with projects funded by agencies external to the campus.

EMPLOYMENT POLICIES AND PROCEDURES

Equal Opportunity Policy. Fort Valley State University subscribes to a legal and moral obligation in its pursuit to achieve affirmative action in the provision of employment and educational opportunities for all persons regardless of race, color, religion, national origin, marital status, age, sex, and physical or mental handicap. To this end, the Affirmative Action/Equal Employment Opportunity/ADA/504 Handicapped/Title Nine and Learning Disabled Office and the Office of the Vice President for Academic Affairs work closely to provide an environment which is free of bias and inequality.

Sexual Harassment. Sexual harassment of employees or students in the University System is prohibited and shall subject offenders of this policy to dismissal or other sanctions, following compliance with the procedural and due process guidelines. In instances where sexual advancements that are not welcomed have been made, favors, and other verbal or physical conduct of a sexual nature made, such instances constitute sexual harassment under conditions stated in the University's policy on sexual harassment. (See **Appendix 5**.)

AIDS. It is the policy of Fort Valley State University to provide academic programs, support services, and social/recreational activities to all eligible individuals including persons diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or having evidence of infection with the Human Immunodeficiency Virus (HIV). These individuals shall not be excluded or restricted from enrollment or other activities unless medically-based judgments in individual cases deem it necessary.

Americans with Disabilities Act (ADA). The University prohibits discrimination (in employment, public services, transportation, public accommodations, telecommunications, and other services) against qualified individuals who have physical or mental disabilities. The ADA policy grants disabled individuals equal opportunity and access to the full range of University programs and activities.

Race/Ethnicity. Fort Valley State University does not discriminate on the basis of race, creed, color, religion, national origin, marital status, handicap, veteran status, age, sex, or sexual orientation in the hiring process.

Religious and National Origins. Fort Valley State University does not discriminate in its recruitment or personnel actions, on the basis of religion or national origin. Positive actions to accommodate employees and prospective employees who require special working hours due to religious observance will be taken. Employment needs for special working hours requested by prospective applicants will be considered to the extent that the request does not cause undue hardships on the University's ability to function effectively. An undue hardship arises if the responsibilities assigned to the absent employee cannot be satisfactorily accomplished by another employee with equivalent skills. Each case will be determined on an individual basis.

Citizenship Status. Fort Valley State University complies with the federal law which requires foreign citizens to provide identification and to verify their eligibility to work prior to employment (e.g., birth certificate, driver's license, passport). Only U. S. citizens and foreign citizens authorized to work in the United States may receive offers of employment. FVSU must

have on file an official transcript from each foreign university from which the foreign or national faculty member has received a degree applicable to the field of employment. These credentials must bear the seal of the awarding institution and must be provided and evaluated prior to the issuance of an employment contract.

Equal Pay and Equal Benefits. The University is committed to the principle of equal pay for equal work. University policy requires that similarly qualified individuals, performing substantially the same work under comparable conditions of job tenure, be provided comparable wages or salaries regardless of sex, minority status, or any other factors guaranteed by law. Any employee of the University who believes that he/she is being paid less than other similarly qualified persons performing substantially the same work under comparable conditions of job tenure, based on race, color, religion, sex, national origin, age, or handicap, should seek to appeal his/her situation using institutional protocol. If a satisfactory resolution is not achieved, the individual may file a grievance complaint under the University's grievance procedures (For complete information, consult the Office of Human Resources.)

The Vice President for Business and Finance periodically reviews, at least annually, all benefits for employees of the University to ensure that benefits are available to all persons without discrimination on any grounds covered by the Affirmative Action Plan. This review includes all insurance programs - medical, hospital, accident, and life, retirement and pension programs, and other benefits provided by the University.

The University will not participate in, nor require or encourage its employees to participate in, any medical insurance program that discriminates on any ground with regard to coverage of any illness or disability, including those related to pregnancy, miscarriage or therapeutic abortion, and childbirth. Neither will the University participate in, or require or encourage its employees to participate in, any retirement or pension program, or any insurance or other welfare program, unless either the benefits or the University's contributions are equal for all employees without unlawful discrimination because of sex or any covered ground.

No group of employees in a class covered by this Affirmative Action Plan will be required to retire at an age different from the age at which other classes of employees are required to retire. The University will not pursue or maintain any retirement policy requiring employees to retire solely because they have attained an age of 65 years or greater.

Maintaining a Drug-Free. Fort Valley State University adopts the following as its drug-free workplace policy:

- The use of illegal substances or behavior brought on by the use of illegal substances is unacceptable in the University environment. Employees who need advice concerning drug abuse may obtain information about drug counseling programs from the *Office of Human Resources and the Counseling Center*.
- Employees of the University may not illegally engage in the manufacture, distribution, dispensation, possession or use of a controlled substance while at the workplace. Such unlawful activity will be considered sufficient grounds for serious, adverse personnel action, including possible dismissal from employment.

- If an employee is convicted (including a plea of *nolo contendere*) for violating any criminal drug law by an action in the workplace, the employee must notify the Office of Human Resources in writing within five days of his/her conviction.

Participation in Treatment Program Following Voluntary Disclosure of Drug Use. If, prior to an arrest for any offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his/her immediate supervisor that he/she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse and education program approved by the institution's President, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program. The employee's work activities may be restructured if, in the opinion of the supervisor, it is deemed advisable. No statement made by an employee to a supervisor or other person in order to comply with this policy shall be admissible in any civil, administrative, or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a System employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana, or dangerous drug. This policy is intended to implement *The Drug Free Public Work Force Act of 1990*.

Smoke-Free Environment. During the 1995-96 academic year, University Faculty voted in a binding resolution to declare all buildings of the University smoke-free. Therefore, the University maintains a policy of requiring all employees and students to refrain from smoking in any office, classroom, hallway, or any other facility maintained and operated by the University.

Right to Appeal. Any faculty or staff member or student who considers himself/herself aggrieved in any matter covered by the policies included in this section of the Faculty Handbook has the right to appeal. Such an appeal should be filed in writing with the AA/EEO Officer and the Grievance Committee at the earliest possible opportunity. Contact the Affirmative Action Officer for additional information on the University's grievance procedures.

FACULTY RECRUITMENT AND HIRING PROCEDURES

For applicants interested in employment either as academic administrators, full-time or part-time faculty, or classified personnel at the University, certain prescribed procedures must be followed. First, administrative approval must be granted to a unit's *Request to Fill A Vacant Position Form*.

For academic administrators and faculty positions, the search process must, then, be approved by the Affirmative Action Officer. Classified positions that have been authorized by supervisors at each administrative level must be posted in the Office of the Director of Human Resources. The following additional steps must be taken prior to the official employment of faculty at the University:

Faculty and Academic Administrators. Whether full- or part-time, faculty and academic administrators are recruited through a search process and recommended for employment following a review of their peers with subsequent reviews and approval by the College Dean, the Vice President for Academic Affairs, and the President, the latter of whom is the only authorized person to extend the contract for employment.

- New faculty members are recruited to fill positions or vacancies created by resignations, budget redirections, or dismissals. They may also be recruited to fill temporary appointments for a specific length of time. An example of the latter would be an appointment for a year or less to fill a temporary vacancy resulting from a regularly employed faculty member being on a leave of absence.
- **Application Form.** An *Employee Application Form* must be completed and kept on file through the search process for each person formally applying for a faculty position at the University. An applicant will be ineligible for employment if he/she has been convicted of a crime involving moral turpitude, unless the applicant has been pardoned as provided by law. Background checks are required and other forms are to be on file as required by the University System of Georgia prior to employment.
- **Non-Faculty Personnel.** All prospective non-faculty employees (permanent, temporary, part-time, seasonal, emergency/temporary, etc.) must complete the official employment application available in the Personnel Office. In all cases, particular attention will be given to insure adherence to all policies affecting employment, including the nepotism policy. Guidelines and procedures for the employment of non-faculty personnel are available in the EEO/Affirmative Action Office and the Office of Human Resources.
- **Foreign Applicants.** The President shall send to the Chancellor, with the recommendation for employment of a foreigner, certification that the services to be performed do not involve direct participation in the formulation, execution, or review of broad public policy and that United States citizenship does not bear some rational relationship to the special demands of the particular position to be filled.

Qualifications for Faculty Appointments. Minimum employment qualifications for all faculty within the University are:

- A master's degree; exceptions may be made for the following:
- Persons of special learning, professional experiences, and exceptional ability; promising

- individuals who have acquired the bachelor's degree and are near completion of their graduate training; and/or
- evidence of ability as a teacher,
 - evidence of scholarly competence and activity,
 - successful experience (this must necessarily be waived in the case of beginners who meet all other requirements),
 - desirable personal qualities and demonstrated oral proficiencies and written skills in English judged on the basis of personal interviews, position papers, and formal oral presentations during the interview process, and
 - the submission of complete biographical data, official copies of academic credentials, and letters of recommendations.

Qualifications for Faculty Appointments at Senior Ranks. In addition to the "*minimum qualifications*" listed above, initial appointees to the ranks of associate or full professor must have the earned doctorate degree, equivalent training experiences or expertise, or be able to provide expert training in an area of critical need for which a professional with a terminal degree has not been found after an extended search process. Detailed guidelines for the employment of faculty are available from the Office of Human Resources.

Classified Personnel. Individuals interested in employment in a classified position must file an application of employment directly with the Office of Human Resources.

Prescribed Steps for Employment. After the application for a faculty, classified staff, or academic administrator's position has been received, reviewed, and recommended for approval by the supervisor of the area to the appropriate Vice President (faculty, academic administrators and their staff are reviewed and recommended for employment by the Vice President for Academic Affairs), the complete hiring package, including the signed Personnel Action Notice (PAN), is then forwarded to the Vice President for Business and Finance. This office processes the budget section of the form, verifies conformity with authorized salary levels, then signs and forwards the package to the President.

The President signs the PAN and issues a letter of agreement to the new hire (as appropriate). The hiring package is then sent to the Office of Human Resources. When the Director of this office sends a copy of the approved PAN to the Unit Chair, the hiring process is complete. A reporting date is established. An offer of employment is made by the Unit Chair at the approved PAN rate. The Human Resources Office provides orientation for the new hire presenting all information required for payroll, and benefits and gives a brief orientation to the University's rules and regulations. A new employee package is provided. All required payroll forms are forwarded to Payroll to officially place the employee on the payroll. For classified personnel, if a drug-test or background check is required, such will normally be processed by the Office of Human Resources on or prior to the official reporting date.

Because of the potential legal ramifications and violation of University policy, no supervisor is authorized to bring a person on board until each prescribed step for employment is completed and the new hire has been processed through the Office of Human Resources. **No new hires can begin working until approval has been received from the Board of Regents' Central Office.**

No academic officer, full- or part-time faculty member, or classified personnel is authorized to report to duty prior to receipt of the President's authorization of the processed PAN.

Employment of Faculty from Within the University System of Georgia. Authorization from the Chancellor is required if a President wishes to consider employing a faculty member from another unit of the University System of Georgia. Such authorization must be secured prior to contacting the faculty member. When a formal offer is made, the letter shall include a statement of the effect that acceptance can be made only after all contractual obligations have been fulfilled and a replacement secured.

Inter-Institutional Employment. The practice of utilizing the talents of faculty and other personnel by two or more units of the University System during the fiscal year is becoming more prevalent. To account for such employment, consistent with the University System's guidelines for budgeting and accounting, the following procedures are observed:

- The faculty member will receive his/her full contract pay from the base institution, remaining as a "fully employed" individual at the base institution.
- Institutions cost-share the employee's time (EFT) and salary. Efforts are required to ensure that the EFT and salary accorded do not exceed the employee's contract.
- In distributing the salary and wage costs from routine payroll records, the base institution pays its budgeted portion with the remaining amount being allocated to "Accounts Receivable."
- The fiscal officers of the institutions involved will arrange to settle the accounts between institutions.
- Payroll overhead (Staff Benefits) related to the Personal Service dollars involved may be transferred if the amount is deemed material by the fiscal officers concerned.
- In instances where *Sponsored Operations* are involved, the overhead allowance in any given contract shall remain at the institution where the sponsored project is located. Exceptions to this rule may be made if the amount is significant. An amount shall not be considered significant unless it exceeds 50 percent of the total overhead allowance for that project. This statement shall not apply when sponsored projects are awarded jointly to two or more institutions. The arrangements stipulated in the contract shall prevail in such instances.

CONTRACTUAL AGREEMENTS AND RESPONSIBILITIES

Academic Year/Fiscal Year Contracts. An official contract, approved by the Board of Regents, is issued by the President to confirm employment of faculty hired on tax-levy funds at the University. Contracts are normally issued by July 1st of each year. Faculty members who fail to verify or maintain their official credentials, degrees, certification or licenses required to teach the subject matter of their contract, shall be subject to immediate dismissal for breach of their employment contract. Failure to sign and return one's contract to the Office of the President within the time period specified therein may be interpreted as an abandonment of the position offered. **The University releases its employment obligations, rights, and privileges and other benefits to faculty who do not submit their signed contracts by the required time frame.** All official credentials of the faculty are maintained in a permanent file in the Office of

the President.

Intention to Renew Contracts and Resignations.

Tenured. All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty days written notice of their intention to resign to the President of the institution or to his/her authorized representative.

Non-tenured. Each year, on or before the dates specified in Regents' tenure regulations, the president of an institution or his/her authorized representative, shall advise, in writing, all non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor) and who are employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

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

- at least three months before the date of termination of an initial one-year contract;
- at least six months before the date of termination of a second one-year contract;
- at least nine months before the date of termination of a contract after two or more years of service in the institution. This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.
- Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Tenure Rights. Full-time faculty are employed either on a twelve-month contract or on a nine-month basis. While tenured faculty may be issued a fiscal-year contract (for 12-months) or an academic-year contract (for 9-months), faculty are only tenured at the University on a nine month basis.

Mandatory Events Requiring Faculty Participation. Attendance at *Founders' Day, Spring Commencement, Fall Commencement, Faculty/Staff Institute, and University Faculty meetings* is **required** unless the faculty member is officially excused by the Vice President for Academic Affairs upon the recommendation of his/her College Dean. *Formal academic attire* must be worn at Founders' Day, Spring Commencement, and Fall Commencement. Participation in mandatory events is an integral part of the faculty's annual evaluation and the reward system of the institution.

SPECIAL FACULTY EMPLOYMENT OPPORTUNITIES

Summer Contracts. Summer employment is contingent upon course enrollment. Faculty who are employed on an academic year contract or who are part-time employees will be issued a contract for employment during the Summer Session subject to their having achieved the expected enrollment targets in assigned classes. Twelve-month faculty will assume their teaching assignments under their continuing annual contracts.

Determination of Compensation. Summer compensation will be computed at three percent of the academic salary for each semester credit hour of instruction.

Other Information. Summer School Contracts will be issued by the Vice President for Academic Affairs Office in accordance with the above stated Compensation Policy. Total faculty compensation cannot exceed **33.3 percent** of the faculty member's base academic year salary.

USG Faculty Applications. In cases where an individual being considered for a faculty position at Fort Valley State University has formerly been employed at another institution in the University System of Georgia, the Board of Regents' office should be informed. A request will be made of the Board of Regents to obtain an evaluation of the applicant from the President of the institution where the applicant was employed. This procedure is essential for the University to be informed of the adequate evaluation of faculty being considered and to make certain that the University utilizes all available information in making faculty appointments.

Preventing Potential Conflicts of Interests. A member of the Board of Regents shall not recommend any person for employment at any of the units of the University System. The basic criteria for the appointment and promotion of faculty in the several institutions of the University System shall be appropriate qualifications and performance as set forth in the Policy Manual of the Board. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

Employment of Relatives. No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between the individual and any relative of such individual through any line of authority. Relatives are defined as husbands and wives, parents and children, brothers, sisters, and in-laws of the foregoing. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management. This standard does not apply to the temporary or part-time employment of children under age 25, nor to any individual employed as of February 14, 1990 at any institution where a relative of such individual then holds a superior position at least one level of supervision removed from such individual in any line of authority. Exceptions may be approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the institution and the University.

Concurrent Outside Employment. The members of the faculty shall not engage in any occupation or pursuit which will interfere with the regular and punctual discharge of their official duties. The Board may from time to time adopt additional restrictions and limitations of outside activities of employees as set forth in the Policy Manual of the Board. Faculty must report to

their supervisors all outside employment at the beginning of each term using the special form provided.

Temporary or Part-Time Faculty. Temporary or part-time faculty serving without a written contract hold their employment at the pleasure of the President, the Vice President for Academic Affairs, or the immediate supervisor, either of whom may discontinue the employment of such employees without cause or advanced notice.

Orientation of New Faculty. Newly employed full-time and temporary faculty are required to attend the orientation session provided at the beginning of the academic year prior to the opening of the Faculty/ Staff Institutes. All faculty, new and returning, are required to attend the annual Faculty/Staff Institutes where they are oriented to the University, its updated policies, priorities, and strategic initiatives for the academic year. All new employees are responsible for reading and familiarizing themselves with the contents of the appropriate policy and/or procedure manuals at the University, particularly the following: personnel policies and procedures, vacation and leave benefits, insurance benefits, retirement benefits, job description, and compensation. The department chair or immediate supervisor is responsible for explaining the duties and responsibilities of the specific job assigned and for orienting new faculty who are hired after the beginning of the academic year.

Orientation of Part-Time Faculty. Orientation for part-time faculty is provided by the department chair or supervisor. Prior to meeting classes, the part-time faculty member meets with his/her supervisor for an on-site orientation. Part-time faculty are provided office space and other resources required to meet departmental expectations. Part-time faculty must meet classes as scheduled, participate in the departmental assessment plan as required, maintain office hours, and be accessible to students. The official academic records of the part-time faculty member must be submitted to the department chair at the close of each semester.

Other Special Faculty Opportunities

Endowed Chairs, Professorships, and Fellowships will be established by the Board of Regents upon request of the President and recommendation of the Chancellor, only after it is assured that the endowment is properly funded and that the investment strategy of the endowment, wherever held, will meet the continuing demands of the Chair, Professorship, or Fellowship.

The holder of a Fellowship shall be a qualified person of any academic rank, irrespective of tenure status. The endowed fellowship will be used to provide temporary support (not to exceed one academic year) for: *distinguished scholars* who are in temporary residence at the institution while participating in planned academic programs; *visiting scholars* who are in temporary residence at the institution for special academic programs or purposes; *institutional faculty* who have made unique contributions to academic life or to knowledge in their academic disciplines; and *institutional faculty* of any academic rank, irrespective of tenure status, who have been selected for teaching excellence through procedures established by the institution.

Support of Academic Positions from Gifts and Endowments. No endowed chair, professorship, or fellowship will be established or announced without prior approval of the Board of Regents, and no initial appointment will be made to a chair, professorship, or

fellowship without prior approval by the Board. Recommendations for specially designated academic positions shall be made by the Chancellor to the Board which shall defer to the Finance and Business and the Education Committees for recommended actions.

The Georgia Eminent Scholars Endowment Trust Fund, appropriated to the Board of Regents, shall be used exclusively to endow academic chairs to attract eminent scholars to join the institution. Criteria for such scholars shall be established by the President. The institution may petition the Board to add the name of a donor or benefactor to the endowed chair.

The Regents' Professorship. The Regents' Professorship title shall be awarded by the Board only upon the unanimous recommendation of the President, the Vice President for Academic Affairs, the Dean of the Graduate School, and three other members of the faculty named by the President, subject to the approval of the Chancellor and the Committee on Education. The Regent's Professorship title, granted for a three-year period may be considered for renewal for a second three-year period. After a period of six years, the Regents' Professorship shall automatically become coincidental in term with the regular professorship.

Emeritus Title. The Board may confer, at its discretion, the title of "emeritus" on any retired and tenured professor, associate professor, assistant professor, or Board-approved non-tenure track faculty of equivalent rank, who, at the time of retirement, had more than ten years of honorable and distinguished service in the University System. Also, the Board may confer, at its discretion, the title of "emeritus" on any Board-approved, retired administrative officer who, at the time of retirement, had more than ten years of honorable and distinguished service in the University System. This title may be conferred by the Board upon the recommendation of the President of the institution in which the employee has served, and upon the recommendation of the Chancellor and the Committee on Education.

INSTRUCTIONAL POLICIES

Expected Duties of Faculty Members

Goal Setting. At the time of their annual performance reviews, faculty are required to meet with their supervisors to establish goals for the calendar year which commences in January each year. The annual evaluation period extends from January through December of a given calendar year. Goal setting is a major component of the Annual Evaluation process. This is the opportunity which permits the Departmental Chairperson to assist the faculty member in charting a course of activities which will facilitate high achievement that is sustained over time, at the level of performance expected at the University for employed professionals who are teachers, scholars, and professional service providers. Signed copies of the agreed upon duties shall be maintained by the faculty member and the Departmental Chair.

Expectations for faculty performance in the areas of teaching, professional growth and development/scholarly achievement, and service are established during the goal setting conference at the beginning of the calendar year. Specific activities and duties, as listed in the Goal Statement, must clearly indicate the faculty member's responsibilities expected in the major areas of evaluation. In addition to the faculty member's commitment to his/her personal and professional goals, a clear commitment is expected to be demonstrated to the pursuit of the mission, goals, and priorities of the University System of Georgia, Fort Valley State University, the Academic Affairs Unit, the College, and the Department/Unit in which the faculty member is employed.

Each faculty member is expected to develop a professional portfolio containing supportive evidence of efforts undertaken in the three specified areas of performance. Include samples of students' graded work in the category of teaching effectiveness. If previous feedback (from annual evaluations, promotion, pre-or post-tenure reviews, etc.) has been provided to guide the faculty member in the improvement of his/her performance, work efforts addressing the noted areas of need must be given high priority in the goal setting process. By the time the faculty member submits examples of work for a University-wide review for promotion or tenure, he/she must have developed a portfolio reflecting outstanding achievement in the areas of teaching and professional growth and development/scholarly achievement, with a balanced, yet supporting record of excellent service to the profession, community and university.

The amount and quality of outstanding achievements expected are greater for the ranks of Associate and Full Professors. Faculty should remain cognizant of the fact that tenure and promotion evaluations differ from the annual evaluation process. The latter is more of a short-term departmental activity, while the former considers the long-term contributions of the faculty to his/her profession.

In summary, each member of the faculty is expected to maintain over time, a balance of activities in each of the areas of teaching, professional growth and scholarly achievements, and service to qualify for advancement in academic rank and for serious consideration for tenure at the University. Other related activities may be required by the College or department.

Teaching Effectiveness

Course Syllabus. No later than the second class period of each semester, instructors shall provide each student with a course syllabus, a written statement of the course policies, expectations and requirements. At the beginning of each semester, all instructors shall submit a copy of the current course syllabus for each course being taught to their Department Chair. The Department Heads and Deans shall maintain on file copies of the syllabi of all courses taught within their departments or Colleges for at least a five-year period. The suggested format for the course syllabus is as follows:

- Instructor's name and rank
- Office number, office hours, phone number, e-mail address
- Class times and location
- Current semester and year the course is being offered
- Course title, credit hours
- Course prerequisites, if any
- Course description (from the University Catalog)
- Course objectives attending to the development of higher-order thinking skills
- Statement of general education and/or major learning outcomes (as appropriate)
- Course assignments/requirements
- Grading policies and procedures (description of the procedure and scale for determining letter grades)
- Due dates for assignments, exams, laboratory exercises, etc.
- Name of textbook with appropriate bibliographic information
- Supplementary reading list
- Examination schedule and requirements (to include field experiences)
- Time line of course work to be covered (to include examination periods)
- Library assignments - books, videos, films, software
- Suggested bibliography/video/software list
- Technology requirements
- Attendance and tardiness policy and associated expectations
- Policies concerning late papers or assignments, missed exams and quizzes (scheduled and unscheduled)
- Special rules or expectations (e.g., no cell phones or beepers; no hats, etc.)

Textbooks. Instructors are expected to require textbooks to be used in their courses as appropriate. However, instructors are not permitted to sell textbooks and supplies to students in their classes. Books are to be ordered through the University Bookstore. Book requests should be submitted to the Bookstore at least six weeks prior to the beginning of the semester in which the books are to be used. Book order forms will be provided to each department nine weeks before the end of each regular semester. Textbook adoptions should have the approval of the departmental textbook committee and the Department Chair. Once a textbook is adopted, it is to be used for at least **one year** before being changed unless compelling reasons dictate a change.

Faculty-Authored Textbooks. Each College shall establish a committee to review all textbooks authored by Fort Valley State University faculty that the authors wish to have adopted for on campus. Appeal of the findings of the College committee shall be provided by an institution-

wide committee. The *Committee on Faculty Publications* shall have this responsibility. Appeal of the findings of the institution-wide committee shall be made through the usual channels: Vice President for Academic Affairs, President, Board of Regents.

Class Attendance for Instructors. Instructors shall meet classes on time and be prepared for each class when it meets. If and when a teacher cannot meet class as scheduled, the immediate supervisor shall be notified. This notification holds for authorized trips as well as for emergencies (to include illness). The offices of the department and the College should be notified no later than 8:30 a.m. on the day the class is scheduled and preferably, 24 hours before the absence from the class is to occur. Any faculty member who is absent from work responsibilities for three or more consecutive days because of illness shall present a physician's written verification of the illness. The faculty member shall submit this statement to the Department Chair or immediate supervisor.

Official Enrollment. Faculty members are required to verify that each student attending their classes is listed on the official roster for the given course. Any discrepancies must be reported immediately to the Registrar's Office. **Faculty members are required to verify class attendance daily and to submit their validated rosters to the Registrar's Office.**

Class Attendance Policy for Students. Students are expected to maintain regular and punctual attendance. Teaching faculty are required to maintain an accurate record of each student's class attendance. **Students who are not listed on the official roster provided by the Registrar must not be permitted to attend class.**

Official excused absences are provided through the Office of the Vice President for Student Affairs. The institutional policy on absenteeism is that students may be absent from class the number of times equivalent to the credit hour value of the course, as follows: one unexcused absence for a one-credit-hour course, two unexcused absences for a two-credit-hour course, three unexcused absences for a three-credit-hour course, four unexcused absences for a four-credit-hour course, etc. Students whose absences exceed the above scale will receive a reduction in their final course average. The student should expect to have one percentage point deducted from the final course average for each absence incurred in excess of the above scale. Exceptions to this point-reduction policy may be approved by the instructor only in cases involving death in the student's family, illnesses of the student or members of his/her immediate family, or mandatory military duty. It is the student's responsibility to provide legitimate written excuses to the instructor for the classes involved. Other reasons not covered here must be cleared with the appropriate Dean of the College.

FACULTY WORKLOAD

1. The undergraduate instructional load for full-time faculty is 12 credit hours per semester.
2. The graduate instructional load for full-time faculty is 9 credit hours per semester.

A more detailed explanation of full-time instructional assignments follows:

- **24** semester hours of **undergraduate** credits per academic year, or
- **21** semester hours of **a combination of graduate and undergraduate** credits per academic year, or

- **18** semester hours of **graduate** credits per academic year,
- Extra laboratory assignments will be converted to semester hour credits as follows:
- a three (3) contact hour lab is equivalent to 1.5 semester credit hours, and
- a two (2) contact hour lab is equivalent to 1 semester credit hour.

Full-time instructional faculty will be assigned at least 12 course credit hours per semester and with an average enrollment of 30 students per course, generating an average of 360 student credit hours per term. In the event that a given faculty member does not generate the 360 student credit hours and falls substantially and/or significantly below, the faculty member may be required to teach as many as 15 course credit hours per term without receiving overload pay when enrollment is exceptionally low in classes and semester credit hours are insufficient. Department Heads are expected to manage faculty teaching assignments and workloads to achieve the expected credit hour production each semester. As such, department heads are empowered to make decisions and provide justifications with regard to teaching loads of individual faculty members. Credit hour production can be on a per faculty member basis or as an average for all faculty members within the department as a whole.

Standards of professional associations will be adhered to with regard to class sizes and teaching loads, taking into account current enrollments and faculty resources available.

Guiding Principles

The undergraduate faculty workload consists of officially assigned duties and responsibilities as agreed upon by the faculty member and the Department Chair in the areas of teaching, research, and service. The guiding principles are provided to facilitate the development of the faculty member's assignment. General guiding principles are listed below:

1. Departments and programs should maintain class sizes consistent with professional accrediting body standards in order to achieve or maintain accreditation standards.
2. The Department Chair should regularly monitor each faculty member's teaching load to ensure consistency in pedagogical and accreditation best practices that best meet the needs of students, the department and the University.
3. Faculty members should be granted release time for administrative duties, special assignments, and significant creative activities, and sponsored research when the sponsor provides funds for released time and/or a salary. In all cases, the granting of release time requires the recommendation of the Department Chair and the Dean, and approval of the Vice President of Academic Affairs (VPAA).
4. Faculty productivity should not be calculated solely on the basis of the number of students enrolled due to the fact that teaching only represents one of three areas of faculty responsibility.
5. **Faculty teaching classes with large enrollments** and pedagogical demands that require a professor to expend an exceptional amount of additional time and effort (e.g. a number of papers, projects, problems, and tests to be evaluated; laboratory work; or out-of-class consultation with students) should receive a reduced workload or adjustment in service or research expectations.
6. Physical Education activity courses should be considered in the load for appropriate faculty on a 12-hour per week contact basis.

Grievance Process

Faculty members who feel that they are entitled to overload compensation but are denied may file a grievance to the faculty Senate's "Faculty Overload Committee". Upon hearing the case the Committee will make a recommendation to the Vice President for Academic Affairs. If the issue is not resolved at the VPAA level, the faculty may appeal to the President. If the issue is not resolved at the President's level the faculty member may appeal to the Board of Regents via the university grievance process.

Student Advisement. While faculty share responsibility for academic advisement with the staff of the *Academic Success Center (ASC)*, primary responsibility for academic advisement rests with the faculty. Prior to registration for each term, each student is to participate in academic advisement with the ASC staff member assigned to his/her department. ASC advisors will work with departmental faculty to ensure that students are following accurate and up-to-date balance sheets, to provide assistance to and advise students regarding academic requirements, institutional policies, programs, and procedures, and provide first-line assistance to students in resolving academic and personal problems at the lowest level. Additionally, the ASC will provide and/or coordinate other services to students to include tutoring, counseling, mentoring, and referrals.

Learning Support Students are advised by the counselors and faculty in the Learning Support Department. Upon exiting Learning Support, students who have not satisfied the *College Preparatory Curriculum (CPC)* are advised jointly by the appointed CPC advisor and the appointed advisor in the student's chosen major. CPC students with undeclared majors are advised jointly by the CPC advisor and an assigned advisor in the Counseling and Career Center. Faculty members should feel free to refer students with special needs to the particular office which can most effectively deal with those needs.

Examinations and Grade Reports. Final examination schedules are published each term. **No change shall be made in the published final examination schedule unless recommended by the College Dean and approved in writing by the Vice President for Academic Affairs.**

- Faculty are required to submit their grade reports (in person) at the end of each semester according to the published time schedule.
- Faculty shall exercise extreme caution in calculating and recording students' grades. *Change of Grade Requests* are considered the exception and are granted upon the recommendation of the Vice President for Academic Affairs.
- An automatic *Letter of Reprimand* is issued to a faculty member who permits a student whose name is not on his/her official roster to remain in his/her class and complete all assignments for the entire semester.
- A copy of the official attendance and grade report for each course shall be deposited with the instructor's Department Chair at the end of each semester.
- The official roll book for the class is submitted to the Department Chairperson at the end of each semester.
- All official records, keys, and institutional resources are to be submitted at the close of the academic year or prior to the faculty member's departure, if prior to the end of the

year.

- Changes in grades may be made only on the *Change of Grade Form*.

Grading System. All institutions of the University System of Georgia shall be on a 4.0 grade point average system. Instructors shall identify procedures to be followed at the beginning of the term and make available to students the evaluations of their written and other work which are used to determine the final grade. Each student has the right to review, in the presence of the instructor, the final examination written by the student.

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

Grade	Grade Point Average
A	Excellent (4.0)
B	Good (3.0)
C	Satisfactory (2.0)
D	Passing (1.0)
F	Failure (0.0)
WF	Withdrew (0.0)

"I" This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. The assignment of an "I" must be documented via a form to be approved by the Department Chairperson, the College Dean, and the Vice President for Academic Affairs. The requirements for removal of an "I" are left to the respective institutions; however, if an "I" is not satisfactorily removed after three academic terms of residence, the symbol "I" will be changed to the grade "F" by the appropriate official.

"IP" These symbols indicate that credit has not been given in courses that require a **"CP"** continuation of work beyond the term for which the student signed up for the course. The use of these symbols is approved for dissertation and thesis hours and project courses. With the exception of Learning Support or Developmental Studies courses, and Regents' Test remediation courses, these symbols cannot be used for other courses. These symbols cannot be substituted for an "I".

"W" This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the appropriate official of the respective institution.

"WM" This symbol indicates a student was permitted to withdraw under the Board of Regents policy for military service refunds. The use of this symbol indicates that this student was permitted to withdraw without penalty at any time during the term.

"S" This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and

proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.

U" This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.

"V" This symbol indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status or vice versa. Students may register, however, on a credit basis for a course that has previously been audited.

Course Withdrawal Policy. A student is allowed a maximum of 18 semester hours of course withdrawals (drops) while completing his/her undergraduate degree program requirements. This maximum does not include courses dropped during the ADD/DROP period. A complete withdrawal from courses because of documented extenuating circumstances is not included in the 18 hour limit. After reaching the 18 semester hour limit, the student will receive a grade of **WF** for any course withdrawal, regardless of the date withdrawn.

Grade Appeals. Students have the right to appeal the grades assigned to them. Therefore, it is the faculty member's responsibility to include specific grading policies for each of his/ her classes. This policy must be provided, in written form, to students not later than the second day of class.

Final Examinations. Faculty should adhere to the final examination schedule that is published and distributed by the Registrar's office. Any deviation from the published schedule must be approved by the Dean and the Vice President for Academic Affairs.

Student Privacy. Students' rights to privacy have been mandated by federal law. Faculty members should exercise great care in securing and protecting students' assignments that may be left by students in unsecured areas (e.g., outside the office door). Extreme care must be exercised to protect students' grades and social security numbers.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Academic Renewal (BOR Policy 305.01). University System of Georgia undergraduate students who have been readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible for academic renewal. Academic renewal for the student signals the initiation of a new grade point average to be used for determining academic standing. This provision allows University System of Georgia degree-seeking students who earlier experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate or bachelor's degree (BR Minutes, June, 1995, p. 7).

Procedures:

- I. All previously attempted course work continues to be recorded on the student's official transcript.
 - A. A Renewal GPA is begun when the student resumes taking course work following approval for Academic Renewal.
 - B. The Academic Renewal GPA will be used for determining academic standing and eligibility for graduation.
 1. To earn a degree, a student must meet the institution's residency requirements after acquiring academic renewal status.
 2. At least 50% of work toward a degree must be completed after the granting of Academic Renewal status for a student to be eligible for honors at graduation.
 - C. Academic credit for previously completed course work -- including transfer course work--will be retained only for courses in which an A, B or C grade has been earned.
 1. Retained grades are not calculated in a Renewal GPA. Such credit is considered in the same context as transfer credit, credit by examination, and courses with grades of "S."
 2. Courses with D or F grades must be repeated at the Academic Renewal institution if they are required in the student's degree program. Further, all remaining courses for the current degree objective must be completed at the Academic Renewal institution, i.e., no transient credit will be accepted.
 3. Applicability of retained credit to degree requirements will be determined by the degree requirements currently in effect at the time Academic Renewal status is conferred on the student. Specific institutional program regulations must also be met.

- II. A student can be granted Academic Renewal status only one time.

- III. Transfer Credit
 - A. Suspended/dismissed students: a student who has been suspended/dismissed from a System institution and has attended one or more System institutions during the period of suspension/dismissal will not be eligible for Academic Renewal.
 - B. Non-suspended/dismissed students: a student who has not been suspended/dismissed from a system institution but who has been absent from that institution five years or more and who has attended a school other than that institution may choose only one of the following options:
 1. A student may return to the same institution subject to all relevant transfer and reentry policies. No renewal GPA is calculated and transfer credit will be granted for applicable courses taken during the absence.
 2. A student may apply for Academic Renewal. If Academic Renewal status is approved, no transfer credit will be granted for course work completed during the absence.

- IV. Any scholastic suspensions which occurred in the past shall remain recorded on the student's permanent record. If a suspension (either first or second) is on the record and the student encounters subsequent academic difficulty after having been granted Academic Renewal, the next suspension would subject the student to dismissal.
- V. If a student does not request Academic Renewal status at the time of re-enrollment after a five year or greater period of absence, the student may do so within three semesters of re-enrollment or within one calendar year, whichever comes first.
 - A. The Renewal GPA begins with the semester following re- enrollment.
- VI. Re-entry into any program is not automatic.
- VII. If a student is denied Academic Renewal and subsequently does not re-enroll, he/she may resubmit an Academic Renewal application after no fewer than three semesters have passed since the initial petition.
- VIII. Each System institution shall establish specific evaluative criteria and specific procedures for evaluating an application for Academic Renewal.
- IX. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
- X. 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 course work.
- XI. Any currently enrolled student who has experienced an interrupted five year (or longer) period of nonattendance at the institution in which he/she is currently enrolled, may apply for an Academic Renewal GPA.

- A. For currently enrolled students, there is a one year "window of opportunity" for requesting Academic Renewal status commencing with the effective date of this policy.
- B. The Academic Renewal GPA will include all course work taken since re-enrollment.

XII. This policy becomes effective upon the date of favorable action by the Board of Regents.

Definition of Terms for the Purpose of these Procedures:

Suspension -- a temporary separation from an institution. A suspension may (a) be for a specified period of time or (b) indefinite. Upon expiration of the period of suspension, the student is eligible to re-enroll. A student under indefinite suspension must petition for reinstatement to the President of the institution.

Dismissal-- a permanent separation of the student from the institution. A student who is dismissed is not eligible to return to the institution.

ASSESSMENT OF STUDENT LEARNING OUTCOMES

Consistent with commonly accepted notions of institutional effectiveness in higher education, instructional programs are effective to the extent that they produce majors, graduates, and scholarly endeavors (e.g., faculty credentials, publications, service, student credit hours, faculty development activities, number of majors, number of graduates, graduation rates, etc.). These outputs are the viability measures to be used to determine the effectiveness of academic program and will be collected, analyzed, and used annually to continuously improve the program.

Beyond these outputs of program effectiveness, this assessment requires a focus on standards for the discipline as measured by student learning outcomes consistent with generally accepted competencies for the profession. The competencies are represented as domain specific outcomes of knowledge, skills, and dispositions. Outcomes associated with knowledge will be measured by at least one externally validated instrument or a series of assignments. In the absence of a standardized instruments, assignments will be evaluated using a rubric designed evaluation procedure and multiple evaluators. To measure the learning of specific skills, course embedded assessment methods will be used to evaluate skills development of the student participants. Measures will be obtained from assigned essays, research papers, case studies, and oral presentations and evaluated using a rubric design and multiple evaluators. Measuring attitudes and dispositions is much more elusive than student outcomes related to knowledge and skills. Outcomes related to knowledge and skills can be readily observed from tangible and concrete measures associated with cognition and behavior. However, outcomes associated with attitudes and dispositions are more difficult to observe by objective means. Therefore, the measures for assessing these outcomes will be ascertained from carefully constructed surveys and, in some cases, journal reviews from practicum and field experiences.

An assessment of all identified student learning outcomes will be demonstrated through the development of a departmental assessment plan. This plan consists of an alignment of student

learning outcomes with assessment criteria, outcome measures, observed measures, and use of the results for continuous improvement. An annual planning session for the each academic department will incorporate a review of all performance measures of program effectiveness and student learning outcomes for deliberate curriculum modification or enhancement.

STUDENTS' RIGHTS AND GRIEVANCE PROCEDURES

The University strongly promotes the fair exercise of due process for the student. Students have the right to attend class. While every effort should be made to encourage students to be prompt in arriving to class, students can not be excluded from class attendance owing to lateness alone. The faculty is referred to the policy which equates tardiness with absenteeism.

Committees for Student Grievances are established annually on this campus to hear cases related to academics or other student grievances resulting from actions of faculty and administrative staff members. Examples of these grievances are listed in the Student Handbook. Copies of this Handbook are available from the Office of the Vice President for Student Affairs. The University encourages resolution of grievances at the lowest administrative level and in the most equitable way possible recognizing that the burden of proof rests with the complainant. Some common concerns among the faculty may be:

Student Academic Dishonesty. Expulsion or suspension from the University or any lesser sanction may be imposed for the commission of offenses involving academic cheating or fraud on examination. Examples of such offenses include giving assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in an academic course; taking or attempting to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to examinations, laboratory experiments and roll books; and plagiarizing

Plagiarism. The appropriation of someone else's ideas, passages, arguments, interpretation of events, or factual information, in either hard copy or electronically, demonstrates a lack of integrity and is unacceptable at Fort Valley State University. Other examples of plagiarism include submitting someone else's work/assignment as one's own, submitting purchased papers as one's own, and submitting papers from the Internet as one's own.

Students who are guilty of plagiarism are subject to disciplinary action. Acts of plagiarism must be reported to the Department Chair, Dean, Vice President for Academic Affairs, and the Vice President for Student Affairs for appropriate action.

Student Conduct and Sanctions. Fort Valley State University is dedicated not only to excellence in learning and to the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and through policies governing student conduct. Such policies encourage independence and maturity. The University may apply sanctions when student conduct directly and significantly interferes with the University's missions and responsibilities. A faculty member should attempt to resolve disruptions within the classroom prior to engaging the department chairperson. Disruptions of a magnitude which threaten individual safety or significantly disrupt instruction should be brought to the immediate attention of Campus Security, if not resolved

otherwise. Sexual or physical harassment should be brought to the attention of the next level supervisor immediately and/or reported to the College Dean, the Vice President for Academic Affairs and/or Student Affairs and/or the Affirmative Action Officer.

Steps Toward Redress. A student who feels that he/she has a grievance should first seek to resolve this by discussion with the faculty or administrative staff member involved. When the informal means fail to resolve the problem, the student may file a grievance according to guidelines published in the Student Handbook.

PROFESSIONAL GROWTH AND SCHOLARLY ACHIEVEMENT

The professional growth and development of the faculty are essential if the University is to maintain its tradition of academic excellence. Faculty are, therefore, encouraged to demonstrate personal initiative in remaining current in their disciplines through such activities as attendance at professional meetings, conferences, workshops, and seminars. University resources are provided to support the pursuit of advanced degrees, training in a field required by the department or University, and the presentation of papers. In recent years, significant efforts have been made to bring national consultants to campus. They have assisted with faculty's on-going professional development in such areas as critical thinking, outcomes assessment, service learning, and how to get published in refereed journals. Major funding support has been provided for study and travel abroad experiences as well. In-service training in computer usage is ongoing and has been of such quality as to result in the development of 59 web-based course offerings by the FVSU faculty. For the past three years, the Distinguished Professor's position has focused exclusively on the development of computer literacy and multimedia capabilities among FVSU faculty and staff..

Nonetheless, faculty must demonstrate personal interest in taking advantage of these and other opportunities to promote their growth as outstanding teachers, scholars, and practitioners in their fields of endeavors. Other available professional growth opportunities are discussed below:

- **International Programs.** The University encourages participation in international projects and activities, both on and off campus. To achieve excellence and to develop an effective international dimension, Fort Valley State University gives equivalent consideration to performance in international activities as it relates to teaching, research, extension, and public service. However, the quantity and quality of performance of faculty must be documented if the international component is to be properly considered for performance when tenure, promotion, and salary decisions are made. Participation in international programs must be coordinated with the Department Chair, Dean, Office of International Programs, Vice President for Academic Affairs, and approved by the President.
- **Foreign Travel.** Faculty traveling abroad for University-related responsibilities should execute the appropriate leave forms. **Unlike routine travel requests, foreign travel requests require the review of the Executive Vice President for Academic Affairs and the President.**
- **Faculty Research.** Faculty members are encouraged to engage in research which may be supportive of their teaching duties. Limited funds are available to support such efforts. Major research undertakings which require a significant portion of a faculty member's time and which are funded externally may be pursued, provided that:
 - the funding source provides funds to defray the cost of providing release time by employing additional personnel, the release time can be absorbed by other faculty members and the researcher is paid a designated portion of his/her salary from the research funds, and
 - prior approval for "extra compensation for additional workload" must be granted by the Board of Regents, subject to the recommendation by the Vice President for Academic Affairs.

Faculty Enrollment in College Classes (Matriculation). Employees of Fort Valley State University, including the faculty, are limited to a maximum of five credit hours of matriculation

during a scheduled work day. All course enrollment shall be recommended by the immediate supervisor and approved by the Vice President for Business and Finance. A salary adjustment will be made for any time approved and taken in excess of the credit hour limit. There are also provisions for additional credit hours compensated for by an extension of the employee's scheduled work period. No employee may register for more than 10 hours of credit at Fort Valley State University whether or not his/her formal work hours are affected.

Faculty Travel Support. Resources are provided within departmental budgets and through Title III funds (**Appendix 6**) for faculty to present papers at professional meetings and travel in the performance of their official duties. Faculty are entitled to reimbursement for expenses incurred if they follow the current Institutional Travel Regulations and Guidelines which include: submission of the travel request, the travel expense statement, and receipts for general transportation, meals, lodging, and other miscellaneous expenses. Copies of these regulations, guidelines, and appropriate travel forms may be obtained from the offices of the Deans or the Vice President for Business and Finance.

Regulations and procedures governing student travel and the use of the Student Activity Van may be obtained from the Office of the Director of Student Activities. These regulations and procedures include drive authorization, van request/reservation forms, maintenance checklist, priority list for van registration, and van utilization.

Service

It is expected that each faculty members will provide service in the following three domains: 1) on campus at the departmental, college and university levels; 2) within the external community, and 3) within his/her profession. Service to the teaching profession begins with membership in organizations, but like institutional committee membership, this level of engagement is only the foundation, constituting a required duty being fulfilled. Serving as chair or taking on extra tasks within or on behalf of a committee or organization demonstrates personal initiative. Working with student groups, starting new programs, responding to requests for technical assistance with proposal development for community groups, the institution, or other larger entities other than for one's personal or professional goals, demonstrates service at a level beyond what is typically expected. An outstanding record of sustained service to one's profession, the campus community, and to the external community demonstrated over time, is required of faculty being advanced to senior ranks.

FACULTY EMPLOYMENT

Renewal/Removal/Resignations/Suspensions (Termination)

Continuous Employment

Tenured Faculty. Unless cause has been established otherwise, all tenured faculty members employed under written contract for the academic year (two semesters) and for the fiscal year (12 months) will automatically be issued a contract, respectively, for the ensuing academic or fiscal year. However, fiscal faculty should remain cognizant of the fact that tenure at the University is only guaranteed for a nine-month period only. Tenured faculty employed under written contract for the fiscal or academic year shall give written notice of their intention to resign to the President

or his/her authorized representative, postmarked no later than February of the year, immediately preceding the expiration of the contract period.

Non-tenured Faculty. Each year, immediately preceding the expiration of a contract period, the President of the University or his/her authorized representative shall, in writing, advise all non-tenured faculty employed under written contract if an employment contract for the succeeding academic year will be offered. The written notice to the effect that an employment contract will not be issued shall be delivered by hand or by certified mail to the addressee only, with receipt to show to whom delivered and the address where delivered.

Non-Renewal of Contract

Non-tenured Track Faculty. Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the President or Vice President for Academic Affairs, and their immediate supervisor, either of whom may discontinue the employment of such employees without cause or advance notice. Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in their contract, and subsequent employment, if any, shall result solely from a separate offer and acceptance requisite to the execution of a new and distinct contract.

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

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

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

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

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

Suspension of Faculty Members. The President may at any time suspend any University Faculty member for cause.

Dismissal of Faculty Members. The grounds and procedure for dismissal of University Faculty shall be in accordance with the Bylaws and Policies of the Board of Regents.

FACULTY ANNUAL PERFORMANCE EVALUATIONS

The Performance Evaluation Instruments. An annual performance review is conducted for

each faculty. As part of this evaluative process, the University incorporates student evaluations of instruction as an integral component in determining teaching effectiveness. The evaluative process for faculty employed at Fort Valley State University was revised to reflect the recommendations of the Faculty Senate and university faculty (approved in April 2009) who proposed a qualitative ranking rather than a qualitative rating for faculty performance. This policy was approved for implementation during the 2010-2011 academic year. The faculty member and his/her department chair will agree on the goals to be pursued by the faculty permitting flexibility for varying priorities, yet remaining cognizant of the 70%, 20%, 10% weights applied, respectively, for Teaching, Professional Development/Scholarly Achievement, and Professional Service at the University level during faculty reviews for promotion, tenure, Pre-Tenure, and Post-Tenure.

PROMOTION AND TENURE CRITERIA

Promotion Criteria

Only full-time faculty are eligible for promotion considerations which are conducted annually. The Executive Vice President for Academic Affairs distributes the timetable for promotion each year during the Fall semester. Faculty are advised of their performance expectations for the various academic ranks in the Faculty Handbook, at annual evaluation times, and during the pre-tenure assessment. A written recommendation is forwarded by the chair of the department, setting forth the reasons for promoting the faculty member.

The following ranks are recognized for consideration for promotion: Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer, and Instructor. The status, qualifications and performance of all faculty members shall be reviewed annually by appropriate administrative officers for possible promotion on a merit basis. Written student evaluations of instruction that emphasize teaching effectiveness shall be a part of each faculty evaluation.

1. Minimum in all professorial ranks:
 - a. Superior teaching
 - b. Outstanding service to the institution
 - c. Academic achievement
 - d. Professional growth and development.

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the chair of the department/ director of the institute concerned, setting forth the reasons for promotion.

2. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted.
3. In addition to "1" above, promotions to an associate or full professorship should require the doctorate degree or its equivalent in training, ability, or experience. Neither the possession of a doctorate, nor longevity or service is a guarantee *per se* of promotion.
4. Special Considerations for Promotion.

- a. Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence or who hold "temporary" appointments.
- b. Strong justification should be provided in support of any recommendation for promotion to Associate Professor or Professor if the individual has not earned the terminal degree in the discipline.
- c. Strong justification should be provided in support of any recommendation for "early" promotion wherein the individual has completed fewer than the number of years in rank at the current institution as listed below:

<u>For Promotion to:</u>	<u>Minimum Service in Rank:</u>
Assistant Professor	*3 years as Instructor
Associate Professor	*4 years as Assistant Professor
Professor	*5 years as Associate Professor

*The number of years (e.g., 3, 4, or 5) is commensurate with the number of Annual Performance Evaluations completed.

The following procedures for recommending or denying promotion will be followed, and written notification shall be given the faculty member whose promotion is not recommended:

1. Recommendations for granting promotion are made by the departmental committee and department chair to the dean. The basis for the recommendation must be presented in writing and accompanied by supportive documentation. A faculty member not recommended for promotion by the department chair has ten (10) days to appeal to the dean of the college once the chair's recommendations have been received by the dean. The Vice President's office will inform all faculty members of the appropriate deadline for recommendations for promotion. The chair shall inform the faculty member in writing as to his/her recommendation.
 2. The dean shall refer recommendations for promotion to the promotions committee of the college.
 3. The college's promotion committee shall recommend, in writing, action on the proposal to its dean/director.
- E. The dean/director shall recommend, in writing, with a copy to the faculty member, action on the proposed promotion to the Vice President for Academic Affairs with all pertinent written materials which have been submitted. If the dean/director does not recommend promotion for someone recommended by the department chairperson and college committee, the faculty member shall have the right to appeal within ten (10) days.
- F. The Vice President for Academic Affairs shall recommend, in writing, with a copy to the faculty member, the department chair and the dean, action on the proposed promotion to

the President. The Vice President for Academic Affairs shall submit to the President all relevant written materials which have been supplied to the office. If the Vice President for Academic Affairs does not recommend promotion, the faculty member shall have the right to appeal to the President within ten (10) days.

- G. The President may recommend promotions to the Board of Regents after consultation with the appropriate administrators and faculty members. If the President does not recommend promotion, the faculty member shall be so notified and shall have the right to appeal to the Board of Regents in accordance with Board policies.
- H. The following, in combination, may be considered as equivalent to the Doctoral degree:
1. Established reputation in field of interest.
 2. Extensive research, scholarly publications, creative work.
 3. Superior teaching as shown by competence in the conduct of classes and seminars, effective relations with students, and use and development of appropriate teaching aids.
 4. Substantial, significant, and integrated program of study beyond the master's degree.
 5. Outstanding service to the institution.
 6. Substantial activities related to professional growth and development, such as participation in educational, professional, scientific and scholarly organizations, services to society, professional experience in industrial and governmental activities, practice of a learned profession, and other types of related endeavors.

More Specific Criteria by Academic Rank

- **Instructor.** Master's Degree. Exceptions may be made for (a) persons of special learning and ability, (b) promising individuals who are progressing toward the master's degree, and (c) the appointment is for a temporary or emergency situation.
- **Assistant Professor.** Qualifications of the previous rank, a master's degree in an appropriate field, and at least one year of successful work in appropriate graduate studies beyond the master's degree, or special competencies in lieu of this requirement. Evidence of successful teaching and an emerging record of scholarly achievements in the profession.
- **Associate Professor.** Qualifications of the previous rank and an earned doctorate degree in an appropriate field, or special competencies in lieu of this requirement. Evidence of successful teaching and a successful record of recent scholarly publications in refereed publications, extensive grantsmanship, and achievements in the discipline.
- **Professor.** Qualifications of the previous rank, plus achievement as an outstanding teacher, scholar with at least three recent publications and grants, and/ or comparable creative or research activity sustained over time; a record of significant contributions as a member of faculty committees and in the community. A record of noteworthy

participation in professional organizations.

At the institutional review level, noteworthy achievement is expected according to the maximum weights by categories of 70%, 20%, and 10%, respectively, for teaching, professional growth and scholarly achievements, and service. An average 85% or better rating is the minimum requirement for a positive recommendation for promotion or tenure, given that other criteria for academic credentials appropriate to the rank have been met.

The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted. **Neither the possession of a doctorate nor longevity of service is a guarantee of promotion.**

Tenure Criteria

The institutional policy for tenure provides general statements which describe the minimum standards for the award of tenure. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100 percent workload basis for two out of every three consecutive academic semesters until retirement, dismissal for cause, or release because of financial exigency or program modification as determined by the Board.

Tenure resides at the institutional level. Normally, only assistant professors, associate professors, and professors who are normally employed full-time (as defined by Regents' Policies) by an institution are eligible for tenure. Faculty members with **adjunct appointments** shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments. The term "full-time" is used in these tenure regulations to denote service on a 100 percent workload basis for at least two out of three consecutive academic semesters.

Tenure. The current tenure regulations as adopted by the Board of Regents are incorporated into this Handbook by this reference.

The following procedures govern the process by which the granting of tenure is recommended or denied, and written notification shall be given the faculty member whose application is denied:

1. Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher. The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted, provided, however that an award of credit for the probationary period of an interruption shall be at the discretion of the President. In all cases in which a leave of absence, approved by the President, is based on birth or adoption of a child, or serious disability or prolonged illness of the employee or immediate family member, the "*clock may stop*" during the leave of absence. A maximum of three years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service shall 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. Notwithstanding anything to the contrary in the Policies of the Board of Regents, in exceptional cases an institution may recommend to the Board of Regents that an outstanding distinguished senior faculty member be awarded tenure upon the faculty member's initial appointment. Each such recommendation shall be considered by the Board individually and shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at his or her prior institution, and brings a demonstrably national reputation to the institution.

2. Recommendations for granting tenure are made by the department chair to the appropriate dean, or in the case of an institute, by the advisory tenure committee to the director. The basis for the recommendation must be presented in writing and accompanied by supportive documentation. If a faculty member eligible by virtue of time of service is not recommended by the appropriate chair, the faculty member may appeal in writing, within ten (10) days of the date of the recommendation, to the appropriate dean who shall, in writing, refer his/her recommendations for tenure to the tenure committee of the college/institute, with a copy to the faculty member.
3. The college's/institute's tenure committee shall recommend, in writing, action on the application to its dean.
4. The dean shall recommend, in writing, with a copy to the faculty member, action to the Vice President for Academic Affairs. If the dean/director recommends denial of tenure, the candidate may appeal to the Vice President for Academic Affairs within ten (10) days after notice of the dean's decision.
5. The Vice President for Academic Affairs shall recommend to the President, in writing, with a copy of the faculty member, action on the tenure proposal. The Vice President for Academic Affairs submits all relevant written materials supplied to the President. If the Vice President for Academic Affairs recommends denial of tenure, the candidate may appeal to the President within ten (10) days after notice of the Vice President's decision.
6. The President may recommend to the Chancellor and Board of Regents the granting of tenure to the faculty member. If the President recommends denial of tenure or refrains from submitting a candidate for tenure, the candidate may appeal to the Board of Regents according to Article IX of the Bylaws of the Board.

Probationary Credit toward Tenure. 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 shall 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.** Upon completion of the required total probationary period of at least five years of full-time service at the rank of assistant professor or higher, the recommendation for tenure may be forwarded by the President to the Chancellor on behalf of the faculty. The five-year period must be continuous except that a maximum of two years' interruption because of a leave of absence or

of part-time service may be permitted, provided, however, that no probationary credit for the period of an interruption shall be allowed.

Tenure upon Appointment. Outstanding scholars having national recognition in their fields may be recommended by the President for tenure upon appointment. Such recommendations must be approved by the Chancellor and the Board of Regents. Additional information regarding the conditions of the award of tenure upon appointment is available in the Office of the Vice President for Academic Affairs.

Length of Service without Tenure. The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be 10 years, provided, however, that a terminal contract for an 11th year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. **The maximum period of time that may be served at the rank of full-time instructor shall be seven years.**

Loss of Tenure. Tenure or probationary credit toward tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution. The rights guaranteed by tenure status may also be lost in the event a person does not successfully complete his/her plan of development following a post-tenure review.

Upon approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the President of his/her institution, with a copy of the notification forwarded to the Chancellor.

Pre-Tenure Review. The current regulations on pre-tenure review as adopted by the Board of Regents are incorporated into these Statutes by reference.

- A. During the third year of employment, each faculty member in a tenure-track position must undergo a cumulative review of his/her potential for tenure. The review identifies areas where the faculty member may need assistance in ensuring his/her continuous intellectual and professional development. A mid-course review is also conducted for faculty who are employed with prior credit toward tenure. Failure to complete the pre-tenure review as required renders a faculty member unlikely to receive tenure.

The initial performance review will be conducted by either the Promotion and Tenure Committee or an independently appointed committee. The committee will receive comments from the department chair, the dean, and the Vice President for Academic Affairs. The final recommendations will be forwarded to the President by the Vice President for Academic Affairs. The review is designed to complement ongoing

mentoring efforts at the department level. The cumulative review is different from the annual review in that it encompasses a longer termed perspective on the faculty member's accomplishments. It allows the opportunity for redirection and change in work orientation in preparation for subsequent consideration for tenure.

- B. Faculty members considered for pre-tenure review are required to submit a curriculum vita, copies of publications, scholarly works and evidence of effective teaching and advisement. Faculty members are also required to demonstrate services and contributions made to his/ her profession and to the community. Two peer reviews of the faculty member's teaching and student evaluations of instruction and grades awarded are required with the submission package.

At least three tenured faculty members are required to constitute a pre-tenure review committee, whether at the departmental or institutional level. Reviews are conducted at the college and institutional levels. A written report of the results of the cumulative review is provided to each respective faculty member under review. Operational guidelines for the pre-tenure review are specified by the Vice President for Academic Affairs.

Post-Tenure Review. The current regulations on post tenure review as adopted by the Board of Regents are incorporated into these Statutes by reference.

- A. Each tenured faculty member is to be reviewed five years after the most recent promotion or personnel action, and reviews shall continue at five-year intervals unless interrupted by a further review for promotion. The Vice President for Academic Affairs shall be responsible for developing and obtaining approval through the approved institutional procedures, the University's post-tenure review policies, as well as any subsequent revisions. These institutional policies must conform to the institution's mission and to System procedures for post-tenure review. Institutional policies also shall address cases in which a tenured faculty member's performance is deemed unsatisfactory.
- B. The post-tenure evaluation is retrospective and prospective and is in no way intended to infringe upon the accepted standards of academic freedom. The post-tenure evaluation requires each tenured faculty member to be reviewed every five years in an effort to ascertain that a balance has been achieved and maintained across the three areas of teaching, research, and service. Special attention is given in the evaluation process to recognizing outstanding teaching and research. The primary goals of the post-tenure evaluation are faculty development and recognition of professional achievements and contributions.

Aspects of the review process require faculty who are to be reviewed to present a portfolio containing at a minimum the following:

1. Current curriculum vitae
2. Self-evaluation narrative of accomplishments according to institutional goals in teaching, scholarly contributions and service
3. Copies of annual performance evaluations for the previous five-year period

4. Projected goals for the next five years
 5. Copies of student evaluations of instruction for all classes evaluated
 6. Evidence of teaching effectiveness such as peer reviews, student letters, folders of students' works, etc.
 7. Documentation of scholarly achievements such as publications, grants, professional papers presented
 8. Documentation of services to the community
- D. The post-tenure review is conducted first at the departmental and college levels. Subsequently, an institution-wide committee will evaluate the faculty under review. Faculty shall be rated as Superior, Satisfactory or Unsatisfactory. On the basis of the post-tenure review, the departmental chairperson shall be responsible, in consultation with the faculty member, for determining whether the person should be rewarded for outstanding performance and/or be scheduled for faculty development activities that would promote the best interests of the faculty member and the institution. Any faculty member who fails to achieve the goals of the development plan within the specified three-year period will be terminated. Nothing in the post-tenure review procedures reverses the Regents' policy on dismissal for cause or its due process requirements. Dismissal for cause under the post-tenure review process is expected to be rare; however, it may be justified in certain instances as described in the Regents' policy on dismissal

The Right to Appeal: The System and the University encourage the resolution of concerns related to recommendations for tenure, promotion, pre-, and post-tenure at the lowest possible level. Therefore, the faculty member should begin his/her appeal process within the published time frame with his/her supervisor before proceeding to the Dean of the College as the next level supervisor. If there is not a resolve at either of these levels, then the appeal should be submitted successively to the Vice President for Academic Affairs, and then to the President.

PROMOTION AND TENURE PROCESSES

Overview of the Promotion and Tenure Processes. The promotion process is initiated by the individual faculty member who makes a formal request to the Department Chair according to the promotion review time table distributed by the Vice President for Academic Affairs. The Department Chair is required to form a departmental review committee composed of faculty representatives at or above the rank of those being considered for promotion. If such a committee can not be formed from within the department, the Departmental Chair may invite qualified faculty from related disciplines to serve on the promotion review committee. However, the number of faculty external to the department should not exceed the number of departmental faculty members chosen to serve from within the unit.

Should neither of these conditions be met, the Department Chair may send the faculty member's promotion portfolio outside the campus for an external review by an expert in the discipline or choose to have the individual portfolio reviewed at the college level. This first level review is intended to provide an independent assessment by the faculty member's peers.

The faculty member must submit documented evidence of having met the criteria necessary to be considered for promotion. The Department Chair may initiate the promotion process for an individual. It is the responsibility of the Department Chair to inform each faculty member of his/her eligibility to apply (or must apply, in case of tenure) for promotion and/or tenure. The Department Chair is required to complete an independent assessment of the candidate and forward all recommendations received at the departmental level to the Dean of the College.

This process is repeated at the Dean's level. The College wide committee is composed of faculty representatives within the College who are not applying for promotion or tenure and who are credentialed to evaluate appropriately all candidates in the pool. This committee submits its rating containing the strengths and weaknesses of each candidate to the Dean. The Dean then makes recommendations to the Vice President for Academic Affairs. At each level, if a candidate is declined, the supervisor is required to inform the candidate in writing in sufficient time so as to allow the candidate to appeal to the next level supervisor if so desire.

This process is repeated at the level of the Vice President for Academic Affairs. An institution wide committee is appointed with appropriate credentials. Care is exercised to ensure that an individual does not participate in evaluating a candidate more than once across these various levels of review. The recommendation of the Vice President for Academic Affairs is submitted to the President. Final promotions and tenure decisions are made by the President and are subject to the approval of the Board of Regents.

Guidelines for the Committee Evaluation of Candidates. The committee's evaluation shall include all factors it considers pertinent. Recommendations shall be based on definite statements accompanied by supporting evidence, including statements describing wherein and in what manner the faculty member meets expected performance.

A systematic procedure for the evaluation of the faculty member shall be distributed by the Vice President for Academic Affairs and publicized. This procedure will outline the objective criteria upon which evaluations are to be based. Faculty members have the right to discuss their status with the Department Chair or Dean at any time.

Criteria for Appointing Promotion and Tenure Committees.

University Level. **The Vice President for Academic Affairs shall appoint tenured faculty at the associate professor and/or professor ranks to serve on the Institutional Promotion and Tenure Committee.** There shall be representatives from each College and balance shall be achieved according to gender, race/ethnicity, etc. Any faculty member who is a candidate for review shall be ineligible to serve on a Promotion and Tenure Committee at any level. A Departmental Chairperson cannot render a review of a given candidate at more than one level of review. That is, a Departmental Chair who evaluates a member of his/her department for promotion or tenure consideration cannot subsequently serve on the College Promotion and Tenure Review Committee or on the Institutional Promotion and Tenure Committee.

College Level **The Dean of the College shall appoint tenured faculty at the associate professor and/or professor ranks to serve on the College Level Promotion and Tenure Committee.** There shall be representatives from each college and balance shall be achieved according to the units within the College. A minimum of four individuals shall be appointed.

Departmental Level **The Department Chair shall appoint tenured faculty at the associate professor and/or professor ranks to serve on the Departmental Committee on Promotion and Tenure.** Balance shall be achieved according to the major programs within the Department. A minimum of three individuals shall constitute the committee.

In the event that there are insufficient numbers of qualified individuals to constitute a committee, the College Level Committee shall serve in lieu of the Departmental Committee or an external review may be conducted. Additionally, faculty from related disciplines may be invited to participate provided they constitute less than a majority of those voting.

The Promotion and Tenure Time Table. The following timetable for promotion and tenure shall be followed. The process shall be initiated by letter from the faculty member to the Department Chair on or before September 1st, or the last workday of August nearest thereto, whenever the first day of September falls on a non-workday with the following deadlines observed:

1. Promotion and/or tenure applications with all supporting documentation shall be filed with the Dean of the College within 25 calendar days following the initiation of the process. These materials shall be received by the College's committee within three workdays following the deadline.
2. College promotion/tenure committee reports shall be received by Deans within 15 workdays following receipt of the application materials by the committee.
3. Deans shall submit their reports to the Vice President for Academic Affairs and notify applicants of the status of their applications within three workdays following receipt of the report of the College committee. Appeals of Deans' decisions shall be received within five days following the said notification.
4. Final recommendation at the institutional level shall be filed with the President of the University within 65 calendar days following receipt of the Deans' reports. The Vice President for Academic Affairs shall inform each applicant of the status of his/her application within two workdays following the filing of his/her (Vice President for Academic Affairs') report with the President. Appeals of the recommendation of the Vice President for Academic Affairs shall be filed with the President within five days from the date of the said notification. Any subsequent changes made by the University System's office regarding the promotion and tenure calendar shall supersede these printed deadlines.

Promotion and Tenure Appeals.

An Appeals Committee should be appointed by the President to review individual appeals. The Appeals Committee will make its recommendations to the President, who will inform the appellant of his/her decision. (An Appeals Committee is distinct from a Grievance Hearing Committee and is appointed to hear appeals for promotion and tenure only.)

NOTE: The faculty member should be officially notified, in writing, when the application for promotion or tenure has been approved or rejected by the Board of Regents.

PRE-TENURE REVIEW POLICY (ABRIDGED)

Cumulative Review and Development of Faculty for Tenure. During the third year of employment, each faculty member in a tenure-track position must undergo a cumulative review of his/her potential for tenure. The review identifies areas where the faculty member may need assistance in ensuring his/her continuous intellectual and professional development. A mid-course review is also conducted for faculty who are hired with prior credit toward tenure. Failure to complete the pre-tenure review as required renders a faculty member unlikely for the subsequent award of tenure.

The initial performance review will be conducted by either the Promotion and Tenure Committee or an independently appointed committee. The committee will receive comments from the Department Chair, the Dean, and the Vice President for Academic Affairs. The final recommendations will be forwarded to the President. The review is designed to complement ongoing mentoring efforts at the department level. The cumulative review is different from the annual review in that it encompasses a longer termed perspective on the faculty member's accomplishments. It allows opportunity for redirection and change in work orientation in preparation for subsequent tenure consideration (see **Appendix 7** for the current guidelines).

Required Documents. Faculty members considered for pre-tenure review are required to submit a curriculum vita, copies of publications, scholarly works and evidence of effective teaching and advisement. Faculty members are also required to demonstrate services and contributions made to his/her profession and to the community. Two peer reviews of the faculty member's teaching and student evaluations of instruction and grades awarded are required with the submission package.

As stated earlier, the pre-tenure review will begin at the departmental level, with either the Promotion and Tenure Committee or an independently appointed committee conducting the review. At least three tenured faculty members are required to constitute a pre-tenure review committee, whether at the departmental or institutional level. Reviews are conducted at the College and Institutional levels. A written report of the results of the cumulative review is provided to each faculty member under review. Operational guidelines for the pre-tenure review are specified by the Vice President for Academic Affairs.

POST-TENURE REVIEW POLICY (ABRIDGED)

The post-tenure evaluation is retrospective and prospective and is in no way intended to infringe upon the accepted standards of academic freedom. The post-tenure evaluation requires each

tenured faculty member to be reviewed every five years in an effort to ascertain that a balance has been achieved and maintained across the three areas of teaching, research, and service. Special attention is given in the evaluation process to recognizing outstanding teaching and research. The primary goals of the post-tenure evaluation are faculty development and recognition of professional achievements and contributions.

Guidelines for the post-tenure review are included in **Appendix 8**. Aspects of the review process require faculty who are to be reviewed to present a portfolio containing at a minimum the following:

- current curriculum vitae;
- self-evaluation narrative of accomplishments according to institutional goals in teaching, scholarly contributions and service;
- copies of annual performance evaluations for the previous five-year period,
- projected goals for the next five years;
- copies of student evaluations of instruction for all classes evaluated;
- evidence of teaching effectiveness such as peer reviews, student letters, programs of students' works, etc.;
- documentation of scholarly achievements such as publications, grants, professional papers presented; and
- documentation of services to the community.

The post-tenure review is conducted first at the departmental and College levels. Subsequently, an institution-wide committee will evaluate the faculty under review. Faculty shall be rated as Superior, Satisfactory or Unsatisfactory. On the basis of the post-tenure review, the departmental chairperson shall be responsible, in consultation with the faculty member, for determining whether the person should be rewarded for outstanding performance and/or be scheduled for faculty development activities that would promote the best interests of the faculty member and the institution. Any faculty member who fails to achieve the goals of the development plan within the specified three-year period will be terminated. Nothing in the post-tenure review procedures reverses the Regents' policy on dismissal for cause or its due process requirements. Dismissal for cause under the post-tenure review process is expected to be rare; however, it is justified in certain instances as described in the Regents' policy on dismissal.

The Right to Appeal. The System and the University encourage the resolution of concerns related to recommendations for tenure, promotion, pre-, and post-tenure at the lowest possible level. Therefore, the faculty member should begin his/her appeal process within the published time frame with his/her supervisor before proceeding to the Dean of the College as the next level supervisor. If there is not a resolve at either of these levels, the appeal should be submitted successively to the Vice President for Academic Affairs and finally, to the President.

SALARIES AND BENEFITS

Criteria for Determining Salaries. Consistent with Regents' policy on non-discrimination and with the approved purpose of the institution, *entry-level* salaries are determined on the basis of the specific requirements of the position and the qualifications of the individual employed to fill the position. Position criteria shall include the academic rank, the academic discipline and the nature

of the responsibilities to be performed. Criteria related to the qualifications of the individual shall include academic degrees earned, teaching and other relevant experience, research and publication record, academic achievements and honors, and relevant professional achievements or recognitions.

Salary increases for full-time teaching faculty shall be awarded on the basis of merit. The criteria for the determination of the extent of such increases shall include teaching ability, completion of significant professional development activities including the attainment of additional academic degrees, promotion in rank, seniority, research productivity, academic achievements and publications, academic honors and recognitions, relevant professional achievements and recognitions, and non-teaching services to the institution.

The institution has identified specific criteria, consistent with this policy, upon which the determination of the extent of salary increases will be based (see the section on Annual Evaluation in **Appendix 9**). The rubric used to determine how the faculty member's performance will be evaluated for the purpose of the determination of salary increases is based on a 4-point scale that is applied to the faculty member's ranking achieved on Part II Meritorious Performance of the Annual Evaluation Instruments.

Salary Increase Procedures. Salary increases are not automatic. However, any cost-of-living salary increase should be automatic at all levels. Recommendations for salary increases will be on merit and based on criteria set forth in the recommendations for faculty promotion.

Transition in Contract for Employment. When a fiscal year administrative employee returns to an academic appointment as a faculty member, the salary shall be determined on the same basis as other faculty members with similar rank and experience within the department to which he/she returns or those in other similar positions within the institution.

Extra Compensation. Faculty may be paid extra compensation only when all four of the following conditions are met and verified by the Department Chair and Dean:

- The work is carried out in addition to a normal full load.
- No qualified person is available to carry out the work as part of his/her normal load.
- The work produces sufficient income to be self-supporting.
- The additional duties must not be so heavy as to interfere with the performance of regular duties.

In addition, extra compensation will only be paid for credit-hour-generating teaching activities. Extra compensation will not be paid to twelve-month faculty.

Payroll Check Distribution. The academic department shall be responsible for payroll check distribution after checks are picked up from the Payroll Office beginning at **11:00 a.m.** on the last Friday of the month. Direct deposit service is available; contact the FVSU Payroll Office.

Checks not distributed to the faculty members on the day of delivery shall be returned to the Business Office for distribution. Faculty members must present identification at the Business Office in order to receive their checks. Further, in the event an employee is incapacitated and is unable to be present to receive his/her check, upon the presentation of a written authorization, the

employee's payroll check may be received by a representative of that employee.

If it is the desire of the incapacitated employee that his/her payroll check be forwarded to his/her bank or home, the employee must make a request, in writing, to the Office of Business and Finance, with specific instructions.

Outside Employment. A faculty member shall not engage in any occupation, pursuit, or endeavor which will interfere with regular and punctual discharge of his/her official duties. However, any faculty member who does have other gainful employment must complete an *Outside Activity Form* and submit it to the Vice President for Academic Affairs, via the Dean of his/her College.

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

The guidelines of the University governing consulting activities of faculty members shall include the following: (1) a plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons; (2) a procedure for obtaining prior approval of the President or his/her designee; and (3) a procedure for defining and prohibiting conflicts of interest.

Salary Supplements from Foundations. No consideration shall be given to salary supplements that may be paid from foundations or other sources in order that salary supplements will be over and above the regular salary paid with State funds.

A supplemental budget shall be prepared to include supplements to be paid from Foundations or other sources. The salary to be paid from State funds for summer school employment or for a leave of absence with pay shall be based on the approved salary exclusive of any supplement. Each faculty or staff member receiving a salary supplement shall be advised that she/he is receiving the salary supplement with information as to the amount and source of funds and that the salary supplement was upon the recommendation of the President of the institution.

FRINGE BENEFITS

Insurance Coverage and Annuities

Group Health Insurance. Hospitalization, surgical, medical and major medical benefits shall be made available to regular employees of the University System working one-half time or more. These benefits shall also be made available to dependents of the same employees. The University System shall pay that portion of the cost of such insurance as shall be designated from time to time by the Board. Additional information is available from the *Office of Human Resources*.

Group Life Insurance. Group life insurance, with accidental death and dismemberment coverage, shall be made available to regular employees of the University System who work

one-half time or more. The University System, as employer, shall pay the premium on the basic amount of life insurance which shall be \$25,000. This amount of insurance is designated "basic life insurance" and the maximum premium, therefore, shall be established by the Board. In addition, "supplemental life insurance" may be offered to these same employees with no employer participation in the premiums. Group life insurance for dependents of these employees shall be made available to them in amounts which shall be established from time to time by the Board. There shall be no employer contribution to the dependent life insurance premiums. Additional information is available from the *Office of Human Resources*.

Annuity Programs. Institutions of the University System are authorized to enter into tax sheltered annuity plans to make available for employees a non-forfeitable annuity contract under the provisions of the 1954 Federal Internal Revenue Code, Section 403 (b). Information on annuity programs is available in the *Office of Human Resources*.

Professional Liability Insurance. All employees of the University System are covered by Professional Liability Insurance.

Retired Employees' Insurance. The Board of Regents permits career employees of the University System who are eligible for retirement to continue as members of the group life and health insurance programs. Employees who are eligible for retirement under the criteria established by the Teachers Retirement System and *who have at least 10 years of service with the University System*, even though they may not be members of the Teachers Retirement System, remain eligible for employee and dependent group health and life insurance benefits. The University System will continue to pay its portion of the cost of group insurance for retired career employees.

Disabled Employees' Insurance. Employees who become permanently and totally disabled under the criteria established by the Teachers Retirement System of Georgia and also have at least 10 years of service with the University System, even though they may not be members of the Teachers Retirement System, remain eligible for employee and dependent group health and life insurance benefits. The University System will continue to pay its portion of the cost of group insurance for disabled career employees.

Other employees who are disabled based on the same criteria may remain in the group health and life insurance program for a period of 24 months with full University System participation in the cost. The inclusion in the group may continue after the 24 month period, but University System participation in the cost will cease.

Insurance for Dependents of Deceased Employees, Retirees, or Disabled Employees. The dependents of an employee who dies while in active service or the dependents of a retired employee (either of whom is eligible for retirement under the criteria established by the Teachers Retirement System and has at least 10 years of service with the University System, even though he/she may not be a member of the Teachers Retirement System) may remain in the group for life and health insurance purposes with University System participation in the cost.

The dependents of other active, retired or disabled employees who are in the group for life and

health insurance purposes may remain in the group for a period of no more than 24 consecutive months after the death of the employee, with full University System participation in the cost. The inclusion in the group may continue after the 24 month period, but University System participation in the cost shall cease.

In no event shall the spouse of the deceased continue in the group after remarriage. Dependent children may remain in the group until they become eligible for another group benefits plan. The definition of dependent children shall be as published in the Board of Regents' brochure.

Other Insurance Opportunities. Each institution may provide any additional types of group insurance protection desired on a voluntary basis if the total cost of such protection is paid by the employee. Contact the Office of Human Resources for additional information.

Other Employee Benefits

Workers' Compensation. All employees of the University System are covered by Workers' Compensation Insurance. This insurance covers any work-related injury sustained by an employee while on duty. The premium cost for this coverage is borne by the institution.

Unemployment Compensation. All employees of the University System are covered by Unemployment Compensation. The premium cost of this program is borne by the institution.

Security Bond. All employees of the University System are covered by a security bond for a minimum of \$100,000. The premium cost for this coverage is borne by the institution.

Credit Unions. In 1954, a credit union chartered by the Federal Government was organized among employees of the Fort Valley State University and the public schools of Peach, Taylor, and Macon counties. The Credit Union is designed to encourage thrift among its members and to afford credit at reasonable rates for its members. On January 1, 1986, this Credit Union merged with the Robins Federal Credit Union and is presently organized under that name. Faculty and staff members are encouraged to join the Credit Union. Business is transacted at Robins Federal Credit Union, 960 Blue Bird Boulevard, Fort Valley, GA, 31030. Other credit unions are also available to faculty and staff.

Social Security. Terms, conditions, requirements, reservations, benefits, privileges, and other conditions of Title II of the Social Security Act, as amended, apply to all officers and employees of the University System except those specifically excluded under the agreements with the Employee's Retirement System of Georgia providing coverages.

Under agreements between the Employees' Retirement System of Georgia and the Board of Regents, University System of Georgia, Social Security coverage was extended to the following classes of employees: all employees eligible for the Teachers' Retirement System of Georgia and all temporary, seasonal, or intermittent employees whose work hours are a normal full-time working period.

The following employees are not covered by Social Security: student assistants, graduate assistants, laboratory assistants, and employees working less than half-time. Non-immigrant aliens

may be exempt, in accordance with the provisions of their visas.

Retirement Benefits

It is the policy of the Board of Regents to provide for the retirement of all eligible employees either through the Teachers Retirement System of Georgia, the Regents' Retirement Plan or the Optional Retirement Plan. Employees eligible for the Regents' Retirement Plan shall be those employees identified in Sections 203.0301 and 203.0302 of the Policy Manual and persons who serve on the Chancellor's Administrative Staff whose appointment is subject to approval by the Board of Regents.

Detailed information on retirement plans available through participation in the Teachers Retirement System of Georgia and the Optional Retirement Plan is available on the USG website at www.usg.edu/employment/benefits/retirement.

Compulsory Retirement Age for Tenured Employees was repealed December 8, 1993.

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

Employment Beyond Retirement. When a person has been retired from the University System and is receiving benefits from the Teachers Retirement system, the Employees Retirement System, or the Regents' Retirement Plan, payment for services rendered to the University System by that person without prior approval by the Board of Regents is prohibited. In no event shall payment for services rendered be considered if compensation for that time, together with benefits being paid from the Teachers Retirement System (TRS), the Employees Retirement System (ERS), or the Regents' Retirement Plan exceed the compensation the individual was earning at the time of retirement.

Leave Policies

In accordance with Board policies, the University has established a control system for recording employee leave. The leave process is initiated by the individual faculty member who makes formal request to the Department Chair. The request is forwarded from the Department Chair to the Dean of the College who makes a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs submits recommendations to the President who grants leave subject to the approval of the Board of Regents. The President may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to members of the institution's faculty or administrative staff.

Academic Leave with Pay. In considering a request for a leave with pay, the President bears in mind that it is the policy of the Board that such leaves shall be granted only for the purposes of promoting scholarly work and encouraging professional development. In considering a request for a leave, the President also takes into consideration the effect that the granting of the leave will have on the institution or on the department of which the applicant is a member. If the applicant's work

cannot be handled by another faculty member and if funds are not available for the employment of a substitute, the President will be justified in refusing to recommend that the leave be granted or in deferring action on the request for a leave.

If after careful consideration, the President feels the interests of the institution and of the faculty member will be served by the granting of the leave requested, he/she shall submit a recommendation through the Chancellor to the Board to this effect, together with a statement of the reasons for supporting the recommendation.

The Board ordinarily will not approve a request for a leave with pay if the applicant has been employed at an institution for a period of less than three years, nor will it ordinarily approve a leave with pay for a person in an academic position who has not already completed their requirements for a master's degree.

Any faculty member who has been granted a leave of absence with pay shall be required, before beginning his/her leave, to sign an agreement that he/she will return the full amount of compensation received while on leave if he/she should not return to the institution for at least one year of service after the termination of leave.

No leaves of absence will be granted to persons in the University System who are retired from active duty and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the University System.

Sick Leave with Pay. Sick leave with pay may be granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

- illness or injury of the employee,
- medical and dental treatment or consultation,
- quarantine due to a contagious illness in the employee's household,
- illness, injury, or death in the employee's immediate family requiring the employee's presence.

When sick leave is claimed by an employee for a continuous period in excess of three (3) working days, a physician's statement is required to permit further claim of sick leave rights by the employee-patient. A terminating employee does not accumulate sick leave and is not entitled to receive sick pay after the last working day of his/her employment.

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

Maternity Leave. Leave requests due to pregnancy are considered by the appropriate Family Leave or Sick Leave provisions of these policies.

Family Leave. Any employee who has been employed on a half-time basis or greater for at least 12 months is eligible for 12 work weeks of family leave during a 12-month period commencing on

the date the family leave begins. Family leave shall be unpaid leave; however, if an employee is eligible to use accumulated sick leave, the employee, after obtaining permission from the employer, may do so exclusive of the 12 weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the employer. Family leave shall be granted to an eligible employee in the event of:

- the birth of the child of the employee,
- the placement of a child with the employee for adoption,
- a serious health condition of the employee's child, spouse, parent, or spouse's parent necessitating the employee's presence, or
- a serious health condition of the employee which renders him/her unable to perform the duties of his/her job.

With certain exceptions as indicated in the Family Leave Act (Georgia Laws 1992, p. 1855; O.C.G.A. Title 45, Chapter 24), family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain his/her employee benefits during the period of leave with institutional participation in the payment of premiums.

Death of an Employee. Upon the death of an FVSU faculty member, the University will pay to the surviving spouse *either* deferred compensation *or* an amount equal to the faculty member's accrued leave, whichever is greater. In no case shall payment for both be made. This provision applies to those who were employed full-time, half-time, and part-time.

Educational Leave With and Without Pay. Institutions may permit faculty to take leaves with and without pay for up to a period of one year for study, research, scholarly and creative activity, instructional improvement, or retraining. Before being granted a leave with pay, the faculty member would have to sign an agreement indicating that:

- for a leave with pay of less than a year she/he will return to the institution at the termination of the leave for a period of at least one year;
- for a one-year leave with pay she/he will return to the institution at the termination of the leave for a period of at least two years;
- if he/she does not return to the institution for the full amount of time specified in the agreement, he/she will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave.

Such approved leave shall allow the employee the right to elect to continue group insurance benefits with institutional participation.

Military Leave with Pay. For the purpose of this policy, *ordered military duty* shall mean any military duty performed in the service of the State or the United States, including but not limited to service schools conducted by the Armed Forces of the United States. Such duty, performed for a period or periods not exceeding a total of 30 days in any one calendar year, shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee.

Leave of Absence. An employee who receives orders for active military duty shall be entitled to

absent himself/herself from his/her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of 18 work days in any one calendar year and not exceeding 18 work days in any one continuous period of absence (as authorized by Georgia Law O.C.G.A. 38-2-279 [e]). At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee will be required to submit a copy of his/her orders to active duty.

Emergency Leave of Absence. Notwithstanding the foregoing leave limitation of 18 days, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee while performing such duty shall be paid his/her salary or other compensation as an employee for a period not exceeding 30 days in any one calendar year and not exceeding 30 days in any one continuous period of such State active duty service.

Payment of Annual Leave. After an employee has exhausted his/her paid military leave, an institution may pay the employee for his/her accumulated annual leave.

Miscellaneous Leave.

Personal Leave. At the discretion of the President of an institution, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

Other Leave. In the event of inclement weather or any emergency which requires leaves of absence of employees, the President of a unit in the System may declare leave with or without pay.

Court Duty. Court duty leave with pay shall be granted regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

Voting. Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee's normal working hours coincide with voting hours, the employee shall be granted leave as stipulated by his/her immediate supervisor for the purpose of voting.

Selective Service and Military Physical Examination. Any regular employee required by federal law to take a Selective Service or Military physical examination shall be paid for any time lost to take such an examination.

OTHER POLICIES AFFECTING FACULTY

Gratuities. An employee of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process, or undertaking.

Fair Labor Standards Act (FLSA). When exempt employees are absent from work for less than one scheduled work day and their accumulated leave is insufficient to cover the partial day of absence, they shall be placed on FLSA leave with pay for the period of absence.

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

The University System has adopted guidelines governing consulting activities of faculty members which include the following:

- a plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons;
- a procedure for obtaining prior approval of the President or his/her designee;
- a procedure for defining and prohibiting conflicts of interest.

Outside Activities. An employee of the University System of Georgia should avoid actual or apparent conflicts of interest between his or her College or University obligations and his/her outside activities.

- An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
- All full-time faculty, administrators, and other professional staff members employed by a unit of the University System are expected to give full professional effort to their assignments of teaching, research, and service.
- Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (a) is a means of personal professional development, (b) serves the community, state or nation, or (c) is consistent with the objectives of the institution.
- For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or his/her designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Employment of Faculty Members with Agency Funds. Whenever it is desired to employ a person at any institution of the System whose salary is to be paid in whole or in part with funds provided by a person, foundation, organization, or any agency other than a governmental agency, the President of the institution concerned shall recommend to the Board of Regents, through the Chancellor, the employment of the person, with full details of her/his qualifications and the availability of funds for paying her/his salary.

Sales on Campus. Fort Valley State University does not permit privately operated business enterprises on its campus. All business enterprises operated on the campus of Fort Valley State University must be operated as auxiliary enterprises and must be under the direct management,

control, and supervision of the chief business officer.

Exception to this policy may be made in the case of the sale of annuity programs. These sales must be approved in each case by the Office of the Vice President for Business and Finance.

Unauthorized Purchases. Faculty members are not to act as agents for the University in establishing financial obligations. All purchases must be made by requisition to the Office of the Vice President for Business and Finance.

Unauthorized purchases by members of the faculty will not be honored by the University and may result in the purchaser becoming liable for the purchase(s).

Garnishment of Pay. The University System considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Upon receipt of a garnishment subpoena or any other court orders, the University shall contact the Central Office for instructions. However, each institution shall establish procedures to counsel with employees whose failure to meet their personal financial obligations cause discredit to the institution. Repeated instances of default in payment by employees of the University System, after appropriate counseling, shall be considered sufficient grounds to terminate for cause.

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

Parking Regulations. Employees are expected to operate their vehicles in accordance with University Traffic and Parking Regulations. Copies of these regulations may be obtained from the Department of Security.

Vacation. Faculty members employed on a 12-month or fiscal year basis shall be entitled to vacation earned at the rate of *one and three-fourths working days per month*. Earned vacation may be accrued up to a maximum of 45 working days, and employees shall be compensated for all accrued vacation time up to but not exceeding 45 days upon termination of service from the University System of Georgia. The compensation shall be based on institutional leave records. A terminating employee shall not accrue vacation leave after the last working day of employment. Vacation shall be taken at times mutually acceptable to the employee and his/her supervisor.

Faculty members employed on an academic year (nine month) basis do not earn vacation time.

Home or Off-Campus Use of Equipment for Business Purposes. Personal property such as portable personal computers or similar items may be removed from the campus to the home of an employee or an off-campus site when the purpose is for business use only. Such use shall be tightly controlled and documented as to the location, and shall be available at all times.

Faculty/Staff Housing. Fort Valley State University has houses and apartments for rental (without insurance for personal property) by its faculty and staff. To secure this rental property, a written request must be made to the Vice President for Business and Finance. The request must be

dated and indicate the type of housing desired (efficiency unit, two bedrooms, three bedrooms, etc.).

Personnel will be allowed to occupy University rental property for a maximum of three years. If there are no demands for housing at the end of the three-year period, the occupant may be permitted to remain a longer period of time.

External Media Communications. All external media communications should be coordinated through the *Office of Development, Marketing and Communications*.

Political Activity. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which she/he receives compensation from the System. Employees may not hold elective political office at the state or federal level. A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at an institution of the System, with or without compensation.

Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office, such person must resign prior to assuming office.

Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the System. The use of System and/or University materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.

Use of Property in Political Campaigns. The President of each institution may authorize the use of the institution's facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the President.

The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.

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

The publication of scholarly works and the development and dissemination of software technology is often the result of individual effort, but supported partially or completely by the University. In

many instances, Intellectual Property will become, in whole or in part, the property of the Board of Regents. In light of the complexity of ownership of copyrightable materials, the University System has established a policy with respect to the development, protection, and transfer of rights to Intellectual Property resulting from the work of its faculty, staff, or students. A complete copy of this policy is available on the Internet in the following offices: Academic Deans, EEO/AA Officer, Vice President for Academic Affairs.

By reference, the policy of the University System of Georgia on Intellectual Properties is adopted.

Conflict with Regents' Policy. Any institutional policy in conflict with Regents' policy is negated.

DISCIPLINE AND REMOVAL OF FACULTY MEMBERS

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

Grounds For Removal

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

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment - or prior thereto if the conviction or admission of guilt was willfully concealed;
2. Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;
3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his/her responsibilities to the institution or to his/her profession; (BR Minutes, 1989-90, pp. 384-385).
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense; (BR Minutes, 1989-90, pp. 384- 385).
5. Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;
6. False swearing with respect to official documents filed with the institution;
7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity;
8. Such other grounds for dismissal as may be specified in the Statutes of the institution.

B. Each institution, as a part of its statutes, may supplement Regents' policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution (BR Minutes, 1951-52, pp. 315-19, pp. 159-60; 1966-67 p. 206; 1969-70, pp.21-22; 1974-75, pp. 304-13; 1982- 83, p. 254).

Procedures

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

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

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

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

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the President.
3. A letter to the faculty member forewarning that he/she is about to be terminated for cause and informing him/her that a statement of charges will be forwarded to him/her upon request. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within a reasonable time shall constitute a waiver of the right to a hearing.
4. A statement of charges, if requested by the faculty member, framed with reasonable particularity by the President or his or her designated representative. Along with the charges, the faculty member shall be advised of the names of the witnesses to be used against him or her together with the nature of their expected testimony.

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

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

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

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

committee replacements have been appointed. A minimum of three (3) members is required for any action to be taken.

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

1. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the Hearing Committee shall be made in writing at least twenty (20) days prior to the hearing. The faculty member may waive a hearing or he/she may respond to the charges in writing at least five (5) days in advance of the date set for the hearing. If a faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record;
2. The Hearing Committee, in consultation with the President and the faculty member, may exercise its judgment as to whether the hearing should be public or private;
3. During the proceedings the faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his/her choice. The Hearing Committee will be permitted to have advisory counsel;
4. At the request of either party or the chair of the Hearing Committee, a representative of a responsible education association shall be permitted to attend as an observer;
5. A tape recording or transcript of the proceedings shall be kept and made available to the faculty member and the administration in the event an appeal is filed;
6. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia;
7. The Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made;
8. The faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence;
9. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the Committee determines that the interests of justice require the admission of his/her statement, the Committee will identify the witness, disclose his statement and if possible provide for interrogatories;
10. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters shall be decided by the chair or presiding officer;
11. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record;
12. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have

- been completed, including consideration by the Board of Regents in the event an appeal is filed. The President and the faculty member will be notified in writing of the decision and recommendation, if any, of the Hearing Committee;
13. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, he should state his reasons in writing to the Committee for response before rendering his final decision. If the Committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The President may or may not follow the recommendations of the Committee;
 14. After complying with the foregoing procedures, the President shall send an official letter to the faculty member notifying him/her of his/her retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. The letter shall clearly state any charges which the President has found sustained and shall notify such person that he/she may appeal to the Board of Regents for review. The appeal shall be submitted in writing to the Chancellor within twenty (20) days following the decision of the President. It shall state the decision complained of and the redress desired. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon;
 15. Upon dismissal by the President, the faculty member shall be suspended from employment without pay from the date of the final decision of the President. Should the faculty member be reinstated by action of the Board of Regents, he/she shall be compensated from the date of the suspension.

Dismissal Of Temporary Or Part-time Instructional Personnel

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

Suspension For Violation Of State Or Federal Laws

When a faculty member of any institution of the University System is charged with the violation of a state or federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President.

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

Financial Exigency

Anything in the Bylaws of the Board of Regents or this Policy Manual to the contrary notwithstanding, if the Board of Regents finds that a condition of financial exigency exists either at an institution, within an academic or other unit of an institution, or in the University System generally, then the layoff or termination of tenured faculty, non-tenured faculty or other contract employees before the end of their contract term, will be handled in accordance with the Financial Exigency policy set forth below. As used herein, the term "unit" means any identifiable component of the System at any level of its organization which has an annual budget for the operation of such component.

Definition Of Financial Exigency

Financial exigency occurs when circumstances cause a shortfall in projected revenues for general operations as compared with projected expenditures over the same period and such shortfall would have a material adverse effect on the operation of either an institution or an academic or other unit of an institution or the System generally. In the event of reduced appropriations, declining enrollments, or other actions or events that compel a reduction in the System's or an institution's current operations budget, the Board of Regents may, in its exercise of fiscal responsibility, reduce the operation of, modify or close one or more institutions of the System. Such reductions, modifications, or closings may require the reduction of salaries, layoffs or terminations of tenured faculty, non-tenured faculty or other contract employees before the expiration of their contract term.

Any response to a financial exigency shall be developed with the understanding that action taken will be consistent with the basic mission of the System to provide the best possible education for its students. The System shall make reasonable efforts to ensure that students affected will be allowed to complete their programs, within the limits of budgetary constraints, at the institution or by transfer to another institution in the System.

The determination of the existence and extent of a financial exigency affecting the System or any institution or within an academic unit of an institution shall be the sole responsibility of the Board of Regents, but the President of an institution, after consultation with representative faculty members, may request such a determination by the Board. A request for the declaration of a financial exigency at any level below the institution level must originate at the institution. When such determinations are made, this policy, along with approved implementing procedures, will take precedence over those applicable Board policies which govern normal operating procedures. The President of each institution shall follow implementing procedures prescribed by the Chancellor.

Layoffs or Terminations

The term layoff, as used in this policy, is defined as the temporary dismissal of any employee, including tenured faculty members or non-tenured faculty or other contracted employees, before the end of their contract term. Layoffs may lead to eventual termination. Layoffs or terminations may occur within an academic or other units of an institution without a net loss of faculty members or other personnel at the institution; that is, layoffs or terminations in some academic or other units may occur with simultaneous authorization of new positions for different duties in academic or

other units depending upon the needs of such units. The President of each institution, after consultation with faculty and staff, shall determine whether layoffs or terminations are required and which employees will be affected. This determination shall be made in accordance with the procedures established by the Chancellor, which will give primary consideration to the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

Faculty and other employees under contract who are laid off or terminated before the end of their contract term for reasons of financial exigency shall, whenever possible, be notified at least ninety (90) days in advance of the date of layoff or termination. The notice of layoff or termination shall be delivered personally or by certified mail, with return receipt requested. This notice shall include, in writing, a statement of the conditions requiring layoff or termination, a general description of procedures followed in making the decision and a statement of the employee's right to respond orally and in writing to the appropriate official at the institution as to the reasons for the layoff or termination. The employee(s) shall also have the right, upon written request within twenty (20) days from the date of the final decision of the President to apply to the Board of Regents for a review of the President's decision in accordance with the provisions of the Bylaws of the Board.

Program Modification Or Discontinuance In The Event Of Financial Exigency

Anything in these policies to the contrary notwithstanding, if the Board of Regents finds that a condition of financial exigency exists at an institution, either within an academic or other unit of an institution or in the System as provided in this Policy Manual, then program modifications or discontinuances recommended by the Chancellor and approved by the Board may be made at any such institution, within an academic or other unit of any such institution or the System generally. If any such program modifications or discontinuances involve the layoff or termination of any tenured faculty, non-tenured faculty or other contract employees, before the end of their contract term, the provisions of Section 805.02 shall apply to any such layoffs or termination (BR Minutes, 1991-92, pp. 114-117).

Early Dismissal of Faculty

Prior to the End of Contract. A tenured faculty member, or a non-tenured faculty member, before the end of his/her contract term, may be dismissed for any of the following reasons provided that the University has complied with procedural and due process requirements:

- conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment--or prior thereto, if the conviction or admission of guilt was willfully concealed,
- professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship,
- unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his/her responsibilities to the institution or to his/her profession,
- 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, false swearing with

respect to official documents filed with the institution, disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity, or such other grounds for dismissal as may be specified in the Statutes of the institution.

- failure to comply with expectations for submitting pre-tenure or post-tenure documents after a reasonable period of time beyond the published schedule.
- failure to meet the requirements of the Professional Development Plan according to the time frame which has been provided subsequent to Post-tenure Review.

As part of its Statutes, the University may supplement Regents' policies governing causes for dismissal and procedures for dismissal. In the imposition of sanctions, the burden of proof lies with the institution.

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

- discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
- informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the President.
- a letter to the faculty member forewarning that she/he is about to be terminated for cause and informing her/him that a statement of charges will be forwarded to her/him upon request. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within a reasonable time shall constitute a waiver of the right to a hearing.
- a statement of charges, if requested by the faculty member, framed with reasonable particularity by the President or his/her designated representative. Along with the charges, the faculty member shall be advised of the names of the witnesses to be used against him/her, together with the nature of their expected testimony.

Provision for a Hearing Committee. A dismissal, as defined above, shall be preceded by statement of charges or causes (grounds for dismissal) if so requested, including a statement that the faculty member concerned shall have the right to be heard by a Faculty Hearing Committee. The Hearing Committee shall consist of not less than three, or no more than five, impartial faculty members appointed by the Executive Committee of the Faculty Senate, from among the members of the entire faculty (as defined by the Policy Manual of the Board) of the institution.

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

When the Hearing Committee is called into session, it shall elect a chair from among its membership. A member should remove himself/herself from the case, either at the request of a party or on his/her own initiative, if he/she deems himself/herself disqualified for bias or interest.

Each party shall have a maximum of two challenges without stated cause, provided however, that all challenges whether with or without cause shall be made in writing and filed with the Chair of the Hearing Committee at least five days in advance of the date set for the hearing. The Chair shall have the authority to decide whether a member of the Committee is disqualified for cause. If the

Chairperson determines that a member is so disqualified or if a Committee member removes himself/herself from a case, the replacement shall be made in the same manner as the original Committee was selected. If the Chair is thus removed, the Committee shall elect a new Chair after Committee replacements have been appointed. A minimum of three members are required for any action to be taken.

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

1. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the Hearing Committee shall be made in writing at least 20 days prior to the hearing. The faculty member may waive a hearing or she/he may respond to the charges in writing at least five days in advance of the date set for the hearing. If a faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record.
2. The Hearing Committee, in consultation with the President and the faculty member, may exercise its judgment as to whether the hearing should be public or private.
3. During the proceedings, the faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his/her choice. The Hearing Committee will be permitted to have advisory counsel.
4. At the request of either party or the Chair of the Hearing Committee, a representative of a responsible education association shall be permitted to attend as an observer.
5. A tape recording or transcript of the proceedings shall be kept and made available to the faculty member and the administration in the event an appeal is filed.
6. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia.
7. The Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
8. The faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence.
9. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the Committee determines that the interests of justice require the admission of his/her statement, the Committee will identify the witness, disclose his/her statement and if possible, provide for interrogatories.
10. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters shall be decided by the Chair or presiding officer.
11. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record.
12. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have

- been completed, including consideration by the Board of Regents in the event an appeal is filed. The President and the faculty member will be notified in writing of the decision and recommendation, if any, of the Hearing Committee.
13. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, she/he should state her/his reasons in writing to the Committee for response before rendering her/his final decision. If the Committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The President may or may not follow the recommendations of the Committee.
 14. After complying with the foregoing procedures, the President shall send an official letter to the faculty member notifying him/her of his/her retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and the address where delivered. The letter shall clearly state any charges which the President has found sustained and shall notify such person that he/she may appeal to the Board of Regents for review. The appeal shall be submitted in writing to the Executive Secretary of the Board within 20 days following the decision of the President. It shall state the decision complained of and the redress desired. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within 60 days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon.
 15. Upon dismissal by the President, the faculty member shall be suspended from employment without pay from the date of the final decision of the President. Should the faculty member be reinstated by action of the Board of Regents, he/she shall be compensated from the date of the suspension.

APPENDIX 1
Significant Events in the History of the University

History of the University

The Fort Valley State College has as its heritage the educational contributions of the Fort Valley Normal and Industrial Institute, and the State Teachers and Agricultural College at Forsyth.

- Fort Valley State College's First College Catalog, 1939

Fort Valley State College was established in 1895 as the Fort Valley High and Industrial School. In 1902, William Merida Hubbard founded the State Teachers and Agricultural College in Forsyth that, in 1939, merged with the Fort Valley School to become Fort Valley State College. It became Fort Valley State University in June 1996.

The only 1890 land-grant school in Georgia, Fort Valley State University is a comprehensive institution providing an educational experience of exceptional quality. The University is located in the town of Fort Valley in Peach County, the original site of the nation's peach industry. Its 1,365 acre campus is the second largest (in acreage) public university in the state.

The University's 3,000-plus students represent 130 of Georgia's 159 counties, more than 30 states and about 10 international countries. Ninety-four percent of the student body is of African descent. The average age is 24 for undergraduates and 33 for graduate students. About half of the students live on campus, and 85 percent attend college full-time.

The University offers bachelor's degrees in more than 50 majors—education, business administration, biology and agriculture are particularly popular—as well as master's degrees in Public Health, Animal Science, Biotechnology, Mental Health Counseling, Rehabilitation Counseling & Case Management, Middle Grades Education and School Counselor Education. In an effort to accommodate our graduate and non-traditional students, external degree program courses are offered at off-campus sites in Macon and Warner Robins. Online bachelor's degree programs include Technical and Professional Writing, Political Science, Psychology and Criminal Justice. The master's degree in Rehabilitation Counseling and Case Management also is available online.

Fort Valley State's Cooperative Developmental Energy Program (CDEP) is the only one of its kind in the nation, preparing students for energy-industry careers in science and geology.

Outreach services include Fort Valley's Cooperative Extension Program, where extension specialists operate in 42 counties, and the C. W. Pettigrew Farm and Community Life Center, which hosts more than 500 courses and events for 51,000 patrons each year. Continuing Education courses also are available in Warner Robins and Fort Valley.

Students have many opportunities for extracurricular involvement at the University, including the marching band, concert choir, Baptist Student Union Choir and cheerleading. There are more than 70 clubs, sororities, fraternities and social organizations on campus. Athletic opportunities include intramural sports and intercollegiate men's and women's track and basketball teams. The championship football team, a member of the Southern Intercollegiate Athletic Conference, has produced many notable professional sports figures.

Significant events in the history of the University follow:

1895-1920

- 1895 - *The Fort Valley High and Industrial School* was chartered in 1895.
- 1902 - *The State Teachers and Agricultural College of Forsyth* was founded by Mr. William Merida Hubbard.
- 1902 - *Mr. John W. Davison*, who led the chartering of the Fort Valley High and Industrial School, was elected its first principal.
- 1903 - *Mr. Davison* resigned as principal of the Fort Valley High and Industrial School.
- 1904 - *Mr. Henry Alexander Hunt* became the school's second principal.
- 1904 - *Miss Anna Jeanes* donated \$5,000 to erect a frame school building and a shop; Jeanes Hall was named in her honor.
- 1908 - Mr. Collis P. Huntington, the great railroad financier, contributed \$25,000 for a girls' dormitory; Huntington Hall was named in his honor.
- 1916 - Jeanes Hall was remodeled and *Royal C. Peabody* provided funds for the construction of the Trades Building that bears his name.
- 1919 - The institution became affiliated with the American Church Institute of the Protestant Episcopal Church.

1921 - 1940

- 1925 - *The Carnegie Foundation* provided funds for the erection of the Carnegie Library.
- 1929 - *The Academic Building* erected with funds contributed by the General Education Board and friends.
- 1930 - *Ohio Hall* was erected with funds contributed by the Episcopal Church of the State of Ohio.
- 1931 - *Mr. Henry Alexander Hunt* was awarded the Springarn Medal.
- 1932 - *Mr. Samuel Henry Bishop* donated funds for the erection of the dining hall.
- 1934 - The original college infirmary was erected and dedicated to *Mrs. Florence Hunt*.
- 1937 - The Robert W. Patton Home Economics Building erected.
- 1938 - Mr. Henry Alexander Hunt died on October 1.
- 1939 - Negotiations begun by Mr. Hunt to transfer the school to state control and operation were consummated; the work formerly carried on at the State Teachers and Agricultural College were consolidated with the work at Fort Valley to form the *Fort Valley State College*.
- 1939 - *Dr. Horace Mann Bond* was elected first President of Fort Valley State College (FVSC).

1941-1960

- 1940 - *Dr. W. E. B. DuBois* delivered the first Founder's Day address on October 10; it was entitled "*The Significance of Henry Hunt.*"
- 1941 - Cooperative houses were erected and named in honor of *William Merida Hubbard*.
- 1945 - *Dr. Horace Mann Bond* resigned from the presidency.
- 1945 - *Dr. Cornelius V. Troup* was appointed as the second President.
- 1946 - The *Veterans Unit* was constructed.
- 1947 - The Board of Regents adopted a resolution moving the Land-Grant

- designation from Savannah State College and designating the Fort Valley State College as the *1890 Land-Grant College for Negroes* in Georgia.
- 1948 - *John W. Davison Hall* was dedicated.
- 1949 - The Georgia General Assembly, in response to the Regents' resolution, officially designated *The Fort Valley State College* as the *Land-Grant College for Negroes* in Georgia.
- 1952 - *Miss Catherine Hardy* won a gold medal as a member of the winning 400-meter women's relay team at the Olympic Games at Helsinki, Finland.
- 1952 - The *Leroy Bywaters Building*, formerly the H.A. Hunt Library, was dedicated.
- 1952 - The *Henry Alexander Hunt Memorial Library* was dedicated on April 29.
- 1953 - The *Home Management House* for Home Economics, Maintenance Warehouse for the Buildings and Grounds Department, General Purpose Barn, Farm Equipment Shed, and Deep Well for the Division of Agriculture were made available for college use.
- 1954 - The *Alva Tabor Agriculture Building* opened for occupancy on October 10
- 1957 - The William M. Hubbard Education Building was dedicated.
- 1957 - Football Stadium constructed.
- 1957 - The College received full membership in the *Southern Association of Colleges and Schools*, and was among the first of the HBCUs to be admitted.
- 1957 - The *Graduate Division* was begun in the Fall.
- 1959 - The *George N. Woodward Health and Physical Education Building* was dedicated on December 11.

1961-1970

- 1963 - The *Isaac Miller Science Building* was dedicated on November 24.
- 1964 - The *Sophia Moore Dormitory* was dedicated on October 10.
- 1965 - The *Anthony D. Watson Dormitory* was dedicated November 21.
- 1966 - The *Henrietta Walden Myers Home Economics Building* was completed.
- 1966 - *William Madison Boyd Hall* opened for occupancy.
- 1966 - *Dr. C. V. Troup* retired as President on June 20.
- 1966 - *Dr. W. W. E. Blanchet* was appointed as the third President.
- 1967 - The *Lottie M. Lyons Student Union Building* opened.
- 1968 - The *Agricultural Mechanics Building* opened for occupancy.

1971-1980

- 1971- The College became accredited by the *National Council for the Accreditation of Teacher Education (NCATE)*.
- 1972 - The *Food Service Center* was erected.
- 1972 - FVSC's *first regionally televised football game* appeared on ABC Television (FVSC vs. Fisk University at Wildcat Stadium).
- 1973 - *Dr. W. W. E. Blanchet* retired as President; received Emeritus status.
- 1973 - *Dr. C. W. Pettigrew* was appointed fourth President.
- 1974 - First acquisition of property on State College Drive.
- 1975 - The annex to *Sophia Moore Hall* was completed.
- 1975 - The *Henry Alexander Hunt Memorial Library/Learning Resources Center* was completed.
- 1975 - The new *Florence Hunt Infirmary* opened for occupancy.

- 1976 - The new *Henry Alexander Hunt Memorial Library* opened for occupancy.
- 1976 - The *Horace Mann Bond classroom building* was dedicated.
- 1977 - *Dr. C. V. Troup* died on May 9.
- 1978 - The *Animal Health Technology Building* was completed and opened for occupancy.
- 1978 - The College became accredited by the *Engineering Council for Professional Development/Accreditation Board of Engineering and Technology (ECPD/ABET)*.
- 1979 - The Plant Operations and Maintenance Building was named *The Albert T. Wilson-Timothy Roberts Building*.
- 1979 - The Agricultural Mechanics Building was named for *Dr. Cozy L. Ellison*.
- 1979 - The *Leroy Bywaters Business Building* opened for occupancy.
- 1979 - The Perimeter Road was named *Memorial Drive*.
- 1979 - The College became accredited by the *American Association of Veterinary Medicine*.
- 1980 - Fort Valley State College's first *Fact Book* was produced.

1981 - 1990

- 1981 - The circle at the front entrance of the campus was named *College Circle*.
- 1982 - *Dr. C. W. Pettigrew* died on June 11.
- 1982 - *Dr. Walter W. Sullivan* was appointed Acting President and continued to serve as Dean of Academic Affairs.
- 1982 - The *C. W. Pettigrew Endowment Fund* was initiated.
- 1982 - The Learning Resource Center initiated the *Homie Regulus Collections*.
- 1983 - *Dr. Luther Burse* was appointed fifth President on October 1.
- 1985 - Fort Valley State College appeared on ABC TV's *Good Morning America*, May 16.
- 1986 - Fort Valley State College received approval to offer the *Bachelor of Science Degree in Veterinary Science*.
- 1986 - The *Academic Honors Program* was initiated.
- 1987 - Fort Valley State College received approval to offer Computer Science courses at Robins Air Force Base, Warner Robins, Georgia.
- 1987 - The *C. W. Pettigrew Farm and Community Life Center* was dedicated.
- 1987 - The *Georgia Small Ruminant Research and Extension Center*, under the auspices of the Agricultural Research Station, became fully operational.
- 1988 - *Dr. Melvin E. Walker, Jr.* was appointed Acting President for Fort Valley State College.
- 1990 - *Dr. Oscar L. Prater* was appointed as the sixth President on August 9.

1991-2000

- 1994 - The *Centennial Inauguration and Founders' Day Celebration* was held on November 3.
- 1995 - The *Computer Technology Mathematics (CTM) Building* was opened for occupancy on August 18.
- 1995 - FVSC was changed from a Level III to a *Level IV School* by Southern Association of Colleges and Schools (SACS).
- 1996 - Fort Valley State College was designated by the University System of Georgia as *Fort Valley State University*, a State and Land-Grant University on June 12.
- 1996 - Opening Convocation for displaying the new University seal and for the new access road which was named University Boulevard, October 1.

1998 - Ribbon Cutting Ceremony for the *Meat Technology Center*, College of Agriculture, Home Economics and Allied Programs, April 21.

2001 - 2010

2001 - *Dr. Kofi Lomotey* was appointed as the seventh President, October 15.

2001 - The ribbon cutting ceremony was held for the *Evans Building*.

2002 - The *African World Studies Institute* was established.

2002 - *Ms. Alma Bass* donated money to repair the historic clock tower at Founders Hall.

2002 - The first annual *African World Film Festival* was held.

2002 - The *Lady Wildcats* captured the SIAC title for the third year, First time in SIAC History

2002 - *The John W. Davison Lecture Series* was initiated.

2003 - The ribbon cutting ceremony for *Fort Valley State University in Warner Robins* was held on October 26.

2003 - Fort Valley State University received approval to offer a dual degree program in *Food and Nutrition/Hotel Administration*.

2003 - The *American Meteorological Society's (AMS) Online Weather Studies Diversity Program: WeatherNet Program* was established.

2004 - Fort Valley State University received the *2004 Trumpet Award for Higher Education Institution of the Year*.

2004 - Fort Valley State University received approval to offer degrees in *Liberal Studies* and *African World Studies*.

2005 - *Dr. William Harris* was appointed as interim President.

2005 - The ribbon cutting for the Educational Outreach Building at the SunBelt Expo in Moultrie, Georgia was held October 18, 2005.

2006 - *Dr. Larry Rivers* was appointed as the eighth President, February 8th and took office on March 14, 2006.

2006- The ribbon cutting ceremony for the *Fort Valley State University New Addition to the Warner Robins Center* was held on May 31, 2006.

2007- *The Wildcat Commons*, Phase I and II opened, providing apartment-style dormitories.

2008- Construction began on a new *Wildcat Stadium* and student amenities building.

2008- Construction begins on *The Wildcat Commons*, Phase III

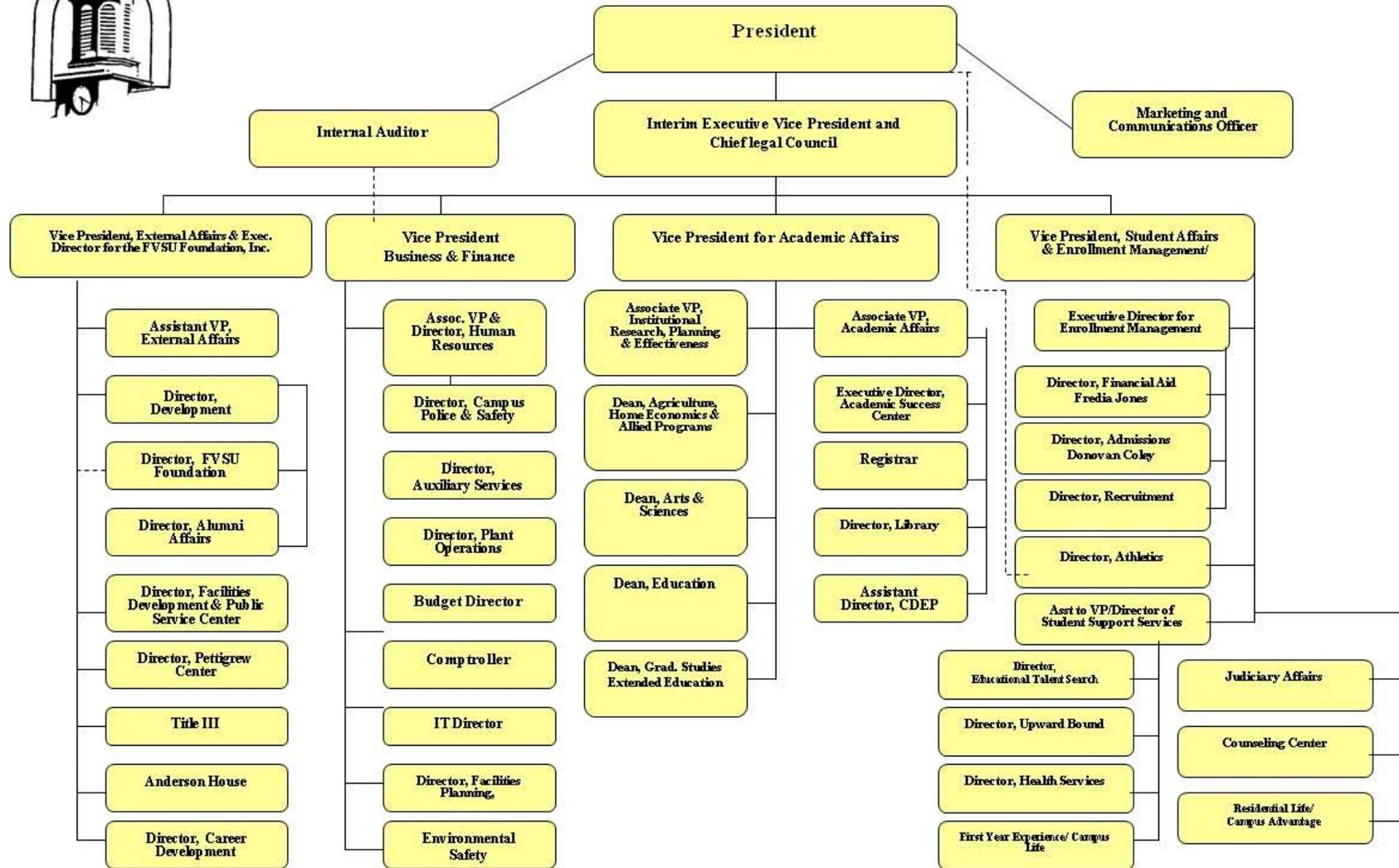
2008- The Hendricks House was remodeled to become the *Agricultural Technology Conference Center*

2008- Construction began on a new academic building for the sciences

APPENDIX 2
Fort Valley State University Organizational Chart



Fort Valley State University Organizational Chart



APPENDIX 3
Fort Valley State University Faculty Senate Constitution and By-Laws

APPENDIX 4
Fort Valley State University Graduate Council Constitution and By-Laws

APPENDIX 5
Fort Valley State University Faculty Sexual Harassment Policy

APPENDIX 6
Fort Valley State University Title III Faculty Development

APPENDIX 7

Fort Valley State University Pre-Tenure and Promotion Review Guidelines

APPENDIX 8
Fort Valley State University Post-Tenure Review Guidelines

APPENDIX 9
Fort Valley State University Faculty Performance Evaluation

APPENDIX 10
Fort Valley State University Curriculum Committee Handbook –
Guidelines for Consideration of Courses/Curricula