



DALTON STATE POLICY AND PROCEDURES MANUAL

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www.sacscoc.org

Dalton State College is a unit of the University System of Georgia and is an Equal Opportunity/Affirmative Action Program Institution committed to the concept and reality of cultural diversity. Contact the USG at 270 Washington Street NW, Atlanta, GA, 30334.

www.usg.edu

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

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INTRODUCTION

MISSION STATEMENT

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

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

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

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

Faculty Adoption 4-29-11 Board of Regents Approval 2-14-12

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

Dalton State College seeks to provide an environment that supports effective teaching and learning; mutual respect among students, faculty, and staff; and productive, congenial working relations. Discrimination on the basis of race, religion, color, sex, national origin, sexual preference, sexual orientation, political affiliation, or handicap subverts these goals and is unacceptable on this campus.

Dalton State College affirms its commitment to pursue aggressively full employment and educational opportunities for all citizens. Employees and students are encouraged to contact the compliance office in Human Resources to discuss any instances of alleged discrimination on the campus or in the operation of the institution.

NOTICE OF NONDISCRIMINATION

All of the programs, activities, and organizations of Dalton State College are open for the participation of all employees and all individuals enrolled as students. Admissions policies, activities, services, and facilities of Dalton State College do not exclude any person on the basis of race, color, age, sex, religion, national origin, or disability. Dalton State College is an Affirmative Action Program Institution.

Dalton State College subscribes fully to the following policy of the [Board of Regents of the University System of Georgia](#):

No person shall, on the ground of race, color, sex, religion, creed, national origin, age, or handicap be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established (*The Policy Manual of the Board of Regents*, 802.01).

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

Director of Human Resources
650 College Drive
Gignilliat Memorial Hall, Room 122
Dalton, GA 30720
706.272.2034 or 1.800.829.4436 ext. 2034, fmiller@daltonstate.edu

Invitation to Identify

The Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, define a disabled individual for the purposes of the program as any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such an impairment. If this definition applies to you and you wish to be considered for admission as a student or for employment under the Affirmative Action Program of Dalton State College, please tell us about (1) special methods, skills and procedures which may qualify you for programs or positions for which you might not otherwise be considered because of your disability and (2) accommodations which might enable you to perform properly and safely, including use of special equipment, changes in the physical layout of the workspace, and modifications of nonessential duties related to the job or other accommodations. August 2, 2010

This information is voluntary and refusal to provide it will not subject you to discharge or to discriminatory or disciplinary treatment. All employees and applicants for employment are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under these Acts. Any information provided shall be kept confidential, except that (i) instructors, supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and necessary accommodations, (ii) security personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials investigating compliance with the Acts shall be informed.

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

FERPA – The Family Education Rights and Privacy Act of 1974

The primary law that governs the privacy of educational information is the [Family Education Rights and Privacy Act](#). FERPA is the keystone federal privacy law for educational institutions. FERPA generally imposes a cloak of confidentiality around student educational records, prohibiting institutions from disclosing "personally identifiable education information," such as grades or financial aid information, without the student's written permission. FERPA also grants to students the right to request and review their educational records and to make corrections to those records. The law applies with equal force to electronic records as it does to those stored in file drawers. DSC's complete FERPA policy may be found at <http://catalog.daltonstate.edu/officialnotices/>.

DRUG FREE SCHOOL AND WORKPLACE

Dalton State College strongly supports the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, and consistently ensures compliance with them. As a recipient of federal funds, Dalton State College supports and complies with the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

The unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol by employees or students on DSC campus is prohibited, and violations of this policy will result in appropriate disciplinary action. 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 Fiscal Affairs' Office in writing within five days of conviction. The possession or use (without valid medical or dental prescription), or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president or his/her designee. The alcohol service guidelines may be found at <http://www.daltonstate.edu/policy/pdf/alcohol-service-policy.pdf>.

EMERGENCY PROCEDURES

TO REACH PUBLIC SAFETY TWENTY-FOUR HOURS A DAY, DIAL 4461 OR (706) 272-4461. DSC's [Emergency Preparedness Plans](#) were revised and effective, January 7, 2011 to inform all employees and students, to assist and protect persons, and to establish guidelines and procedures for emergencies or disasters.

An Emergency Contact System is in place at Dalton State and it is **highly recommended** that every employee utilize this service. To receive emergency notifications log into the [DSC Portal](#) and click on *Personal Information* under the BANNER tab. Add emergency contacts by clicking on *Update Emergency Contacts*.

PART I – GOVERNANCE AND INSTITUTIONAL POLICIES

1.1 SYSTEM OF GOVERNANCE

Dalton State College (herein referred to as DSC), opened in 1967, is a unit of the [University System of Georgia](#) (herein referred to as USG), which is comprised of thirty-one institutions of higher learning. All of these public institutions are collectively governed by a sixteen-member Board of Regents (herein referred to as BOR), each serving a seven-year term following appointment by the Governor and ratification by the Georgia Senate. Operating and construction funds are allocated to each unit of the System by the BOR which receives an annual appropriation from the Georgia General Assembly. Student matriculation fees, set by the Board, fund approximately fifty percent of an institution's instructional budget.

1.2 ROLES AND RESPONSIBILITIES OF THE PRESIDENT OF THE COLLEGE

- The President shall have general charge over the educational and business matters of the institution and over personnel employed therein.
- The President shall represent the institution to its constituency, the general public, educational groups, and the BOR of the USG.
- Work with the Chancellor, other University Presidents, and the senior University System staff of system-level policies and projects.
- Articulate the institution's mission, achievements, challenges and future direction, working with the USG staff, area legislative delegation, foundation leadership, and stakeholders to advance the purposes of DSC, providing oversight of the institutional budget and securing external funding for special projects/initiatives.
- Provide leadership and direction for the institution through the strategic planning process.
- Serve on the DSC Foundation Executive Committee.
- Maintain amity and unity of purpose among members of the teaching and administrative staff and other employees.
- Coordinate the programs, services and activities of the institution in collaboration with the Vice Presidents for Academic Affairs, Enrollment and Student Services, and Fiscal Affairs, the Directors of Institutional Advancement, Intercollegiate Athletics, Marketing and Communications, and Research & Planning.
- The President and the Vice Presidents must approve all trips involving students and other personnel and other non-budgeted requests for funds.
- The President shall investigate the needs of facilities for the institution, and make such recommendations to the Board in order to meet these needs. He shall further approve architectural plans and specifications for new facilities and recommend them to the Board.
- The President may call meetings of the faculty, or other employees, at such times as he deems advisable, for professional training and consultation.

1.3 ADMINISTRATION

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

All other administrative responsibilities and authority at DSC are designated by the President. Responsibility for academic and faculty functions is delegated to the Vice President for Academic Affairs to whom the deans report as administrators of the respective schools. Faculty concerns are normally addressed initially to the appropriate dean, associate dean, or department chair.

1.4 CURRICULUM APPROVAL PROCESS

The Vice President for Academic Affairs gives the school permission to gather preliminary information for the new degree program (including student interest and needs assessment) and to prepare a prospectus (previously called a Letter of Intent) for Board of Regents' review and approval.

1. The Vice President for Academic Affairs reviews the prospectus and submits it to the Board of Regents for review (BOR [Timeline for New Program Proposal Review](#)).
2. If the Board of Regents approves the prospectus, school faculty work with the dean/chair to develop a formal proposal which is submitted to the Vice President for Academic Affairs for review. (Some schools use standing Curriculum Committees; others use faculty ad hoc degree program committees to develop the full proposal.)
3. With approval from the Vice President for Academic Affairs, the dean of the school submits the proposal to the Academic Program Committee for internal review and approval. (The Academic Program Committee is a standing committee of the Faculty Senate and consists of administrators, faculty members, and student representatives.)
4. If the proposal is approved by the Academic Program Committee, the Vice President for Academic Affairs, in consultation with the President, submits the formal proposal to the Board of Regents for approval.
5. Once the proposal receives official approval from the Board of Regents, the program is added to the institution's curriculum.

1.5 DSC FOUNDATION

The DSC Foundation, Inc. is an incorporated, non-profit organization established prior to the opening of the institution to provide financial assistance for a variety of programs and activities for which no funding or only limited funding is available from state allocations. More information may be found at <http://www.daltonstate.edu/alumni-and-friends/index.html>.

1.6 ETHICAL CONDUCT

The USG established a comprehensive, unified ethics policy stating the underlying core values that each member of the USG community must adhere to. The policy approved in November, 2008, states that all employees of the USG are to be guided by – integrity, excellence, accountability and respect. As members of the USG, DSC is committed to the highest ethical and professional standards of conduct and follows the mission of the USG Code of Ethics guidelines. Accomplishing this demands good judgment and dedication to public service from all members of the Dalton State community.

The Ethics Policy governs only official conduct performed by or on behalf of the USG and DSC. Violations of the Ethics Policy may result in disciplinary action including dismissal or termination.

Statement of Core Values:

- **Integrity** – We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of DSC and the USG.
- **Excellence** – We will perform our duties to foster a culture of excellence and high quality in everything we do.
- **Accountability** – We firmly believe that education in the form of scholarship, research, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical and fiscal resources given to our care.
- **Respect** – We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion and decency.

CODE OF CONDUCT

We will:

- Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in such a manner so as to further the mission of DSC and the USG.
- Treat fellow employees, students and the public with dignity and respect.
- Refrain from discriminating against, harassing or threatening others.
- Comply with all applicable laws, rules, regulations and professional standards.
- Respect the intellectual property rights of others.
- Avoid improper political activities as defined in law and BOR Policy.
- Protect human health and safety and the environment in all DSC and USG operations and activities.
- Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.
- Disclose and avoid improper conflicts of interest.
- Refrain from accepting any gift or thing of value in those instances prohibited by law, DSC, or BOR policy.
- Not use our position or authority improperly to advance the interests of a friend or relative.

For the complete USG Ethics Policy visit <http://www.usg.edu/audit/compliance/ethics/>

1.7 INSTITUTIONAL EFFECTIVENESS

Dalton State College is committed to the effective evaluation of its educational programs, its academic and administrative support services, and the use of assessment results for continuous improvement. Since the *1997-2000 Strategic Plan*, the College has implemented a systematic, broad-based, and interrelated three-year cycle for strategic planning and evaluation processes that address the three components of educational activities – teaching, research, and public service.

Every three years, the Strategic Planning Committee reviews the institutional mission and develops and approves the College's Strategic Plan. The College then creates annual Implementation Plans for each program, academic department, and administrative department, with unique goals and/or unit outcomes which reflect the College's Strategic Goals and Initiatives, along with the College's Mission Statement. Each program and department's progress toward these goals and outcomes is then assessed via "closing the loop" annual progress updates through the College's online assessment software, *WEAVEOnline*.

The results are analyzed in this software, and action plans are established for the following year. This three-year cycle, along with annual implementation and assessment cycles, guarantees the College regularly and systematically reviews its mission, goals, and outcomes, continuously improves, and documents its effectiveness at accomplishing its mission. [Click here](#) for the complete Institutional Effectiveness policy and the current DSC Institutional Effectiveness plan may be found [here](#).

1.8 INTELLECTUAL PROPERTIES POLICY

DSC is dedicated to teaching and serving as an educational broker to meet the needs of business and industry and to provide opportunities for all persons within its service area to live self-fulfilling and productive lives. While the primary objective of the faculty and staff of DSC is in the dissemination of both old and new knowledge, another objective of the faculty and staff of the institution is in the production of new knowledge. An inherent part of both of these objectives is the publication of scholarly works, as well as the development of useful processes involved in teaching and the development of software. These activities (1) contribute to the professional development of the faculty, staff or students involved, (2) enhance the reputation of the institutions concerned, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large. [Click here](#) for the complete policy.

1.9 LEGAL REPRESENTATION

Institutions in the University System receive legal advice from the BOR legal staff. Individuals who require legal representation as defendants in actions brought against them as employees of DSC are represented by the Office of the Attorney General of Georgia. No employee of DSC, should deal directly with or respond to an attorney representing a student. All legal inquiries should be referred to the dean, the Vice President for Academic Affairs, or the President. Advice will be sought from the Regents' legal staff that will, in turn, if deemed appropriate, confer with the Attorney General's staff.

1.10 STRATEGIC PLANNING

Strategic Planning is a key process at Dalton State College, acting as a guide to nurture institutional growth. The process incorporates both planning—the development of strategic goals—and assessment—the appraisal of how well the college meets those goals. In this way, Dalton State embeds strategic planning and institutional effectiveness into a single system of operation, and it evaluates the strategic planning process after each cycle, using this feedback to make adjustments to the process as needed. [Click here](#) for the Strategic Planning Policy.

Every three years, the DSC produces a Strategic Plan which outlines the next three years' strategic goals. These overarching goals provide guidance for the college as it invests in growth and continuous improvement. The college then documents the Strategic Plan's success through annual strategic plan progress reports produced as part of the Annual Reports required of all departments. DSC's Strategic Plans are all available [online](#).

1.11 SUBSTANTIVE CHANGE

Dalton State College will notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of all substantive changes and, when appropriate, seek approval to initiate such changes. A substantive change is defined by SACSCOC policy statement, [Substantive Change for Accredited Institutions of the Commission on Colleges](#). If the institution is unsure if a change is substantive in nature, it will contact SACSCOC staff for consultation. Click [here](#) for the complete DSC policy.

PART II – PERSONNEL

SECTION 1: TYPES OF EMPLOYMENT AND EMPLOYMENT GUIDELINES

1.1 CLASSIFIED

Regular status includes those employees working half-time or more in a regular position. Regular employees fall into two categories:

- Monthly employees are classified as exempt professional and administrative personnel. Monthly employees are employed for a fixed monthly salary and are paid to perform a specific job rather than for specific hours of work, therefore, are not authorized overtime pay. Compensation is distributed to exempt personnel on the last business day of the month.
- Hourly bi-weekly employees are classified as non-exempt, non-administrative personnel. Hourly bi-weekly employees are paid for hours worked and can be authorized to work overtime in accordance with established institution's policy. These employees receive compensation at the end of every other work week.

Temporary status includes those employees who are employed for an irregular or short period of time, such as seasonal summer jobs, or for less than half-time employment. Temporary employees are normally employed for a period no longer than six calendar months. Student Assistants are classified as temporary. Temporary employees may work full time or less during the specified employment period, but do not receive employee benefits. Temporary employees are paid an hourly rate on the biweekly payroll.

1.2 FACULTY

- FULL TIME: Personnel employed under a 10—12 month contract.
- PART TIME: Personnel employed on an as needed basis under a part time agreement.

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

1.3 PROVISIONAL EMPLOYMENT

All classified employees work the first six months on a provisional basis. (Public Safety employees for POST requirements may be required to work under a different period for these provisional requirements.) This provisional period provides an opportunity to evaluate the employee's performance. If the work is satisfactory, the employee's employment may be continued. Should the work be unsatisfactory, the employee will be notified in writing prior to the completion of the six months provisional period and the employee may be terminated at that time without right of appeal or any of the procedural protections provided in the Dismissal, Demotion, or Suspension and Appeals sections in this handbook and in the Personnel Policies.

1.4 APPLICATION FOR EMPLOYMENT

All administrative and classified staff applicants must submit applications through the online application system found on the [DSC Human Resources](#) website. Procedures for recruitment and hire of classified employees may be found [here](#). See Part III, Section 2 of this manual for faculty recruiting.

1.5 CONDITIONS OF EMPLOYMENT

The following conditions of employment are required of **all** employees prior to initial work:

- The State Security Questionnaire and Loyalty Oath - Forms must be completed, signed, and notarized before officially employed.
- Federal and State (Georgia) withholding tax forms must be completed.

- A physical may or may not be required depending on the job description and information provided by the prospective employee. If a physical is required, it will be at the prospective employee's expense.
- Proof of United States citizenship or I-9 Information and/or any other Immigration and Naturalization documents is required. Two valid identifications will be required per Form I-9 Employment Eligibility Verification Services.
- Pre-employment Drug Testing for specific positions.
- Background checks (which may include but are not limited to credit, criminal, or personal) are performed for all positions.

1.6 PERSONNEL ACTION FORM

A completed Personnel Action Form (PAF) **MUST BE COMPLETED** and returned to Human Resources (HR) for any non-faculty personnel actions by a school/department. Newly created positions, new hires, replacement hires, or current personnel changes will not become official and entered into the ADP system self-service portal, until HR receives the completed form. The form and instructions may be found [here](#).

1.7 MANDATORY TRAINING

Each employee at DSC, regardless of title, position, and hire date is required to complete the following online training modules on an annual basis: Right-to-Know, Sexual Harassment, Information Security, and Auto Liability. Ethics refresher courses may be required as updates are released by the BOR. **New employees** must complete all modules within 30 days of initial employment and annually after that. A reminder e-mail will be sent annually to each employee with links to these training modules.

SECTION 2: EMPLOYEE POLICIES / RULES AND REGULATIONS

2.1 CANVASSING AND SOLICITING (see FUNDRAISING, Part IV. Section 3.)

Door-to-door solicitation of any kind is strictly prohibited at DSC. Canvassing, placing of signs and posters for solicitation purpose, chain letters, collections for any purpose, sale of tickets or merchandise are prohibited on the premises unless sanctioned by the institution or with permission of the President.

- No individuals are permitted on the campus to purchase or sell textbooks, except through the college bookstore.
- No lists of DSC employees should be made available to anyone outside of DSC except as may be required law. All requests for student lists should be submitted to the Office of Enrollment and Student Services.
- No off-campus-generated material will be placed in campus mailboxes except that which is sent through U.S. mail services.
- No political signs are allowed on campus property.
- No personal solicitation or distribution of information to employees or students.
- No solicitations of marketing on campus without prior approval of the Vice President for Fiscal Affairs or his/her delegate except those conducted by regularly authorized auxiliary enterprises, parties with whom the institution has contractual agreements, or approved fundraising activities approved by the Office of Student Life through an organization related to the institution.
- No distribution of handbills on vehicles, buildings, bulletin boards (except noted below), or to individuals. Charges for cleanup will be billed accordingly.

Posting on bulletin boards without the appropriate approval from Student Life is prohibited. Department bulletin boards are under the jurisdiction of individual department heads.

The Annual State Charitable Contributions Program, Annual DSC Foundation Campaign, and approved Intercollegiate Athletic fundraising activities are exempt from this policy.

2.2 COMPUTING RESOURCES

DSC expects all users of its IT resources to do so in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, state and Federal laws, the USG policies and standards, and DSC policies and standards. [Office of Computing and Information Services](#) (OCIS)

2.3 CONSULTING / OUTSIDE ACTIVITIES

Any outside occupation, pursuit, or endeavor that interferes with the regular and punctual discharge of one's institutional duties, is discouraged. Such activities could result in termination of employment with the DSC. Any planned activity regarding self-employment, salaried work, or accepting positions of employment responsibility outside the institution should be discussed and approved by the supervisor.

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

No USG employee shall hold or be a candidate for public or political elective office at the state or federal level or take an active part in a political campaign while on duty to perform services for which he or she receives compensation from the USG.

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

2.4 DISMISSAL, DEMOTION, AND SUSPENSION

Dismissal, demotion or suspension of classified employees may be effected by the employee's immediate supervisor when the supervisor determines that the employee's performance of duty or personal conduct is unsatisfactory.

The employee will be informed in writing of the reasons for the action taken and granted a reasonable opportunity (not less than five (5) working days) to respond to the next highest authority prior to the effective date of the action; provided however, that under emergency circumstances when immediate action is necessary, the employee may be dismissed, demoted or suspended, with or without pay, by the immediate supervisor, pending a review by the next highest authority.

Any such employee will also be entitled to the procedural protections of a hearing before a Board of Review convened pursuant to Human Resources Administrative Practice Manual (HRAP) upon request made within ten (10) working days following the adverse personnel decision of his/her immediate supervisor, provided that the Board of Review hearing may take place either before or after the effective date of the personnel decision in question.

An employee who has been dismissed or suspended without pay and is later reinstated will be entitled to recover back pay unless the President or his designee determines otherwise.

Cause for Dismissal, Demotion, and Suspension:

- Conviction of a felony or misdemeanor
- Crime involving moral turpitude
- Discourteous or disruptive behavior
- Entering an unauthorized area at any time
- Excessive personal telephone calls
- Failure to report an absence or reason for an absence
- Falsifying records, reports, or information
- Gambling on college premises or when engaged in college business
- Habitual absence or tardiness
- Illegal manufacture, possession, use, sale, or distribution of drugs on college premises
- Inappropriate handling or disclosure of confidential information or records
- Insubordination
- Interfering with the work performance of another employee
- Job abandonment
- Larceny, misappropriation, or unauthorized possession or use of property belonging to the college or an employee, student, or visitor
- Misuse of college property, services, or resources
- Neglecting or failing to perform duties
- Non-approved use of alcoholic beverages on college premises
- Sleeping while on duty
- Taking unauthorized leave
- Theft
- Threatening, intimidating, harassing, or coercing a college employee, student or visitor
- Unauthorized absences from assigned work area
- Unauthorized purchase of goods or services including credit card purchases
- Unfit to perform duties
- Any other misconduct interfering with performance of duties
- Willfully or negligently damaging equipment or property or failing to report such damage
- Willfully or negligently violating safety regulations
- Willfully violating a law or policy prohibiting discrimination on the basis of age, race, religion, color, sex, national origin, disability, veteran status, or genetic information.
- Working under the influence of alcohol or dangerous substance as defined by law
- Any other misconduct interfering with performance of duties

2.5 EMPLOYEES AFFECTED BY REORGANIZATION / PROGRAM MODIFICATION / FINANCIAL EXIGENCY

Classified employees who are terminated, demoted or otherwise adversely affected by reorganization, program modification or financial exigency, as approved or determined by the President or his designee, will not be governed by the procedures described under Dismissal, Demotion, and Suspension of the Human Resources Administrative Practice Manual (HRAP). Such employees will, however, have the right of appeal to the BOR as provided in Article VIII of the Bylaws of the BOR.

2.6 EMPLOYMENT OF RELATIVES

A person related to a classified employee may be employed provided neither is in a supervisory or administrative capacity of the other. Nepotism is not allowed.

2.7 EVALUATION

Classified employees are evaluated annually by the immediate supervisor(s). The formal evaluation form may be found [here](#).

Employees holding administrative positions are hired or promoted based upon a review of academic credentials, professional experiences, and/or demonstrated competency. General personnel information for all these employees is on file in the DSC Human Resources Office. In terms of evaluation, these positions are grouped into three administrative areas:

- President's Council (President, VP for Academic Affairs, VP for Enrollment & Student Services, and VP for Fiscal Affairs).
- Administrative Council (President's Council, Director of Marketing & Communications, Director of DSC Foundation, Director of Institutional Research, and Athletic Director).
- Deans, Associate Deans, and Department Chairs.

Administrators at DSC are evaluated continuously by supervisors and are formally evaluated at least once each year, except members of the Administrative Council and Deans of Schools, who are evaluated every other year. The essential focus of this process is the improvement of institutional effectiveness through enhanced administrative support of the mission of the institution. The complete policy can [be found here](#).

At least annually, written performance evaluations will be completed on each faculty and staff person by his or her immediate supervisor. These may be used in determining salary adjustments, promotions and other areas for improvement and learning. Negative performance evaluations could result in other appropriate employment action.

2.8 FURLOUGHS

The BOR may authorize the Chancellor to implement a Mandatory Furlough Program for University System employees in any given fiscal year, if necessary. All USG employees will be required to take a specified number day(s) of leave without pay during any fiscal year under a Mandatory Furlough Program. This program applies to all USG employees regardless of source of funds, or place of work, including staff, administrators, faculty and all other employees in classified and unclassified positions, including, but not limited to, time-limited, intermittent, temporary employees, and new hires. Presidents are authorized to order additional furlough days if necessary to meet institutional budget reduction requirements. A full-time employee who after any day of furlough falls at or below a minimum annual salary (salary amount available in the Payroll department) shall be exempted from any further furlough days.

2.9 GARNISHMENT OF WAGES

The institution considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. When the institution receives a garnishment subpoena, the named employee will be consulted and requested to clear the matter. If there are repeated instances of payment default after counseling, the institution may consider that to be sufficient grounds to terminate the employee.

2.10 GRIEVANCE / APPEALS

Job difficulties or misunderstandings with fellow employees should be discussed and worked out between the employees. If/when discussion is not possible the employees should discuss it with the supervisor(s). If the employee(s) believes a solution is not forthcoming, the employee(s) may make an appointment with the Director of Human Resources to discuss the problem. The next course of action would be through the Board of Review (see *Statutes* - Board of Review).

2.11 INCIDENT REVIEW PROCEDURES COMMITTEE

The Incident Review Committee, in collaboration with the Emergency Review Committee, supports the mission of the institution by reviewing and responding to incidents of aberrant, dangerous, or threatening behavior that involve members of the campus community. For complete information visit:

<http://www.daltonstate.edu/counseling-and-career-services/incident-review-committee/index.html>.

2.12 INJURIES

An employee injured on the job should immediately report the injury to his/her supervisor, who in turn should report the injury to Human Resources. This injury report will be completed by Human Resources and is required for Worker's Compensation.

2.13 MINOR CHILDREN ON CAMPUS

Child care facilities are not available on campus. DSC is not responsible for minor children, and children must not be left unsupervised on campus. Children are not permitted to accompany students to classes, laboratories, seminars, etc. Children may be on campus accompanied by parents for short, infrequent visits. However, children may not remain with the parents for extended periods of time as they may interfere with the performance of the employee/student and may compromise the safety of the children. Should this event occur, the parent will be instructed to take the children off the campus.

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

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

2.14 OVERTIME PAY

Staff employees who work in excess of forty hours in a seven-day work week are entitled to be paid at the rate of one and one-half times the regular rate of pay for hours exceeding forty. All overtime must be approved prior to actual work. Professional, Administrative, and exempt personnel are not eligible for overtime compensation.

2.15 RESIGNATION

Employees who resign should provide as much notice in writing as possible. The minimum notice is two weeks, however, a shorter period of time may be agreed upon in writing between the supervisor and the employee. Faculty and staff personnel who are terminating employment with DSC are required to complete a [Faculty/Staff Exit/Checkout Form](#) in order to receive final compensation.

2.16 SEXUAL ASSAULT

Victims of sexual assault should immediately report the incident to the DSC Public Safety Department by dialing 706-272-4461 or 911 and get to a safe place as soon as possible. The victim's medical and emotional needs are given first priority by the campus security personnel. Public Safety Department's *Sexual Assault Safety Procedure* may be found in the [DSC Department of Public Safety Jeanne Clery Disclosure of Campus Security Policy](#).

The following "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the *Jeanne Clery Act*. These rights shall be accorded, by all campus officers, administrators, and employees of DSC, to victims of campus-related sexual assaults:

- The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations that assists such victims to be accorded recognition.
- The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the government entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- The right to be free from any kind of pressure from campus personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victims perceives them to be.

- The right to be free from any kind of suggestion that campus sexual assault victims not report, or under report, crimes because:
 - victims are somehow responsible for the commission of crimes against them;
 - victims were contributory, negligent or assumed the risk of being assaulted; or
 - by reporting crimes would incur unwanted personal publicity.
- The same right to have others present, in any campus disciplinary proceeding that DSC permits to the accused; and the right to be notified of the outcome of such proceeding.
- The right of full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- The right to be made aware of, and assisted in exercising any options, as provided by the State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
- The right to counseling from any mental health services previously established by DSC, or by other victim-service entities, or by victims themselves.
- After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including transfer of classes if requested by the victim.

2.17 SEXUAL HARASSMENT

DSC seeks to provide an environment that supports effective teaching and learning, mutual respect among students, faculty, and staff, and productive, congenial working relations. Discrimination on the basis of race, religion, color, sex, national origin, sexual preference, sexual orientation, or disability subverts these goals and is unacceptable on this campus. Sexual harassment, whether blatant or subtle, is a form of discriminatory behavior incompatible with institutional commitments and a violation of policies of the [BOR policy manual](#) and federal legislation (Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Educational Amendments).

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

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

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual,
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment may occur between individuals of different status or authority in the institution or between peers. Offenders shall be subject to dismissal or other disciplinary action after being afforded procedural due process. Members of the institution's community are encouraged to resolve sexual harassment situations as informally as possible. Unresolved problems should be reported immediately to a supervisor, a member of the administrative staff, or to the Equal Opportunity Officer (Director of Human Resources). Every effort will be made to protect the rights, privacy, and confidentiality of both the complainant and the accused and to protect the complainant from reprisals or other discrimination.

When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual amorous relationship may lead to sexual harassment or other breaches of professional obligations. DSC prohibits all faculty and staff from pursuing amorous relationships with undergraduates whom they are currently supervising or teaching. All DSC employees are required to complete the Sexual Harassment Online training annually.

The Board of Regents also strongly discourages amorous relationships between faculty or administrators and graduate/professional students and/or employees whose work they supervise. Anyone involved in an amorous relationship with someone over whom he or she has supervisory power must recuse himself or herself from decisions that affect the compensation, evaluation, employment conditions, instruction, and/or the academic status of the subordinate involved. The complete BOR policy may be found [here](#).

2.18 STATUS CHANGE

It is vital that personal employee information be kept current at all times and it is the employee's responsibility to notify the Payroll Office of any changes.

2.19 TARDINESS AND ABSENTEEISM

All employees are expected to be prompt in arriving to work on time as required and also after lunch or break. Any absence from work should be reported to the supervisor. A record of tardiness and unusual absences may interfere with employment, and may result in loss of pay, disciplinary action, or termination.

2.20 TELEPHONE PROCEDURES

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

- To place off-campus local calls, dial 9 to get an outside line.
- To place long distance calls, dial 9 to get an outside line, then dial 1, area code, and number.
- Long distance tolls are billed to the school's budget and must be incurred only for college-related business.

2.21 TIME RECORDS

Classified employees and staff are required to record time worked in the current payroll application. Employees' computer generated time recording will need to be approved prior to submission to one's supervisor. The supervisor must approve payroll information prior to processing the Payroll. Exempt employees are required to record exception time which is vacation, furlough, and/or sick hours.

2.22 TOBACCO FREE WORKPLACE

The DSC campus is tobacco free. This includes all property owned, leased, and controlled by DSC and used by students, faculty, staff, and visitors, including but not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas inclusive of Gilmer County Center and inside residential halls (exclusive of the designated tobacco use area at the Wood Valley at DSC Apartments). Penalties for tobacco use are as follows:

Penalties for Students:

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

Penalties for Faculty and Staff:

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

2.23 VOLUNTEER POSITIONS

Dalton State College welcomes volunteer support to accomplish the missions of education and public service. Please see the [DSC Volunteer Policy](#) for rules and regulations.

SECTION 3: EMPLOYEE BENEFITS

3.1 HOLIDAYS

Dalton State College observes twelve (12) official paid holidays each year for regular employees working one-half time or greater. These are:

New Year's Day	1 working day
Martin Luther King's Birthday	1 working day
Memorial Day	1 working day
Independence Day	1 working day
Labor Day	1 working day
Thanksgiving	2 working days
Winter Break	5 working days

Specific dates will be announced and approved by the President. A terminating employee will not be paid for any holidays occurring after the last working day of employment.

3.2 CLASSIFIED STAFF ANNUAL LEAVE

Regular staff employees working full time accrue annual leave in accordance with the following schedule:

YEARS OF CONTINUOUS SERVICE	ACCUMULATED DAYS / HOURS PER MONTH	ACCUMULATED DAYS / HOURS PER YEAR
Between 1 – 5 years	1-1/4 days / 10 hours	15 days / 120 hours
Greater than 5 but less than 10 years	1-1/2 days / 12 hours	18 days / 144 hours
Greater than 10 years	1-3/4 days / 14 hours	21 days / 168 hours

- Employees working less than full time, but at least half time, will receive a pro rata based on the number of actual hours worked per month.
- Annual leave time may be accrued to a maximum of forty-five days (360 hours) in any calendar year. No more than forty-five days (360 hours) will be transferred to the next calendar year (January 1 - December 31).
- Any annual leave taken by the employee must be at a time mutually acceptable to the employee and his or her supervisor.
- Taking time off is subject to having such time accumulated and receiving proper approval for taking such leave. If an employee should request or take leave when he or she has not time accumulated, such time away from the job will be deducted before calculating his or her next pay check. Provisional employees accrue leave, but may not be allowed to use it until after the provisional period. All accrued annual leave up to forty-five days (360 hours) may be paid to the employee upon termination with the University System.

3.3 FACULTY ANNUAL LEAVE

Faculty members employed on fiscal year contracts accrue annual leave at the rate of one and three-fourths working days per month. Annual leave may be scheduled, with the permission of the employee's supervisor, at times which will not compromise the discharge of assigned responsibilities. Annual leave may be accrued to a maximum of forty-five days (360 hours). The accounts are adjusted on December 31 to remove any accumulation over forty-five days (360 hours). Ten month faculty do not accrue annual leave.

Classified staff and faculty annual leave is requested and processed through the [payroll system](#) self-service portal.

3.4 TUITION REMISSION AND REIMBURSEMENT

Eligible employees may participate in the Tuition Assistance Program (TAP) under certain criteria and conditions. Consult with the supervisor to determine if you qualify to enroll in credit classes at DSC or other USG institutions.

3.5 SHARED SICK LEAVE PROGRAM

A shared sick leave program makes it possible for employees to contribute, on a voluntary basis, unused sick leave to a pool for possible use by another DSC employee who is experiencing a catastrophic illness or injury and who has used all accumulated leave. For complete policy and required forms visit [DSC Human Resources](#).

3.6 SICK LEAVE

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

Employees should notify supervisors immediately if unable to report to work due to illness or death in family. Those failing to “call in” might have the absence charged against annual leave, or considered as leave without pay, depending upon the supervisor’s recommendation. Ten month faculty does not accrue annual leave.

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

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

There is no limit to the amount of sick leave accumulated; however an employee will not be paid for such leave when employment is terminated. Upon the movement of an employee among colleges/institutions of the University System of Georgia accumulated sick leave, if there is no actual break in service, will be transferred. Also, upon retirement a TRS participating employee may receive credit for accrued unused sick leave.

Sick leave may be requested for the following reasons:

- Illness or injury to the employee
- Medical and dental treatment or consultation
- Illness, injury, or death in the employee's immediate family requiring the employee's presence
- Maternity/ birth

“Immediate family” for the purpose of sick leave: spouse, child, parent, brother, sister.

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

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

3.7 SICK LEAVE WITHOUT PAY

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

SECTION 4: LEAVE REQUESTS

4.1 COURT DUTY

Employees of the institution summoned for jury duty or witness duty will be paid by the institution at the normal rate of pay for any regularly scheduled time lost from the job. This leave will be granted upon presentation of official orders from the appropriate court to the supervisor and a copy of the order should be forwarded to Human Resources. Time is recorded on the ADP payroll system self-service portal.

4.2 FAMILY LEAVE (FMLA)

General Provisions

The Georgia Family Leave Act is enacted for half-time or greater for employees who have been employed for at least twelve months allowing them eligibility for up to twelve work weeks of *unpaid* leave. Each incident of family leave shall be properly recorded and documented. If an employee is eligible for family medical leave, this leave will run concurrent with available sick and vacation time.

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 his/her inability to perform the duties of his/her job.

All Regents' policies on previously approved sick and annual leave are in effect and remain unchanged (The HRAP). A [Personnel Action Form](#) must be completed by the supervisor and forwarded to the Director of Human Resources.

4.3 MILITARY LEAVE WITH PAY

When required by Federal or State orders, military leave with full pay shall be granted to all regular employees who are officers or enlisted personnel in the Georgia National Guard or the reserve components of the armed forces of the United States. This leave shall not exceed thirty (30) calendar days per year. A [Personnel Action Form](#) must be completed by the supervisor and forwarded to the Director of Human Resources.

4.4 MILITARY LEAVE WITHOUT PAY

Military leave without pay shall be granted when a regular employee enlists, or is ordered to active service with any branch of the armed forces of the United States for the initial period of such service. Upon completion of active service, the employee shall be restored to his or her former position or at the discretion of the institution to one of similar status with all privileges of accumulated seniority, salary increases, etc., provided he or she receives an honorable discharge and if he or she requests reinstatement within ninety (90) days after discharge or separation from active duty. A [Personnel Action Form](#) must be completed by the supervisor and forwarded to the Director of Human Resources.

4.5 PERSONAL LEAVE

Upon the recommendation of the supervisor and approval by the President, an employee may be granted a leave of absence without pay for periods not to exceed one year. Personal leave is not a privilege and may be granted only when conditions are favorable to the institution. A [Personnel Action Form](#) must be completed by the supervisor and forwarded to the Director of Human Resources. When on personal leave the employee is responsible for paying the cost(s) of all benefits.

4.6 VOTING

Employees of the institution are encouraged to vote in all federal, state, and local elections. For the purpose of voting, when an employee's normal working hours coincide with voting hours, the employee shall be granted leave as stipulated by his/her immediate supervisor.

SECTION 5: INSURANCE

5.1 GROUP HEALTH INSURANCE

The University System provides a health insurance plan for all regular employees working at least 30 hours. Family coverage is also available for his/her dependents. An employee is eligible for coverage beginning with the first day of the month following enrollment/employment. No evidence of insurability for dependents is required under this plan if the employee subscribes within thirty (30) days following employment.

5.2 GROUP LIFE INSURANCE

Dalton State College participates in a life insurance program for regular employees who are employed one-half time or more. Basic life insurance coverage is \$25,000.00 and is paid by the USG. Dependent life insurance is also available. Supplemental Insurance coverage is available and determined by the employee's budgeted salary and age.

5.2 DISABILITY INSURANCE

Long Term Disability Insurance may be offered to eligible employees; however, *employee pays 100% of premium.*

5.2 DENTAL INSURANCE

Dental Insurance may be offered to eligible employees; however, *employee pays 100% of premium.*

For additional information on group health, life, disability and dental insurance please refer to the USG website located in the [Employment/ Employee Benefits link](#).

SECTION 6: RETIREMENT, SOCIAL SECURITY, TSA, and SYSTEM OPTIONS

6.1 RETIREMENT

All employees working twenty hours or more must participate in a retirement plan. *The Teachers Retirement System of Georgia* is available to all eligible employees. The *Optional Retirement Plan* is available where applicable.

- *Teachers Retirement System of Georgia (TRSGA):* Employees and the State of Georgia each contribute a percentage of the employee's monthly gross salary. If a member ceases employment or withdraws from the Teachers Retirement System before becoming eligible for retirement benefits, applicable retirement benefits will be refunded by Teachers Retirement System upon completion of the refund form by the employee.
- *Optional Retirement Plan (ORP):* The Optional Retirement Plan is a defined contribution retirement plan established in accordance with the Official Code of Georgia Annotated, Section 47-21-7. The Optional Retirement Plan is limited to certain positions, and only those persons whose positions have been designated in the law as covered will be eligible for the ORP.

Additional information on both plans, *TRSGA* and/or *ORP* may be found on the University System of Georgia website at http://www.usg.edu/hr/benefits/retirement_plan_information/

6.2 SOCIAL SECURITY

All regular employees participate equally with the institution in the Social Security Program. The amount of contribution and the benefits received are established by the U. S. Congress. Retirement and Social Security participation is mandatory for all eligible employees.

6.3 GEORGIA DEFINED CONTRIBUTION PLAN

Any employee not eligible for Social Security coverage must now participate and pay 7.50% of his/her gross (after tax) into the Georgia Defined Contribution Plan.

This plan created through Federal and State legislation is administered by the State of Georgia Employee Retirement System (ERS) and is mandatory for all employees not eligible for either the Employee Retirement or Teachers Retirement System, and also not covered under FICA (6.20%) provisions. This plan is 100% employee deducted. Interest earnings are paid by the Employee Retirement System and are credited quarterly.

Several exemptions or exceptions to disqualify participation:

- Students registered, enrolled and attending classes
- Employees actively paying or receiving benefits from the Employee Retirement System or Teachers Retirement System of Georgia

6.4 TAX SHELTERED ANNUITIES

Employees may be eligible for deferred income tax sheltered deductions as approved by the University System of Georgia. These deductions are 100% employee participation. Contact Human Resources for further information.

PART III – FACULTY

SECTION 1: FACULTY POLICIES

1.1 ABSENCE FROM CLASS

EMERGENCY OR ILLNESS

If a faculty member is unable to meet his/her classes or discharge other scheduled duties due to illness, an emergency, or other unexpected developments, the dean, associate dean, or department chair should be notified at the earliest possible opportunity. If unable to reach any of them, contact the Vice President for Academic Affairs or the Office of the President. In all cases, the dean, associate dean, or department chair should be fully informed as soon as possible, and arrangements should be made for classes to receive comparable or compensatory learning experiences and/or for the faculty members other responsibilities to be met.

PROCTORING EXAMINATIONS

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

PROFESSIONAL DEVELOPMENT

Faculty members of Dalton State College are encouraged to participate in the professional organizations of their disciplines and in other professional development activities that will enhance their effectiveness as classroom instructors. When these activities require absence from the campus at times when teaching and other duties are assigned, the institution must determine that this absence is in the best interest of the instructional program and the students. This should be discussed with the dean, associate dean, or department chair well in advance of the proposed absence. If it is determined that the absence is warranted, a DSC Travel Request Form should be submitted to the dean, associate dean, or department chair at least one week in advance of the absence. Arrangements must be made for the faculty member's classes to receive comparable or compensatory learning. Click here for [Travel Request Form](#).

SUBSTITUTE TEACHING

If substitute classroom teaching during the absence is approved by the dean, associate dean, or department chair, it is normally conducted by other members of the full-time faculty with no additional compensation. However, if the absence exceeds two consecutive weeks of instruction, substitute teaching by qualified full or part-time faculty may be compensated at a pro rata proportion of the appropriate part-time salary (for example: if the absence is three consecutive weeks in a fifteen week semester and the appropriate part-time salary for the substitute is \$1,800 the compensation will be \$360).

1.2 ACADEMIC FREEDOM

DSC endorses the principles of academic freedom expressed in the "[Statement on Academic Rights and Responsibilities](#)" issued by the American Council on Education in 2005 (ACE). While members of the institution's faculty are entitled to full academic freedom as described in the ACE statement referenced above, the highest standards of academic professionalism is expected. Every effort is made to assure unimpeded intellectual diversity in classrooms and other instructional venues. For additional information contact the Vice President for Academic Affairs.

1.3 PROFESSIONAL ETHICS

DSC endorses the statement adopted by the American Association of University Professors in 1966, with revisions adopted in 1987 and 2009. The statement may be accessed [here](#).

1.4 **SUMMER TEACHING**

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

1.5 **TRAVEL**

Policies and guidelines, along with all necessary forms governing the travel of employees on official business are published on the Business Office website at <http://www.daltonstate.edu/accounting-and-budget/travel.html>

SECTION 2: FACULTY RECRUITMENT AND EVALUATION

2.1 **RECRUITMENT AND APPOINTMENT**

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

When these determinations are made, a position announcement is prepared. Each position is listed with the [University System of Georgia Applicant Clearinghouse](#). That unit, established under the Plan for the Further Desegregation of the University System of Georgia, maintains a nationwide data bank of applicants, against which the requirements of each vacancy are matched. Each applicant whose credentials appear to match those desired by DSC is notified of the vacancy by the Clearinghouse, and the institution is furnished a list of and mailing labels for those individuals so that vacancy announcement flyers can be mailed directly to them. Circulation is nationwide with special emphasis on graduate institutions that enroll significant numbers of women and other minorities. This distribution has been accepted by the Office of Federal Contract Compliance Program (OFCCP) of the U.S. Department of Labor as a nationwide vacancy announcement. Any school or department hiring a nonresident foreign national must communicate this information to the department of Human Resources prior to employment. Human Resources will work in conjunction with an approved lawyer and the department to assure DSC is in compliance with applicable laws.

The position is posted on the DSC website; and, where appropriate, paid advertisements are placed in newspapers and professional journals. If appropriate, listings are also posted with regional and national professional organizations.

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

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

During the campus interview, candidates meet with the Vice President for Academic Affairs, the dean, associate dean, or department chair, members of the school or department, and others whom the search committee chair deems appropriate. Each candidate must make a presentation. With advice from those who evaluate the candidates, the dean and search committee chair determine if any meet the expectations of the institution for the position. If so, these are presented to the Vice President for Academic Affairs in ranked order.

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

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

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

After the contract is signed, the institution completes a hiring report for the System's Applicant Clearinghouse, including the race and sex of the appointee. In compliance with its Affirmative Action Program, the institution accepts and evaluates applications for faculty positions only in response to duly announced vacancies. Unsolicited inquiries are acknowledged by means of a standardized "regret" letter and information regarding the [Applicant Clearinghouse](#).

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

2.2 FACULTY CREDENTIALS

Dalton State College employs competent faculty members who are qualified to accomplish the mission and goals of the institution. The criteria used for employment are consistent with the [USG BOR Policies](#) regarding the minimum qualifications. These qualifications require that faculty credentials be consistent with SACS' guidelines for institutional accreditation and require candidates to demonstrate

- Evidence of ability as a teacher
- Evidence of ability and activity as a scholar in all other aspects of duties assigned
- Successful experience (this must be necessarily waived in the case of those just entering the academic profession who meet all other requirements)
- Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations

[SACS' Comprehensive Standard 3.7.1](#) delineates the guidelines for acceptable faculty credentials. Dalton State College follows these guidelines which also recognize that related work experiences, licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements can contribute to effective teaching and student learning outcomes. In cases where faculty are employed based on these latter criteria (and not strictly academic credentials), the deans responsible for hiring the faculty must complete an [Alternative Justification Narrative](#) form which will be filed along with the faculty member's transcripts in the Office of Academic Affairs.

When defining faculty qualifications using faculty credentials, Dalton State uses the following as credential guidelines:

- Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

2.3 ORIENTATION

DSC requires new faculty members to attend New Faculty Orientation before the first fall semester of employment. New faculty members are also encouraged to participate in the ongoing faculty development opportunities offered regularly through the [Center for Academic Excellence](#).

2.4 EVALUATION

2.4.1 ANNUAL EVALUATION

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

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

should be the result of thoughtful, reflective, and candid analyses of one's self, school, department (if applicable), and the institution. Student evaluations, including written analyses of these assessments by his/her academic administrator, are another major consideration in the annual process.

In preparing for the formal annual evaluation session, the faculty member's dean, associate dean, or department chair will complete the Annual Evaluation Summary form. The faculty member will receive a copy of the Summary form and may attach a response before returning a signed copy to his/her dean, associate dean, or department chair. The Vice President for Academic Affairs reviews a copy of the summary form signed by the faculty member, his/her dean, associate dean, or department chair, including the faculty member's response, if any. Other evaluation methods may include:

- Direct in-class observation of instruction
- Review of course syllabus
- Review of grade distributions and DWF rates
- Review of instructional materials
- Assessment of professional responsibilities

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

2.4.2 PART-TIME FACULTY

Part-time faculty members are evaluated on a yearly basis. For part-time instructional faculty, deans, chairs, or their designees evaluate the faculty member using a minimum of four or more of the following activities and provide feedback to the faculty member using the Part-time Faculty Evaluation Form:

- Review of student evaluations of instructor/course
- Direct in-class observation of instruction
- Review of course syllabus
- Review of grade distributions and DWF rates
- Review of instructional materials
- Assessment of professional responsibilities

Part-time faculty members for the nursing program, who are utilized only in the clinical setting, are evaluated each fall by the dean of Health Professions using student course evaluations, which include a section with questions pertaining to clinical instruction; course coordinator feedback; and behaviors associated with applicable standard faculty responsibilities (attends clinical as scheduled; informs chair or dean of absences; receives satisfactory clinical teaching evaluations; completes projects and paperwork as assigned; and behaves in a professional manner).

Part-time faculty members in the LPN and radiologic technology programs in the School of Health Professions whose responsibilities are limited to supervising the clinical education of students in the medical setting (clinical instructors and preceptors) are evaluated by the students at the end of each semester using the Evaluation of DSC Clinical Instructor (CI) or Preceptor form. The director of the educational program compiles the data and provides feedback to the clinical instructors/preceptors by the following procedures. For the radiologic technology program, feedback is given to the clinical instructors at the annual CI Workshop for the program and includes an annual report for each clinical instructor with a cumulative review of three semesters of student evaluations. For the LPN program, feedback is given to each preceptor at the end of each semester.

Part-time faculty members in the School of Education whose responsibilities are limited to supervising teacher education students in the school setting (clinical supervisors) are evaluated by the students at the end of each semester using the Candidate's Evaluation of DSC Supervisor form. The director of field experiences of the School of Education provides feedback to the clinical supervisors at the School of Education supervisor meetings at the beginning of each term/semester.

2.4.3 STUDENT EVALUATIONS

The Board of Regents requires each institution, as a part of its annual evaluation of faculty, to "utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations" (*BOR Policy Manual*, Section 8.3.5.1).

An Evaluation Subcommittee, outlined in the [Faculty Senate bylaws](#) (link), is established to oversee the evaluation process and review forms and procedures as necessary.

Each faculty member will be evaluated in all courses taught each semester. Part-time faculty will be evaluated using the same instruments and procedures as the full-time faculty.

Deans, associate deans, or department chairs will be responsible for supervising the processing of the objective part of the evaluation. Student assistants shall not be used in the evaluation process. The results will be delivered to the individual faculty member within the first ten working days after the beginning of the subsequent academic term.

2.5 PROMOTION AND TENURE

2.5.1 PRE- AND POST- TENURE REVIEW

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

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

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

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

- an updated CV or completed template providing current teaching, professional development and service information;
- student evaluations since hiring or since last promotion;
- evidence of professional development, including a list of activities (more information should be made available upon request);
- a letter of support from the dean, associate dean, or department chair which includes the report from School Peer Review Committee, a summary of

promotion points earned since hiring or since the last promotion, and evidence of the faculty member's having fulfilled the standard faculty responsibilities as outlined in the faculty evaluation process; and,

- a narrative prepared by the faculty member detailing his/her accomplishments and goals.

2.5.2 TENURE

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

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

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

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

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

- at least three months before the termination date of an initial, one year contract;
- at least six months before the termination date of a second one-year contract, and;
- at least nine months before the termination date of a third one-year contract and of each one year contract thereafter.

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

Each fall, the President of the institution notifies the Vice President for Academic Affairs of the dates by which recommendations for the award of tenure effective in the following contract year must be received, of the information that should be provided in support of nominations, and of any specific criteria the Board of Regents is currently emphasizing. The Vice President for Academic Affairs conveys this information to the school deans and establishes dates by which recommendations must be received. A candidate for tenure will be reviewed by an advisory Peer Review Committee within his or her respective school or department, which shall make a recommendation to the school dean, associate dean, or department chair for award, postponement, or denial of tenure. A decision by the Peer Review Committee will be forwarded by the dean, associate dean, or department chair, accompanied by a letter of support or dissent, to the campus-wide

Promotion and Tenure Committee, composed of tenured faculty members from each school, which will make an advisory recommendation for review by the Vice President for Academic Affairs. The Vice President for Academic Affairs submits recommendations and rejections for tenure to the President for his/her evaluation and approval or rejection. A candidate may withdraw from the tenure process at any time.

2.5.3 PROMOTION

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

In some cases, "special competence in the fields in which [the faculty members] teach" may mean that "little formal education beyond high school" may suffice (*SACS Criteria for Accreditation*). In others, a master's degree plus some work or teaching experience may be the norm.

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

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

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

The criterion of academic achievement applies primarily to those who did not hold the terminal degree in their fields at the time of initial appointment. All members of the faculty are expected to "take the initiative in promoting growth as teachers, scholars, and especially in professional and occupational fields, practitioners" (*SACS Criteria for Accreditation*).

Each fall, the President of Dalton State College notifies the Vice President for Academic Affairs of the dates by which recommendations for promotion effective in the following contract year must be received, of the information that should be provided in support of nominations, and of any specific criteria the Board is currently emphasizing. The Vice President for Academic Affairs conveys this information to the deans and establishes dates by which recommendations must be received. A candidate for promotion will be reviewed by an advisory Peer Review Committee within his or her respective school or department, which shall make a recommendation to the dean, associate dean, or department chair for award, postponement, or denial of promotion. A decision by the Peer Review Committee will be forwarded by the dean, associate dean, or department

chair, accompanied by a letter of support or dissent, to the Campus-wide Promotion and Tenure Committee, made up of tenured faculty members from each school, which will make an advisory recommendation for review by the Vice President for Academic Affairs. The Vice President for Academic Affairs submits recommendations and rejections for promotion to the President for his/her evaluation and approval or rejection. A candidate may withdraw from the promotion process at any time.

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

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

2.6 CONTRACT RENEWAL

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

Non-tenured members of the faculty who are appointed to tenure-track positions receive notice of the institution's intent to renew or not to renew the employment contract for the next academic or fiscal year according to a time schedule printed in Section 2.7 of this document. Members of the full-time faculty who have been awarded tenure have the assumption of renewal for the next contract period in the absence of termination action by the institution or the Board of Regents under procedures which include due process.

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

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

2.7 RESIGNATION AND NONRENEWAL

DSC follows the policies and guidelines stated in [BOR Policy Manual, Section 8.3.4](#) regarding faculty resignation and nonrenewal.

Section 8.3.4.1 states that all tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty (60) days written notice of intention to resign to the President of the institution or to his/her authorized representative.

Section 8.3.4.2 states that all non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor), are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of the next academic year unless notified in writing, by the President of an institution or his/her authorized representative, of the intent not to renew. Written notice of intent not to renew 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.

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.

Notice of intention to not 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:

1. At least three (3) months before the date of termination of an initial one-year contract;
2. at least six (6) months before the date of termination of a second one-year contract; or,
3. at least nine (9) months before the date of termination of a contract after two or more years of service in the institution.

Faculty, whether resigning or non-renewed, are required to complete a [Faculty/Staff Checkout/Exit Form](#).

2.8 REMOVAL OF FACULTY MEMBERS

The President 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 DSC. 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 the institution.

1. Procedures

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 of Regents 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.

Preliminary Procedure: 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.

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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 the expected testimony.

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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 Faculty Senate from among the members of the entire faculty.

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 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 council.

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 recommendation 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.

Temporary or part-time personnel serving without a written contract hold employment at the pleasure of the President, Vice President for Academic Affairs, or the immediate supervisor, any of whom may discontinue the employment of such employees without cause or advance notice.

No provision in these Statutes shall be interpreted to restrict the authority granted the President of the Dalton State College by the Board of Regents in the *Policy Manual* to remove at any time a faculty member for cause, nor shall any provision of these Statutes restrict the protections provided the Faculty by the Regents.

SECTION 3: FACULTY RESPONSIBILITIES

3.1 ADVISING AND REGISTRATION

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

GUIDELINES

- The professional advisors in each school can generate lists of advisees for new and active students. Deans and administrative assistants can generate a list of active advisee students.
- Accounts on GUI BANNER with appropriate security levels are provided to the deans and administrative assistants.
- Three weeks after regular registration, students not enrolled for the past two full terms (not to include summer) have been deactivated by OCIS from the advisor lists.
- The Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, the deans, and the Director of Academic Advising provide an ongoing effort to increase the effectiveness of the advisement process through incorporation of the latest technology and the development of the most efficient organization possible.
- Advisee load is considered as part of the advising component of the faculty evaluation procedure.
- Advisement training is provided for faculty by the professional advisors prior to service as faculty advisors.

PROCEDURE

A. New students

1. First-time, degree-seeking students as well as certificate and transfer students with learning support requirements will receive initial academic advisement from professional advisors. Usually, they will be advised and registered by appointment after they have been officially accepted. Degree-seeking students will continue to be advised by professional advisors until they have satisfied all learning support requirements, and completed at least 15 credit hours if they are in associate level programs or 30 credit hours if they are in bachelor level programs. Certificate students and degree-seeking transfer students will be assigned faculty advisors when they have satisfied their learning support requirements.

The basic unit of credit at Dalton State College is the semester hour. This unit normally represents one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week over the course of a 15-week semester. The number of semester hours of credit awarded for a course is specified in the course description.

2. Transfer and certificate students with no learning support requirements and all mini-certificate students will be assigned to faculty advisors by the appropriate school/department administrative assistants.

3. When a student is released from the professional advisor, the appropriate school/department administrative assistant will be notified. The administrative assistant assigns faculty advisors as directed by the dean ensuring that the number assigned to faculty is reasonable. Reasonable is school/department-specific and connotes that there is sufficient time for advisors to fulfill the role of advisor as specified in the DSC advisor's handbook.

In the event a reasonable number cannot be maintained in this manner, the dean, associate dean, or department chair will take necessary steps to assure a reasonable number is maintained.

4. The school/department administrative assistant will notify the student by mail or e-mail regarding his/her new faculty advisor assignment along with the faculty member's office location and telephone number.
5. The school/department administrative assistant will make a list of new advisees for each dean, associate dean, department chair, and advisor.
6. The administrative assistant to the Vice President for Academic Affairs will send a list of newly enrolled students to each school/department administrative assistant and to the professional advisors by the end of the third week of the semester. Each administrative assistant will check the list and appropriately assign an advisor to those listed as "No Advisor". Additional assignments may have to be made after C-session registration each term.

B. Change of Major

1. Students go to the Enrollment Services Office to change majors.
2. Students are notified by e-mail or mail when a major change is processed and approved. The administrative assistant for the school/department of the new major is copied on the notification.
3. The administrative assistant for the school/department of the student's new major notifies the:
 - Student by e-mail or mail regarding the name and contact information of the new advisor.
 - New advisor of the new student assigned to him/her.
 - Previous advisor or administrative assistant of the previous advisor.

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

The advisor may register the student using the registration procedure directed in the BANNER Web Training Guide or the student may self-register after release from the advisor. OCIS periodically provides faculty and staff with updates to the Training Guide.

Once a student has been successfully advised and registered, the student pays all fees at the Business Services Office or [online](#). Those who complete the registration process are entered on the class rosters for the next academic term. New and former students may "late register" the first three days of the term (a late registration fee is assessed).

Registration is not complete until all fees are paid. The registration of students who fail to pay fees after having course schedules entered or whose payment is uncollectible (e.g., returned check) is cancelled.

Students having financial difficulties are recommended to contact the Financial Aid Office. Dalton State College has access to a wide variety of assistance programs.

3.2 ASSESSMENT

Faculty members are required to participate in the ongoing campus assessment program. This includes course assessment for DSC's Course Outcome Assessment Plan as well as the Program Outcome Assessment Plan. Faculty members are required to assess courses and programs as assigned and to demonstrate how the assessment has been used to contribute to continuous improvement in both courses and programs.

3.3 FACULTY MEETINGS

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

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

Items proposed for the agenda should be submitted to the President's Office five working days in advance of the announced date of the meeting. Meetings of the faculty shall be conducted by parliamentary procedure as defined by the latest revision of *Robert's Rules of Order*. The Faculty Secretary nominated and elected by the Faculty Senate, will record the minutes of the meeting of the faculty. A permanent record of these minutes will be kept in the Roberts Library.

3.4 GRADUATION

Graduation ceremonies are held at the end of the Fall semester in December and the end of the Spring semester in May, and each faculty member is expected to attend at least one of these. Permission to be absent can only be obtained from the President. Appropriate cap and gown for this ceremony may be obtained through the Campus Bookstore.

The academic advisor of a prospective graduate must verify that the student has met the requirements for graduation. For each student who plans to graduate, his/her advisor must verify that these requirements are met. The student must choose the appropriate catalog and program of study for graduation. All students who begin their course work under the quarter system but complete their program under semesters are eligible to claim either the quarter or the semester version of their program of study. The check list of required courses for graduation may include courses already taken for credit, courses in which the student is currently enrolled, and those for which the student plans to advance register for the final academic term. A copy of the student's current transcript may be obtained from the campus Internet site. The graduation average, as described in the [Catalog and Student Handbook](#), must be 2.0 ("C") or higher for the courses used to fulfill the graduation requirements. Once it has been determined that the student can meet the requirements after the final academic term, the [Graduation Application](#) indicating that the student can qualify to graduate should be signed by the advisor.

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

Advisors should submit [Requests for Course Substitutions](#) to the appropriate dean, associate dean, or department chair whose school/department "owns" the course required for graduation. Any substitution requests should be submitted at the earliest possible time so that graduation will not be hindered while awaiting resolution. The Office of the Vice President for Academic Affairs renders the final decision on all requests for course substitution. Appropriate documentation concerning course descriptions may be required from the student for courses taken at other colleges/institutions.

3.5 OFFICE HOURS

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

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

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

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

3.6 WORKLOAD

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

Of these responsibilities, teaching is the most important. The teaching component of a faculty member’s workload comprises all activities involved in teaching students, including preparation, in-class lecture and discussion, grading, and faculty-student interaction outside the classroom during stated office hours convenient for students enrolled in all classes taught each academic term. Teaching loads for full-time faculty members during the fall and spring semesters will vary according to whether instructional responsibilities fall predominantly into the upper or lower curricular divisions, whether comprised of laboratory science or learning support courses, or whether coordinated with non-teaching duties. During the summer teaching loads will be determined as a function of student demand and curricular needs. A faculty member’s teaching schedule is determined by his or her dean, associate dean, or department chair and is developed based on the needs of students and the overall institutional schedule.

In addition to daytime classes which begin at 8:00 a.m. and continue throughout the day, classes are also taught in the evenings from 4:45 p.m. to 10:15 p.m. and on Saturdays. Some classes are scheduled at off-campus locations. A faculty member’s teaching responsibilities may include any of the day, evening, or weekend times, or any combination thereof, and may be sited at any of the on-campus or off-campus locations or combination thereof.

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

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

3.7 CLASSROOM MANAGEMENT

CHEATING AND PLAGIARISM

Cheating and plagiarism are defined and discussed in the [Code of Conduct section of the Student Handbook](#). Each faculty member should clearly state in the course syllabus policies on violations of academic integrity at the beginning of each course and the penalties for such infractions.

In the event of such a violation, the faculty member should notify the dean, associate dean, or department chair. In addition, the faculty member must file an [Incident Report](#) with the Student Discipline Committee.

CLASS ROSTER

Preliminary class rosters for all courses are available on BANNER and in D2L before the first class meeting. After the last scheduled registration and drop-add date each academic term, faculty members should download final class rosters from BANNER.

Faculty members are responsible for notifying the Office of Enrollment and Student Services of any student whose name appears on the class roster but who has never appeared for class and any student who is attending class whose name does not appear on the roster.

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

Class Roster Verification Process

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

CLASS SCHEDULE

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

CLASSROOMS

As each class is scheduled, the Office of Enrollment and Student Services assigns it to a classroom and/or laboratory.

To relocate any on-campus (day or night) class for any reason, the Office of Enrollment and Student Services must be contacted. It is essential, however, that all changes be made through the dean, associate dean, or department chair and recorded through the Office of Enrollment and

Student Services to avoid conflicts and to provide the institution with a current class location schedule in the event of an emergency.

Extended campus classroom assignments are handled by the Site Coordinator. All faculty, staff, and students are expected to observe all policies of the off-campus site.

In all cases, both on campus and elsewhere, classroom etiquette requires that the rooms, including whiteboards, furniture, audio/video equipment, and computers, be left in good order for the next class. Turn off equipment and lights when vacating a room.

Custodial service, maintenance, or special instructional appointments, must be made through the dean, associate dean, or department chair. Requests for emergency service during the day can be placed directly with Plant Operations. Requests for services at the Gilmer County Center should be made through the Assistant Vice President for Academic Affairs. Report physical deficiencies in the physical environment of the campus, or make suggestions for improvement to the dean, associate dean, or department chair.

COURSE FILES

A file for each credit course offered by the institution must be maintained for review by external accrediting and auditing agencies. Faculty members should submit to deans, associate deans, or department chairs the following items for every course taught each academic term: a course syllabus; copies of major exams and other materials significant to course objectives, student outcomes, or student/course evaluation. The deans, associate deans, or department chairs are responsible for maintaining these documents.

COURSE SYLLABUS

Students enrolled in each class should be provided with a course syllabus, either printed or online, at the first class meeting. The document should also be available on the faculty member's webpage (if applicable). This syllabus should clearly state classroom policies and procedures as well as the course requirements.

At a minimum, the syllabus should include:

- Title of the course.
- Textbooks(s) and/or other required course materials.
- Objectives of the course.
- Number and value of graded assignments and/or other considerations used in determining the course grade.
- Policy on attendance and, if applicable, penalties imposed.
- Policy on late or make-up work and, if applicable, penalties imposed.
- Other policies governing the course and/or course grade, such as cheating and plagiarism, appropriate dress, tools, supplies, and conduct.
- Procedure for scheduling meetings outside of class or getting messages to the faculty member as required by the Commission on Colleges of the Southern Association of Colleges and Schools (COC/SACS).
- Statement on Disability Support Services. Contact Academic Resources Center for correct wording.
- **Statement on Workforce Development**
- **Statement on Withdrawal/Drop procedures.**
- Office hours, email address, website address, or other means by which students can contact the faculty member.

Where to find these statements

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

To comply with the accrediting criteria of the Commission on Colleges of the Southern

Association of Colleges and Schools, the dean, associate dean, or department chair will need a current, dated syllabus for each course taught. The dean, associate dean, or department chair will, of course, assist in preparing course syllabi and will inform faculty members if there is a common syllabus for all sections of certain courses or common components for all course syllabi in the school or department.

FIELD TRIPS

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

- Secure the approval and permission of the dean, associate dean, or department chair.
- Arrange for transportation, housing, food, and other accommodations.
- Have student participants complete the [Release and Waiver of Liability, the Assumption of Risk, and, the Release, Waiver of Liability and Covenant Not to Sue](#). These forms (or copy) should be taken on the field trip so Emergency Contact Information is available if needed.
- Complete a Travel Request form and file it with the Vice President for Fiscal Affairs and, as a matter of information, with the dean, associate dean, or department chair.
- Provide a detailed itinerary*, with telephone numbers whenever possible, to the Vice President for Fiscal Affairs and to the dean, associate dean, or department chair.
- Personally accompany and supervise the field trip.
- University System professional liability insurance does not provide coverage for damages or claims arising from the use of personally owned or leased vehicles.
- A Dalton State College Travel Request must be filed and approved before a trip to be covered under the provisions of Workers' Compensation.
- Under the Americans with Disabilities Act Section 503 and Section 504, all facilities in which institution-sponsored activities are conducted must be accessible and provide appropriate accommodations for students with disabilities. The facilities must not discriminate on the basis of sex, race, color, religion, national origin, handicap, or age. Employees must have these assurances from the facilities in advance of the field trip.
- ONLY currently enrolled students and current employees of Dalton State College may participate in field trip activities.

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

FINAL EXAMINATIONS

A schedule of final examination periods for all classes is included in the official Schedule of Classes each academic term. The scheduled final examination period is specifically identified in Board of Regents policy as an integral part of the calendar for each class. **An instructional activity related to the course must be conducted at the time designated for the final examination.** Any departure from the published final examination schedule must be approved by the dean and the Vice President for Academic Affairs.

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

GUEST SPEAKERS

Faculty members may invite guests to address students on topics related to the content of their courses. Prior to issuing an invitation, permission from the dean, associate dean, or department chair must be attained. For liability containment, a member of the faculty or administration approved by the dean, associate dean, or department chair should be present when a guest addresses any class.

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

STUDENT ABSENCES

Student absences from course meetings are governed by the policy stated in the syllabus for each course. If the faculty member's school does not have a prescribed policy on absences one should be formulated that is academically sound, encouraging responsible class participation and providing reasonable accommodations for unavoidable absences occasioned by illness, accident, family emergencies, employment exigencies, or other extenuating conditions.

TESTING CENTER

The Dalton State College Testing Center provides a variety of testing services for DSC faculty and students, including administration of the SAT, ACT, COMPASS examination, Regents' Test, and make-up tests requested by faculty. It also provides appropriate testing environments for students requiring accommodation for special needs or disabilities. [Click here](#) for information on the DSC Testing Center.

TEXTBOOKS

In compliance with [BOR textbook policy](#), Dalton State College seeks to increase timely communication between and among students, faculty, and the institution's bookstore. The institution also places a high importance on reducing textbook cost to students and maintaining academic integrity regarding textbook sales. To facilitate this, the College requires faculty to submit textbook request forms in advance of class registration dates. This enables the Bookstore to quickly inform students of the costs of textbook, adoption schedules, and other textbook information. Textbook adoptions must be turned in to the Bookstore at by the deadline(s) below for each course taught:

- **Fall** semester requests are due: **April 15**
- **Spring** semester requests are due: **October 15**
- **Summer** semester requests are due: **March 15**

Using the [Faculty Textbook Adoption Form](#), faculty members must clearly designate each book requested as being either "optional," "required," or "recommended." The book's publishing information (including either the ISBN-10 or ISBN-13 number for the exact textbook edition), along with course and section information must also be included. If textbook request forms are submitted with incomplete and/or inaccurate information, the forms will be returned to the faculty member unprocessed.

To ensure the most up-to-date and accurate information for a particular text, faculty members should contact the publisher directly, either via website or by calling the company. Other sources, including online stores, frequently provide outdated and inaccurate publication information.

Both the Bookstore and the faculty must seek to offer the best textbook value to students and actively promote alternative options to minimize student textbook costs. These options include online textbook shopping, the sale of used or older editions of textbooks, the use of local textbook businesses, and the promotion of digital textbooks.

Faculty members may use self-authored texts only if the textbooks pass a third-party review process headed by the respective department chair or school dean. Faculty members are prohibited from reselling sample texts provided by publishers or accepting financial incentives or gifts from publishers.

3.48 CREDIT BY EXAMINATION

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

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

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

SECTION 4: FACULTY SUPPORT

4.1 FACULTY SENATE

Effective April 2012, the Dalton State College Faculty Senate was established to provide a deliberative means for recommending policy and any changes in policy, except those mandated by the Board of Regents, to the President of the institution and to the faculty. The Faculty Senate shall serve as the mechanism for shared governance at the institution and shall be responsible for recommending revisions to the Dalton State College Statutes. The Faculty Senate replaces the former *Faculty Advisory Assembly*. The Bylaws of the Dalton State College Faculty Senate may be found at the end of this document, and online [here](#).

4.2 FACULTY DEVELOPMENT

Dalton State College respects the right of all members of the faculty to "take the initiative in promoting their own growth as teachers, scholars and, especially in occupational fields, practitioners." The institution endeavors to "provide faculty members the opportunity to continue professional development throughout their careers" and to provide supportive assistance whenever possible. Faculty responsibilities and opportunities for support for faculty development can be found [here](#).

SECTION 5: ACADEMIC POLICIES

5.1 CATALOG AND STUDENT HANDBOOK

The College Catalog and Student Handbook contain student-related academic policies and procedures currently in effect. The [Academic Information and Regulations](#) section of the catalog addresses policy related to faculty such as class attendance, drop/add classes, grades, and academic progress.

5.2 DISTANCE EDUCATION

Faculty offering either online or hybrid courses must use the University System of Georgia's chosen learning management system, D2L (currently referred to as GeorgiaVIEW). This learning management system is subject to the same security policies and procedures as a student's Banner account. The learning management system follows the Office of Computing and Information Services password policy to ensure security and password confidentiality.

Faculty are responsible for maintaining the security and confidentiality of student records and grades in the learning management system and required to keep secure student grade records outside of the learning management system after the semester is over.

If faculty intend to have exams proctored by the Testing Center for additional fees or to use other means of verifying student identity, the department chair or dean must be notified prior to adding the course to the schedule. This information will be included in the Banner course descriptions.

At least one week prior to the end of the registration period for a semester, the faculty member should remind enrolled students by email that the course is being offered in an online or hybrid format. Course requirements and expectations for online learning should be clearly stated for the student's benefit.

Faculty teaching online or hybrid courses will follow best practices in course design. All hybrid and online courses will include in the "Standard Components for Online and Hybrid Courses" (listed below) as approved by the Academic Council in November 2011.

Standard Components for Online and Hybrid Courses:

1. Suggested homepage design (based on the recommendations of each school or department providing easier navigation for the students).
2. Directions for navigating the course.
3. Syllabus with the following information:
 - Textbook
 - Instructor's introduction and office hours
 - Course expectations and objectives
 - Learning outcomes
 - Evaluation components or requirements and grading scheme
 - Course schedule
 - Campus-wide required information about disability, withdrawal, and workforce
4. Welcome message by the instructor, prior to the start of the semester, giving information about the difference between regular and online classes.
5. Instructional materials, which might include but are not limited to:
 - Lecture notes (in written, audio, or video forms)
 - PowerPoint presentations
 - Handouts
 - Study guides (exercise questions)
6. Assessment opportunities for measuring learning objectives such as:
 - Online tests
 - In-class (proctored) exams
 - Online class discussions
 - Class projects (e.g. written papers, audio, video presentations)

5.3 HUMAN SUBJECT RESEARCH (see Statutes – Institutional Review Board)

5.4 OPEN RECORDS

In the [Georgia Open Records Act](#), a public document is defined to broadly include most visible, auditory, or electronic documents created by or received by employees of state agencies in the discharge of duties. The Act also creates broad rights for these records to be accessed by the public. Requests for any students' records should be referred immediately to the dean, associate dean, or department chair; the Vice President for Enrollment and Student Services, the Vice President for Academic Affairs, or the President. Current advice will then be secured from the Regents' legal staff about how to respond and under what conditions, if any, to "open" the records requested. In all cases, the Act allows the employee and the agency a reasonable, specified period of time in which to respond. Faculty and staff are not required to release records "on the spot," regardless of the source of the request (e.g., individual, attorney, or a local, state, or federal government employee/agent).

5.5 [STUDENT PRIVACY ACT-FERPA](#)

5.6 [STUDENTS WITH DISABILITIES](#)

5.7 [STUDENT WITHDRAWAL](#)

SECTION 6: ADMINISTRATIVE SERVICES

6.1 ADMINISTRATIVE OFFICES

Administrative Assistant support is available in each school. Typically, these are staffed from 8:00 a.m. to 5:00 p.m., Monday through Friday. Whenever possible, please allow at least one week's notice for typing and duplicating examinations, course syllabi, and other class materials.

PART IV – FISCAL AFFAIRS AND BUSINESS SERVICES

SECTION 1: ACCOUNTING AND BUDGET

1.1 AGENCY FUNDS

Agency Funds are used to account for resources held by a college/institution as custodian or Fiscal Agent for individual students, faculty, staff members and organizations. The most common types are "Funds Held On Deposit" such as club accounts. Dues or proceeds from sales are deposited into the account and authorized club expenses are paid from the account.

Each Agency Account must have a faculty or staff adviser and an Agency Agreement must be completed before the account can be set up and the first deposit made. To establish such an account, contact Business Services at 706-272-4435.

Agency Account Instructions and forms for setting up and managing these accounts may be found at <http://www.daltonstate.edu/accounting-and-budget/agency-funds.html>.

1.2 ALCOHOL SERVICE

Policies and guidelines for serving alcoholic beverages at an event may be found [here](#).

1.3 PURCHASING

A complete Purchasing Manual can be found on the DSC website at <http://www.daltonstate.edu/purchasing/pdf/purchasing-manual.pdf>.

1.4 REIMBURSEMENT FOR CANDIDATE VISITS

All travel expenses are on a reimbursement basis (i.e., airlines, rental cars, meals, lodging.) All reimbursement will follow the State of Georgia regulations for travel. Complete instructions for candidate expense reimbursement may be found at:

<http://www.daltonstate.edu/accounting-and-budget/reimbursement-for-job-candidates.html>.

1.5 TRAVEL

Policies and guidelines, along with all necessary forms governing the travel of employees on official business are published on the Business Services website at <http://www.daltonstate.edu/accounting-and-budget/travel.html>.

Within thirty days of completing authorized travel, an employee should submit reimbursement through the [Expenses Self Service Portal](#). A hardcopy of the expense report should be printed, signed, and dated and all related receipts/documentation must be sent to the Business Services office. Once the Business Services office has received the expense report and all required documentation, it will be reviewed by the Budget Analyst. Once reviewed and approved, the report will go through the proper approval workflow. After final approval, the employee will be issued reimbursement via EFT or check depending on the employee's disbursement method. Employees should receive a confirmation via email when receiving reimbursement by EFT.

Faculty members teaching at extended campus sites may elect to submit travel claims once a month or at the end of the academic term. A [DSC Travel Request Form](#) must be completed **before** the off-campus course begins.

- Employees must complete a [DSC Travel Request](#) form and receive prior approval for travel in order to be covered by Worker's Compensation while traveling and to be eligible for the reimbursement of allowable and approved expenses, if any.
- Original receipts are required for all expenses. Meal receipts are the only exception to this rule as they are paid by allowable per diem rates.
- Use of a Dalton State vehicle is restricted to employee use only. Only Dalton State employees may operate or occupy a state vehicle. Any operator of a state vehicle must complete the [GA DOAS Auto Liability Program Training Video](#). A [Vehicle Reservation form](#) must be filled out, sent to, and approved by Public Safety before using a state vehicle.
- When accompanied by anyone other than a state employee, a personal vehicle must be driven. Mileage will be reimbursed for official travel at the per mile rate allowed by the General Assembly of Georgia. Actual odometer readings, excluding personal mileage incurred while on travel status (and/or commute mileage) must be reported for reimbursement.
- If overnight accommodations are necessary, advance reservations should be made whenever possible using a minimum allowance approved or a special state employee rate. An [Excise Tax Exemption Form](#) must be provided at check-in to avoid paying county or municipal excise tax on lodging.

SECTION 2: AUXILIARY SERVICES

In compliance with Board of Regents policy ([Policy Manual Section 7.2.2, "Auxiliary Enterprises Revenues and Expenditures"](#)), all of Dalton State College's auxiliary services will operate on revenues drawn entirely from student fees and other non-state sources. Each of the institution's auxiliary services will be charged maintenance and plant operations expenses as a direct expense and/or charged via an allocation methodology Click [here](#) for complete Dalton State Auxiliary Services Policy.

SECTION 3: PUBLIC SAFETY / PARKING / SERVICES

3.1 PUBLIC SAFETY

The main goal of the [Dalton State College Department of Public Safety](#) is to provide a safe and secure environment through our varied services. The Public Safety Department has open communication and strong collaborative relationships with the Dalton Police Department and Whitfield County Sheriff's Department.

3.2 PARKING

Employees and students will be treated equally in regards to parking regulations at Dalton State College, ALL employees and students parked in visitor, undesignated, or handicapped (without proper tags) will be issued parking tickets. A parking hang tag is required for DSC employees anytime your vehicle is parked on DSC property. One hangtag is issued.

Designated faculty and staff parking areas are located in front of Westcott on the northeast side; east side of Memorial; in front of and north of the Technical Building; west side of Sequoya and Student Center; in front of the Brown Center; Maintenance Building; front of Gymnasium, and east of the Library. AT NO TIME are employees allowed to park in spaces marked for visitors. Parking in visitor spaces, vehicles without parking hang tags or if an employee removes the hang tag to park in a visitor space, are subject to traffic violation citations.

Faculty, staff, and students may not park in the Public Safety lot. Spaces are reserved for DSC fleet vehicles and those driving them.

Any accidents occurring on Dalton State College campus must be reported to Public Safety immediately. The driver(s) involved in any accidents on campus resulting in the injury to, or death of, or damage to any property of another shall immediately stop their vehicle at the scene of the

accident. The persons involved should remain at the scene of the accident until an officer arrives and completes the investigation. Additional parking rules and regulations may be found at <http://www.daltonstate.edu/public-safety/pdf/parking-rules-and-regulations.pdf>.

3.3 CUSTODIAL, LANDSCAPE, AND MAINTENANCE SERVICES

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

For emergency services, contact the Plant Operations Office (Ext. 4446) during the day or Public Safety (Ext. 4461) at night, weekends, and holidays. Requests for nonemergency services should be sent to the Administrative Assistant for the Director of Plant Operations via e-mail or phone.

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

3.4 FUNDRAISING (see Canvassing and Soliciting, Part II. Section 2.)

All fundraising or solicitation activities at DSC will be coordinated through:

- DSC Foundation
- Intercollegiate Athletics
- Recognized Student Organizations

All efforts within the institution to raise funds from private sources (including corporations, foundations, individuals, or other non-public entities) must be approved by the President along with the Director of Institutional Advancement or Director of Intercollegiate Athletics, whichever is applicable. This policy applies to faculty members, administrators, and any others who are or who may become involved in soliciting or receiving gifts for any purpose.

Prior to the initiation of a formal request for solicitation approval, the Office of Institutional Advancement and/or the Department of Intercollegiate Athletics are available to consult with those who wish to approach potential funding sources. These offices will assess the appropriateness and timing of such a solicitation in light of the institution's priorities and any known financial commitments by those considered to be potential donors.

Only officially recognized student organizations will be authorized to conduct fundraising projects at DSC and at other approved locations. As an adjunct to fundraising, organizations may accept but not solicit dues. All fundraising project proposals must be submitted to the Office of Student Life for approval at least two weeks prior to the proposed event. Forms for project approval can be obtained from the Director of Student Life. Proposals should be made in writing and detail the project, its goals, and planned use of funds. For more details on student fundraising policies and procedures, please refer to the *Student Handbook*.

This policy does not apply to grant or contract proposals submitted to any governmental agency or government organizational entity.

3.5 GIFTS AND GRATUITIES

No official or employee of DSC may accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that directly or indirectly, seek to use the connection or consideration on any commercial commodity, process or undertaking.

3.6 INCLEMENT WEATHER

In the event of inclement weather or other emergency which causes the institution to close, every effort will be made to inform employees and students in a timely manner through radio and television broadcasts. Designated employees (i.e., Public Safety, Maintenance) may be assigned to report to their respective departments. Closings will be posted on the institutions website if possible.

An Emergency Contact System is in place at Dalton State and it is **highly recommended** that every employee utilize this service. To receive emergency notifications log into the [DSC Portal](#) and click on *Personal Information* under the BANNER tab. Add emergency contacts by clicking on *Update Emergency Contacts*.

PART V: STUDENT RELATED ACADEMIC POLICIES AND PROCEDURES

The *College Catalog and Student Handbook* is an essential document for every student and faculty member. The *DSC Catalog* contains student-related academic policies and procedures currently in effect as well as curricular requirements for each program of study offered by the institution. Please refer to this publication at <http://catalog.daltonstate.edu/> for all student related information.

Links to specific student related issues pertinent to faculty may be found in the Faculty section of this publication.

LINKS TO FORMS

[Academic Appeals Form](#)

[Academic Renewal Form](#)

[Accel Program Application/Packet](#)

[Add/Drop Form](#)

[Admissions Checklist](#)

[Agency Agreement Form](#)

[Agency Deposit Form](#)

[Alternative Justification Narrative Form](#)

[Application for Admission – print copy](#)

[Application for Admission to DSC ONLINE ONLY](#)

[Authorization Agreement for Direct Deposit](#)

[Background Authorization Form \(student only\)](#)

[Background Investigations Consent Form](#)

[BANNER Access Request](#)

[Blue Cross/Blue Shield Claim Form](#)

[Border City Application Waiver](#)

[Bradley County Out of State Tuition Form](#)

[Budget Adjustment Form](#)

[Campus Directory](#)

[Campus Events Calendar](#)

[Campus and Student Life](#)

[Certificate of Immunization](#)

[Change of Major Form](#)

[Change of Status for Current and Former Students](#)

[Change of Status for New Applicants](#)

[Chart of Accounts](#)

[Class Schedule](#)

[Classification of Residence Petition](#)

[Conviction Appeals Form \(student only\)](#)

[Copyright Fair Use Checklist](#)

[Copyright Permission Sample Letter](#)

[Course Catalog](#)

[Course Reserve Request Form – Roberts Library](#)

[Course Substitution Form](#)

[Credit By Examination](#)

[Credit by Examination Cut Scores](#)

[Current Student Information Update Form](#)

[Degree Works Tutorials](#)

[Direct Deposit Authorization](#)

[Distance Learning](#)

[Divisional Proposal Request for Funding](#)

[Drop/Add Form](#)

[DSC Catalog](#)

[DSC Delegate Entry Authority Form](#)

[DSC Food Purchase with Institution Funds](#)

[DSC Missing Receipt Documentation](#)

[Economic Advantage Waiver Request Form](#)

[eCore Link](#)

[Email Change](#)

[Emergency Procedures Guide](#)

[Employment Application](#)

[Employee \(classified\) Evaluation form](#)

[Faculty/Staff Checkout/Exit Form](#)

[Employee Out-of-State Tuition Waiver](#)

[Enrollment Degree Verification](#)

[Exam Schedule](#)

[Exhibit Release Form – Roberts Library](#)

Explanation of Grades

Family and Medical Leave Certification Form

Family and Medical Leave Evaluation Form

Family and Medical Leave Request Form

Family and Medical Leave Response Form

Federal Employees Withholding Allowance Certificate (W-4)

Final Exam Schedule

Financial Aid Forms

Firewall Exceptions

First Year Experience

Food Purchases with Institution Funds

Fortis Request

Foundation Expense Report Form

Foundation Travel Reimbursement Request

Full-time School Employees out-of-state tuition waiver form

G4 - State of GA Employees Withholding Allowance Certificate

GPA Calculator

Grade Change Form

Grades Due By Dates

Grade Entry into Banner

Graduation Application

Graduation Application Deadline Dates

Grievance Form – Nondiscrimination

H-4 Out-of-State Tuition Waiver (non-resident student - child)

Hamilton County Out of State Tuition Waiver Form

Hardship Withdrawal form

Health Insurance Claim Form

Housing Application

Human Resource Forms

Important Dates

INB Banner Access Request

Incident Review Report Form

Interlibrary Loan Request Form

International Application

Insurance Claim Form

Library (community) Card Application

Library Exhibit and Release Form

Library Gift Form

Library Instruction Request Form

Library Purchase Request Form

Library Research Request Form

Major Change Form

Missing Receipt Documentation

Medical Leave Evaluation Form

Medical Leave Certification Form

Medical Leave Request Form

Medical Leave Response Form

Military Personnel Out-of-State Tuition Waiver

Motel Tax Exemption Form

Move Request Form

New Student Admissions Checklist

Nondiscrimination Grievance Form

Nonresident Tuition Waiver

Online Application for Admission

Out-of-State Tuition Waiver (nonresident)

Personal Data Form

Personal Information Release

Personnel Action Form

Petition for Classification of Residency

Petty Cash Advance Form

Petty Cash Receipt Ticket

Physicians Certification Form

Purchasing Requisition Form

Readmit Form

Recently Separated Military Personnel Tuition Adjustment Waiver

Repeat Grade Policy

Request for Fundraising (Student Life only)

Requisition Checklist

Requisition Form Page Two

Resident Assistant Application

Residency Classification Petition

Rock Policy

Room (DSC Facility) Registration Form

Roommate Agreement Form

RSO Food Signature Form

RSO Purchase Form

RSO Sample Constitution

Schedule Adjustment Form

Scholarship Applications

Security Oath Questionnaire

Shared Sick Leave Donor Form

Shared Sick Leave Physicians Certification Form

Shared Sick Leave Program Guidelines

Shared Sick Leave Request Form

Stall Wall Submission Form

State of GA Employees Withholding Allowance Certificate (G4)

Student Grades FAQ

Student Information Update Form

Student Life Forms

Student Financial Aid Forms

Student Organization Forms

Student Trip Registration Form

Study Abroad Medical Profile and Consent For Care

Study Abroad Program Approval Form

Study Abroad Program Proposal Guidelines

Study Abroad Projected Budget

Study Abroad Terms and Conditions of Participation

Study Abroad Transportation Waiver

Superior Out of State Student Application

Testing Center Forms

Textbook Request Form

Transcript Request

Transfer Equivalency Database

Transient Permission Request Form

Transient Status Request Form

Travel Expense Statement for Non-Employees

Travel Request Form

User Account Request

Vehicle Reservation Form

Vending Services Request Form

Veterans Services

W4 Tax Form – Federal Employee Withholding Certificate

Wood Valley Housing