



ACADEMIC AFFAIRS POLICY AND PROCEDURES MANUAL

(January 8, 2019)

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PART 1: ACADEMIC PROGRAMS

1.1 NEW DEGREE APPROVAL PROCESS

The Provost and Vice President for Academic Affairs (VPAA) gives the school permission to gather preliminary information for the new degree program (including student interest and needs assessment) and to prepare a One-Step Academic Program Proposal for Board of Regents' review:

(http://www.usg.edu/academic_programs/new_programs/one_step_new_academic_proposal_approval_form).

1. Once the proposal is complete, the dean of the school submits the proposal to the Academic Programs Committee for approval.
2. With approval from the Provost and VPAA, the dean of the school submits the proposal to the Academic Programs Committee for internal review and approval. (The Academic Programs Committee is a standing committee of the Faculty Senate and consists of administrators, faculty members, a professional advisor, and student representatives.)
3. If the proposal is approved by the Academic Programs Committee, the Provost and VPAA, in consultation with the President, submits the formal proposal to the Board of Regents (BOR) for approval.
4. Once the proposal receives official approval from the BOR, the program is added to the institution's curriculum.

1.2 CURRICULUM APPROVAL PROCESS

New courses, changes in existing courses, and changes to the curriculum are submitted by the dean of the school to the Office of Academic Affairs at least two weeks before the scheduled meeting, preferably in a single document. New courses submitted for consideration in Areas A through E must also be submitted for approval to the appropriate Regents' Academic Advisory Committee and the Council on General Education before they can be added to the curriculum.

The creation of new courses, the development of new minors, and the creation of new majors are action items that require Academic Program Committee approval. Changes in course level and in credit hours are also action items. Changes in prerequisites, minor changes in course titles, minor changes in catalog descriptions, and most program changes (adding or deleting courses to Area F or to upper-level requirements) should be presented to the Academic Programs Committee as informational items and do not require approval.

1.3 NEW MINORS

Section 2.3.1 of the *Academic and Student Affairs Handbook* states that a minor must contain 15 to 18 semester hours of coursework with at least 9 hours of upper-division coursework. Courses

taken to satisfy Core Areas A through E may not be counted as coursework in the minor. Core Area F courses may be counted as coursework in the minor. Proposals for new minors must be approved by the College's Academic Programs Committee. Once approved, the Office of Academic Affairs is required to notify the Board of Regents Office of Academic Programs using the minor notification form (http://www.usg.edu/academic_programs/changes/). Upon notification, minors will be listed on the Board of Regents Office of Academic Programs website. Changes in the name of a minor should also be sent to the Board of Regents Office of Academic Programs.

PART 2: ACADEMIC PERSONNEL

2.1 FACULTY RIGHTS AND RESPONSIBILITIES

2.1.1 Ethical Conduct

The USG established a comprehensive, unified ethics policy stating the underlying core values to which each member of the USG community must adhere. The policy states that all employees of the USG are to be guided by integrity, excellence, accountability, and respect. As a member 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.

2.1.2 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 at <http://www.aaup.org/report/statement-professional-ethics?PF=1>.

2.1.3 Professional Conduct

All employees are under strong obligations and share a responsibility to protect the College community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits and learning. Faculty members who participate in disruptive activities which interfere with the orderly processes of education will be immediately suspended from teaching duties after complying with the requirements of due process. See the Board of Regents' Freedom of Expression policy: <https://www.usg.edu/policymanual/section6/C2653> (Section 6.5 of the *Board of Regents' Policy Manual*). A suspended faculty member may be assigned to nonacademic work pending all legitimate appeals. All employees are governed by the policy on political activities published in the *Board of Regents' Policy Manual*, Section 8.2.18.3.

2.1.4 Academic Freedom

All employees are entitled to academic freedom. Dalton State College subscribes to 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 College's faculty are entitled to full academic freedom as described there, in their interactions with students they are expected to maintain at all times the highest standards of academic professionalism and to make every effort to assure unimpeded intellectual diversity in their classrooms and other instructional venues.

2.1.5 Intellectual Properties Policy

DSC is dedicated to teaching and serving as an educational broker to meet the needs of the community and 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.

2.2 FACULTY RECRUITMENT AND APPOINTMENT

2.2.1 Full-time Faculty Hiring Process

Opportunities for faculty recruitment occur through additional position allocations, retirements, resignations, non-renewals, terminations, or deaths. On these occasions, the President, Provost and VPAA, and appropriate deans, assistant/associate deans, and/or department chairs determine where the new or replacement faculty could best serve the instructional needs and goals of the institution. When a faculty opening occurs due to termination, retirement, or separation from the college, replacement is not automatic to fill the vacated position. For each vacancy to be filled, the Provost and VPAA, dean, assistant/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 and qualifications, time of the vacancy, and other considerations.

When these determinations are made, the dean submits a Personnel Action Form and a position announcement to the Provost and VPAA. 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 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 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, when appropriate, paid advertisements are placed in newspapers and professional journals. If appropriate, listings are also posted with regional and national professional organizations.

The Board of Regents affirmative action guidelines require that all vacancies be announced at least thirty days in advance of the published applicant pool closing date, when screening will begin. 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 Provost and VPAA 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. Guidelines for use of USG, DSC, and Foundation funds for any part of the interview process must be followed.

During the campus interview, candidates meet with the Provost and VPAA, the dean, assistant/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 teaching presentation. With advice from those who evaluate the candidates, the dean, assistant/associate dean, the department chair, and the search committee chair determine if any meet the expectations of the institution for the position. If so, the dean discusses the preferred candidates with the Provost and VPAA and requests approval to extend an offer.

Collaboratively, the dean and the Provost and VPAA determine appropriate rank, salary, contract type, and credit, if any, for prior service in full-time, tenure-track postsecondary positions (usually within the University System). In addition, the Office of Human Resources must be contacted before the offer is made to avoid offering salaries out of line with the Carl Vinson salary study. Once approval for the salary offer has been confirmed by Human Resources, the dean, assistant/associate dean, or department chair extends a verbal, conditional offer to the top candidate. If accepted, the Provost and VPAA 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 there is no other viable candidate, the search is considered a failure, and the process begins again. Once the offer is accepted, the dean and chair complete a Personnel Action Form and submit it to the Provost and

VPAA. The form and instructions may be found at <http://dscweb.daltonstate.edu/human-resources/pdf/forms/personnel-action-form.pdf>

If at any point in the screening and/or 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. The position may be re-announced, or a temporary appointment may be made.

The official contract is transmitted from the President. The Provost and VPAA 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 gender of the appointee. In compliance with the BOR Affirmative Action policy, the institution accepts and evaluates applications for faculty positions only in response to duly announced vacancies.

2.2.2 Approval of Part-time Faculty (Including Dual Enrollment)

If a department or school determines there is a need for part-time faculty, the chair and/or dean should submit a Personnel Action Form to the Provost and VPAA so that a notice may be placed on the College's web page and to advertise for the position. Interested applicants should submit a letter of interest, a current vita, unofficial transcripts of all college work, and two current letters of recommendation. The chair or dean in schools without chairs will invite potential candidates for an on-campus interview. If the chair or dean finds the candidate acceptable, he or she will complete a Personnel Action Form and write a memo to the Provost and VPAA requesting permission to add the candidate to the teaching pool. Once this approval is obtained, the part-time faculty member will be asked to have official transcripts of all college work sent directly to the Office of Academic Affairs and to complete a Background Investigations Consent Form. Part-time faculty should not be added to the schedule until the background investigation is complete and the official transcripts are on file. By the end of the first week of classes, chairs and/or deans should provide the Office of Academic Affairs with a listing of all part-time appointments for the semester and ensure that part-time faculty have signed off on the Part-time Teaching Faculty Agreement form and returned the form to the Office of Academic Affairs.

2.2.3 Partial-Year Faculty Appointments and Tenure Timeline

Faculty who are on tenure track typically begin their appointments at the beginning of a regular contract period (10-month academic contract or 12-month fiscal contract). However, there are instances when a faculty member is appointed during the contract year. For purposes of counting a partial year of employment towards the tenure timeline, faculty hired prior to October 15 may

elect to count their initial partial year of employment as a full year towards the probationary period of at least five (5) years of full-time service. Faculty must notify their immediate supervisor and dean in writing of their intent to count the partial year of employment towards tenure by April 1 of their first year of employment. The dean will then notify the Provost and VPAA for record-keeping purposes. Faculty hired October 15 or later will begin their tenure clock at the beginning of their first full year of employment, unless otherwise approved by the institution's president at the time of appointment.

2.2.4 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 Southern Association of Colleges and Schools Commission on Colleges' requirements for institutional accreditation and require candidates to demonstrate

- Evidence of ability as a teacher; through past experience and teaching demonstration;
- Evidence of activity as a scholar and ability in all other duties assigned;
- Successful experience (which will necessarily be waived for those just entering the academic profession who meet all other requirements); and
- Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations. (8.3.1.2, May 2018 update)

Section 6.2.a of the Southern Association of Colleges and Schools' *Principles of Accreditation* requires institutions to justify and document "the qualifications of its faculty members." 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 (obtained in Academic Affairs) which will be filed along with the faculty member's transcripts in the Office of Academic Affairs.

2.2.5 Orientation

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

2.2.6 Emeritus/Emerita Appointments

A president of a University System of Georgia (USG) institution may, at his or her discretion, confer the title of emeritus or emerita on any retired faculty member or administrative officer who, at the time of retirement, had ten or more years of honorable and distinguished USG service (2.11 of the *Board of Regents' Policy Manual*). Deans who wish to recommend emeritus/emmerita status should send a letter to the provost and vice president of academic affairs detailing the retiring faculty member's years of service and distinguished accomplishments that justify the appointment at least two months prior to the upcoming retirement. The Provost and VPAA will then make a recommendation to the President. In the case of retiring deans, the Provost and VPAA will write a similar letter to the President who may confer, at his or her discretion, the title.

2.3 EVALUATION

2.3.1 Goal Setting and Faculty Annual Reports

By the beginning of the fall semester, the faculty member sets goals for the coming academic year with his or her chair, dean, or assistant/associate dean. Goals should be devised for each of the areas on which faculty members are evaluated, including teaching, service (both to the College and to the community), and scholarship/creative work/professional development. There will be an additional area in goals if the faculty member has administrative responsibilities, which will be evaluated by the supervisor of those responsibilities, not his or her chair. Faculty submit goals on the Preliminary Statement of Goals form found in the *Faculty Evaluation Manual*, and final versions of these should be approved by September 30.

By April 1, faculty members will submit written reports to their supervisor (chair, dean, assistant or associate dean) assessing their progress toward fulfillment of the goals set for the current academic year, using the Assessment of Goals form. Faculty members are responsible for providing documentation that goals have been met. The report covers accomplishments achieved between April 1 through March 30th of the preceding year.

2.3.2 Annual Evaluation of Full-time Faculty

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 regular faculty members and administrators normally occurs during the spring semester, based on the faculty member's Preliminary Statement of Goals submitted during August and September of the preceding year. 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, assistant/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, assistant/associate dean, or department chair.

Other evaluation methods may include at least two of the following:

- 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.

Details of the faculty evaluation process may be found with the *Faculty Evaluation Manual*.

2.3.3 Annual Evaluation of Deans, Associate/Assistant Deans, and Department Chairs

Department chairs, assistant deans, associate deans, and deans at Dalton State are evaluated continuously by supervisors and are formally evaluated at least once each year. The deans and the members of the President's Executive Cabinet (the President, Provost and Vice President for Academic Affairs, the Vice President for Student Affairs and Enrollment Management, and the Vice President for Fiscal Affairs, and the Chief of Staff/Executive Director) are evaluated by their subordinates every other year (Section 8.3.5.3. of the *Board of Regents' Policy Manual*). The essential focus of this process is the improvement of institutional effectiveness through enhanced administrative support of the mission of the institution. Faculty are sent a link to the online evaluation component for their department chairs and/or associate or assistant deans in early March and a link to the online evaluation component for their deans by middle March. These evaluations are anonymous.

2.3.4 Annual Evaluation of Part-time Faculty

Part-time faculty, including dual-enrollment faculty teaching at off-campus instructional sites, are evaluated on a yearly basis. For part-time instructional faculty, deans, chairs, or their designees evaluate the faculty member using the Part-time Faculty Evaluation Form located in Appendix B of the [Faculty Evaluation Manual](#).

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 in conjunction with the chair of the Nursing Department 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 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 Evaluation Form available from the appropriate department chair. 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.

2.3.5 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](#)).

The Faculty Evaluation Committee, outlined in the Faculty Senate Bylaws, oversees 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.

Course evaluations will be administered to students online through the SmartEvals system, using a specific format for each mode of instruction. The evaluations will be opened to students after the last day to withdraw from a course and remain open until the last day of class for that session. Evaluations will be released to faculty after the last day to submit final grades.

Faculty should make every effort to have their students complete the student evaluations for their courses. To do so, they should set aside class time for students to complete the evaluations using their smartphones, laptops, or tablets or reserve a computer lab for this purpose. Faculty should not be present in the classroom or lab during the evaluations, and they should not offer students any incentives (such as extra credit) for completing them.

For annual evaluation purposes, the College does not include student evaluations for classes with fewer than 10 students or for classes in which fewer than 33% of the class responded.

Exceptions can be made if the faculty member requests a weighted average be calculated for **all** classes evaluated during the period under review. Requests for a weighted average should be made at the beginning of the term in which the first low-enrollment course is offered. In addition, faculty who wish to experiment with an innovative technique in one of their courses may negotiate a memorandum of understanding with their supervisor to exclude that class's student evaluations from their official average. If the request is granted, the results cannot be included in the official average.

2.4 PROMOTION AND TENURE (INCLUDING PRE- AND POST-TENURE REVIEW)

2.4.1 Overview

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 their Individual Review Committees in the respective schools or departments, by their respective department chairs and/or deans, and by a college-wide Tenure and Promotion Committee. Both Department/School and campus-wide committees are composed of tenured faculty members. Deans, assistant/associate deans, and department chairs are ineligible to sit on these committees.

2.4.2 Pre-Tenure Review

Section 8.3.5.1 of the Board of Regents' Policy and Procedures Manual requires institutions to "conduct in-depth pre-tenure reviews of all faculty in their third year of progress toward tenure.

The criteria established for promotion and tenure, emphasizing excellence in teaching, shall be used as the focus for these reviews.”

At Dalton State pre-tenure review is housed in the individual schools. As detailed in section 2.2.3 of the *Faculty Evaluation Manual*, each school provides a pre-tenure review for all tenure-track faculty members half-way towards the tenure date, typically in the third year. At the end of spring semester, the dean or chair notifies all eligible faculty members of the need to submit a pre-tenure portfolio for review. The dean invites these faculty members to attend the college-wide meeting hosted by the Office of Academic Affairs with the applicants for tenure and promotion.

Each school sets dates for the submission and review of pre-tenure portfolios. Pre-tenure faculty members submit their electronic portfolio for review by their school’s Individual Review Committee by the date specified. The Individual Review Committee members will **each** write an independent review of the faculty member’s performance based on the portfolio, and the review committee chair uploads the committee’s assessment for review by the chair or assistant/associate dean. Once the chair or dean has reviewed the pre-tenure portfolio and the recommendations of the Individual Review Committee, he or she should meet with the faculty member to discuss the committee's recommendations.

2.4.3 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. Minimum criteria for tenure can be found in the [Faculty Evaluation Manual](#).

Faculty members may apply for tenure 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 unless probationary credit towards tenure was awarded at the time of hire. Faculty members who have been awarded probationary credit toward tenure may decline the use of all or a portion of the credit by informing their immediate supervisor (department chair or assistant/associate dean) in writing no later than April 1 of their first year of employment. The department chair or assistant/associate dean must notify the dean of the school, who must notify the Provost and VPAA in writing for recording-keeping purposes.

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 (excluding lecturers and senior lecturers), but an eleventh-year terminal contract may be offered if a tenure proposal is denied by the President of the college.

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 (February 15);
- at least six months before the termination date of a second one-year contract, and (November 15);
- at least nine months before the termination date of a third one-year contract and of each one-year contract thereafter (August 15).

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 Anti-harassment policy of the USG and of DSC provide for sanctions that may include dismissal.

Specific details about the process are described in the [Faculty Evaluation Manual](#).

2.4.4 Post-Tenure Review

As per section 8.3.5.4 of the *Board of Regents' Policy Manual*, Dalton State College requires that each school provide a post-tenure review for all tenured faculty five years after tenure was granted or the most recent promotion and every five years thereafter. The Board of Regents' Academic and Student Affairs Handbook (section 4.6) states that "The primary purpose of the post-tenure review process is to assist faculty members with identifying opportunities that will enable them to reach their full potential for contribution to system institutions. Post-tenure review is one of several types of faculty performance reviews (e.g., annual, promotion, and tenure reviews) and is intended to provide a longer-term perspective than is usually provided by an annual review."

As noted in Dalton State's [Faculty Evaluation Manual](#) (Section 2.2.4), each school sets dates for the submission and review of post-tenure portfolios, and the dean of each school writes an independent recommendation of the faculty member and provides a copy to the Provost and VPAA. Results of post-tenure review should be linked to rewards and professional development within the financial constraints of the institution.

Each school and/or department will include in its policy manual the procedure for documenting a "Plan of Improvement" for faculty members that receive a "did not meet faculty standards" on the Post-Tenure Review Portfolio. Included in that procedure will be a timeline for such

improvements, a means of documenting improvements, and a penalty for non-compliance. Section 4.6 of the Board of Regents' *Academic and Student Affairs Handbook* states that if deficiencies are not remedied after three years, the faculty member "may be subject to dismissal for cause (regular, independent dismissal processes will apply)."

Post-Tenure Review of Administrators. Section 8.3.5.4 of the Board of Regents' *Policy Manual* states that tenured administrators are exempt from post-tenure review "as long as a majority of their duties are administrative in nature. If and when an administrator returns to the faculty full-time, the individual will be placed into the post-tenure review cycle described above."

2.4.5 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 non-tenure track instructor. Appointments as associate professor or professor are usually 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 those cases, the institution must provide a special justification that meets SACS requirements.

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

1. Excellent teaching and effectiveness in instruction;
2. Noteworthy professional service to the institution or the community;
3. Noteworthy research, scholarship, creative activity, or academic achievement;
4. Continuous professional growth and development; and
5. Length of service to the institution.

Detailed information about promotion of faculty is included in the *Faculty Evaluation Manual*. See especially Sections 2 and 3: Tenure and Promotion Criteria and Tenure and Promotion Process.

The Office of Academic Affairs will provide all faculty with an accurate list of the dates by which recommendations for the award of tenure and promotion must be received for a given

academic year by the first day of the fall semester. The general timetable for this is in Section 3.1 of the *Faculty Evaluation Manual*.

Faculty members who have been awarded probationary credit toward promotion must request permission to use their probationary credit through their department chair/assistant/associate dean to the dean of the school prior to preparing the electronic portfolio for early promotion. The dean will make a recommendation and forward the request to the Provost and VPAA. The Provost and VPAA will review the request to use the probationary credit and make a recommendation to the President. If the President approves the request to use the years of credit towards promotion, the faculty member may submit the application for early promotion.

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.

2.4.6 Promotion of Lecturers to Senior Lecturers

According to Board of Regents' policy, lecturers may be eligible for promotion to senior lecturer after serving "at least six years" at the employing institution "if the institution has clearly stated promotion criteria" ([8.3.8.2 Board of Regents' Policy Manual](#)). To be promoted to senior lecturer, lecturers must meet the criteria required for renewal (exceptional teaching ability and extraordinary value to the institution) and demonstrate strong achievement in service to the institution as well as continued professional development.

As detailed in the *Faculty Evaluation Manual*, lecturers became eligible to earn points toward promotion effective with the 2017-2018 academic year. After completing the specified years in rank and earning the required number of points, lecturers may be recommended for promotion to senior lecturer by their dean, upon the approval of department chairs/assistant/associate deans in schools with those positions. Detailed information about the promotion of lecturers is included in the *Faculty Evaluation Manual*. See especially Sections 2 and 3.

2.4.7 Promotion and Degree Completion Pay Increases

Effective June 2008, salary increases for promotion and degree completion are awarded with the next annual contract and not midyear.

- Completion of a terminal degree: \$2,000.00
- Promotion to full Professor: \$2,000.00
- Promotion to Associate Professor: \$1,500.00
- Promotion to Assistant Professor: \$1,500.00
- Promotion to Senior Lecturers: \$1,000.00

2.5 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 college'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 2.8 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/assistant/associate 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.

2.6 RENEWAL OF FULL-TIME LECTURERS AND SENIOR LECTURERS (APPROVED BY THE ACADEMIC LEADERSHIP TEAM, APRIL 14, 2014, WITH MAY 2018 UPDATE FROM BOARD POLICY)

As per Regents' policy, lecturers, senior lecturers, and principal lecturers are not eligible for tenure and are eligible for reappointment after completing six consecutive years of service "only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution and if the institution determines that there is a continued need for the lecturer" ([8.3.8.1-8.3.8.2 Board of Regents' Policy Manual](#)). Chairs and deans should use a combination of teaching evaluations (numerical scores and student comments), student success, and achievement of student learning outcomes as a means of determining exceptional teaching. To

determine extraordinary value to the institution, chairs and deans should use some combination of the following: credentials to teach a discipline in which adjuncts are not readily available (e.g., public speaking, chemistry, and physics), superior ability in basic skills instruction, and service to the institution. At the beginning of the sixth year, chairs and/or deans will submit a formal request to the Provost and VPAA documenting the lecturer's or senior lecturer's exceptional teaching ability and extraordinary value to the institution and requesting reappointment.

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.

2.7.1 Notice of Resignation and Retirement

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 60 days' written notice of intention to resign to the President of the institution or to his/her designee. Faculty who intend to retire should give their chair or dean their letter of intent to retire by January but no later than 60 days before the end of their contract.

2.7.2 Non-renewal of Tenure-track Faculty

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 designee, 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.

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

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

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.

2.7.3 Non-renewal of Lecturers, Senior Lecturers, and Principal Lecturers

Full-time lecturers, senior lecturers, and principal lecturers are appointed by institutions on a year-to-year basis (Sections 8.3, 8.3.8.2, and 8.3.8.3 of the *Board of Regents' Policy Manual*). As per Section 8.3.4.3 of the *Board of Regents' Policy Manual*, lecturers, senior lecturers, and principal lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

1. For lecturers, senior lecturers, or principal lecturers with less than three years of full-time continuous service in that position at the current institution, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.
2. For lecturers, senior lecturers, or principal lecturers with three or more years but less than six years of full-time continuous service in that position at the current institution, institutions must provide non-reappointment notice at least 30 calendar days prior to the institution's first day of classes in the semester.
3. For lecturers, senior lecturers, or principal lecturers with six years or more of full-time continuous service in those positions at the current institution, institutions must provide non-reappointment notice at least 180 calendar days prior to the institution's first day of classes in the semester.

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

2.7.4 Checkout/Exit Form

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

2.8 REMOVAL OF FACULTY MEMBERS

The president of a University System of Georgia (USG) institution or his or her designee may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the Board of Regents' policies or the approved statutes or bylaws of an institution or as otherwise set forth in the Board of Regents' policies and the approved statutes or bylaws of an institution. Detailed grounds for removal can be found in section 8.3.9.1 of the *Board of Regents' Policy Manual*.

Procedures

As per Section 8.3.9.2 of the *Board of Regents' Policy Manual*, the following procedures for the removal of faculty members shall apply only to the dismissal of a faculty member with tenure or a nontenured faculty member before the end of the term specified in his or her contract. These procedures are the minimum standards of due process and do not limit an institution from

adopting its own additional standards or procedures consistent with the Board of Regents' policies and bylaws. 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 or her contract term should be preceded by

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the president whether dismissal proceedings should be undertaken, though the advisory opinion shall not be binding upon the president.
3. A letter to the faculty member forewarning that he or she is about to be terminated for cause and informing him or her that a statement of charges will be forwarded to him or her upon request. The faculty member may request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within 10 working days 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/her designee. 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.

A dismissal shall be preceded by statement of charges or grounds for dismissal if requested by the faculty member, including a statement that the faculty member shall have the right to be heard by a faculty hearing committee, which shall consist of not fewer than three or more than five impartial faculty members appointed by the executive committee (or its equivalent) of the highest legislative body of the faculty, from among the members of the entire faculty of the institution. At Dalton State, the highest legislative body is the Executive Committee of the Faculty Senate and is comprised of the president of the Senate, the president-elect, the secretary, and the parliamentarian. Members of the hearing committee may serve concurrently on other committees of the faculty.

When the hearing committee is called into session, it shall elect a chair from among its membership. The hearing committee will meet as a body when it is called into session by the chair at the chair's discretion or upon the request of the president or the faculty member who is subject to dismissal. A minimum of three committee members is required for any vote or official action to be taken.

A hearing committee member should remove himself or herself from the case, either at the request of a party or on his or her own initiative, if he or she deems himself or herself disqualified for bias or interest. Each party shall have a maximum of two challenges without

stated cause that 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.

Additionally, the chair may decide whether a member of the committee should be disqualified for cause. If a committee member is removed, the replacement shall be made in the same manner as the original committee was selected. If the chair is removed, the committee shall elect a new chair after committee replacements have been appointed.

Dismissal Procedures

When 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 provided to the charged faculty member in writing at least 20 days prior to the hearing. The faculty member may waive a hearing or respond to the charges in writing at least five days in advance of the date set for the hearing. If a faculty member waives a hearing but denies the charges or asserts that the charges do not support a finding of adequate cause, the hearing committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record.
2. The hearing committee, in consultation with the president and the charged faculty member, may exercise its judgment as to whether the hearing should be public or private in accordance with applicable law.
3. During the proceedings the charged faculty member, the administration, and the hearing committee may each have advisory or counsel of his, her, or their choice.
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 the hearing as an observer.
5. A tape recording or transcript of the proceedings shall be kept in accordance with institution policies and procedures and made available to the charged 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 charged faculty member and the administration shall be afforded a reasonable opportunity to obtain necessary witnesses and documentary or other evidence.
9. The charged faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee

determines that the interests of justice require the admission of his or her statement, the committee will identify the witness, disclose the statement, and, if possible, provide for interrogatories.

10. The hearing committee is not bound by strict rules of legal evidence and may admit any evidence that 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 matters shall be decided by the chair or presiding officer of the committee.
11. The findings of fact and the decision of the hearing committee will be based solely on the hearing record.
12. Except for announcements concerning the time of the hearing and similar matters, public statements, and publicity about the case by either the charged faculty member or administrative officer should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed.
13. The president and the charged faculty member shall be notified in writing of the decision and recommendation, if any, of the hearing committee. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will advise the president. If the president does not approve the committee's decision, he or she should state his or her reasons in writing to the committee for response before rendering his or her final decision. If the committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The president may or may not follow the recommendations of the committee.
14. After complying with the foregoing procedures, the president shall send an official letter to the charged faculty member notifying him or her of the president's decision. Such letter shall be delivered to addressee only with receipt to show to whom and the address where delivered. The letter shall clearly state any charges that the president has found sustained and shall notify such person that he or she may apply for discretionary review as provided for in Board of Regents' Policy.
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 pursuant to an application for discretionary review under Board of Regents' Policy, he or she shall be compensated from the date of the suspension.

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the institution President, the Provost and VPAA, and their immediate supervisor, any of whom may discontinue the employment of such employee without cause or advance notice.

No provision in this policy 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 this policy restrict the protections provided the Faculty by the Regents.

2.9 SUMMER TEACHING

Summer teaching opportunities for faculty on academic year appointments are driven by student demand for courses offered and/or academic program needs. While there are no guarantees of summer employment, every effort will be made, in advance, to arrange prospective summer teaching schedules among those interested.

2.10 OVERLOADS

As stated in section 4.10 of the *Academic and Student Affairs Handbook*, under certain circumstances, qualified teaching faculty and administrative faculty may be called upon to take on additional teaching, research, or service responsibilities at their home institution. Whenever possible in this situation, institutions should consider adjusting the individual's primary duties to incorporate the extra duties associated with the overload(s). If it is determined that a workload adjustment cannot be made, the faculty member's contract should be amended to reflect a temporary change in compensation warranted by the additional responsibilities. A contract modification should also be done when faculty are involved in joint staffing agreements that warrant additional compensation at another USG institution. Deans should provide the Provost and VPAA with a listing of all overloads for the semester and ensure that faculty sign the Academic Year and Fiscal Year Contract Addendum for Temporary Overload Compensation form and submit it to the Office of Academic Affairs by the end of the first week of classes.

SECTION 3: ACADEMIC POLICIES

3.1 CATALOG AND STUDENT HANDBOOK

The *College Catalog and Student Handbook* contains 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.

3.2 CHANGE OF GRADES

If a faculty member records a grade incorrectly, he/she should submit a [Request of Grade Change form](#) to his or her dean with a specific explanation of the reason for the change. The dean submits the form to the Provost and VPAA. **(Need new link from Elizabeth)**

3.3 COURSE SUBSTITUTIONS

Faculty and professional advisors should submit [Requests for Course Substitutions](#) to the appropriate chair/dean whose 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. If the substitution is approved by the chair (if applicable) and dean, the form can go directly to the Registrar's Office. If the substitution is not approved by the chair or dean, it should be submitted to the Office of Academic Affairs, which will render the final decision on all requests for course substitutions. Appropriate documentation concerning course descriptions is required from the student for courses taken at other institutions.

3.4 DISTANCE EDUCATION AND ONLINE/HYBRID COURSES

Distance education at Dalton State takes places through three venues. The first is DaltonStateOnline, which includes courses developed and taught by Dalton State faculty members primarily to students enrolled in the College's credential programs (associate's, bachelor's, and certificate). A second venue is eCore, a USG program that allows students to earn all core credits online (core to include courses offered during the first two years). The third venue is eMajor, through which Dalton State participates in partnerships with other USG institutions to offer fully online academic programs. By utilizing three venues for distance learning, Dalton State is able to offer a variety of distance learning opportunities for its students.

Students enrolling for the first time in either eCore, eMajor, or Dalton State-based online courses must complete the appropriate online orientation and quiz in order for a hold to be removed from their registration. The quiz for Dalton State-based courses specifies that a faculty member may require up to four proctored experiences during the course.

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). Prior to developing an online or hybrid class, faculty need the approval by the academic supervisor

(chair, dean, assistant/associate dean) at least three months before the beginning of the semester in which it will be taught. Faculty new to online or hybrid teaching must complete the self-paced tutorial in GeorgiaVIEW/Brightspace to become familiar with the terms of the online learning system and attend D2L training or arrange for a one-on-one appointment with a member of the GeorgiaVIEW help staff. Faculty new to online and hybrid teaching will be assigned a Dalton State mentor to assist them with course development. The review and approval process for developing online and hybrid classes are detailed in the Online Education Committee's libguide: <http://libguides.daltonstate.edu/c.php?g=24649&p=149049>.

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" as approved by the Academic Programs Committee in July 2015. The "Standard Components for Online and Hybrid Courses" and other documents related to the Online Education Committee are found in the Online Education Committee libguide: <http://libguides.daltonstate.edu/c.php?g=24649&p=149033>

The Office of Instructional Technology, under the Office of Academic Affairs, works with departments and committees both statewide and at Dalton State College to determine policies related to distance learning. At Dalton State, the Office of Instructional Technology works with the Online Education Committee, the Office of Computing and Information Services (OCIS), the Faculty Resource Committee, the Office of Marketing and Communication, the Office of Student Affairs and Enrollment Management, and the Office of Human Resources to determine policies related to distance learning.

3.5 HUMAN SUBJECT RESEARCH

All research activities involving human subjects and associated with Dalton State College must be reviewed by the Dalton State College Human Subjects Institutional Review Board (IRB) regardless of the category of research or location of the research. The IRB meets on an as-needed basis to review research protocols. A Microsoft Word version of this application is available online in a [Roberts Library Libguide](#). Detailed information about the review process and human subjects research is available in the [Roberts Library Libguide](#) and in the College's *Policy and Procedures Manual*. (add link when available)

3.6 OPEN RECORDS

See policy detailed in the College' *Policy and Procedures Manual*. (provide link when available)

3.7 STUDENT PRIVACY ACT–FERPA [THIS IS A CONDENSED VERSION WITH A LINK]

With limited exceptions, college personnel may not disclose personally identifiable information from the education records of current or former students to any third party, except authorized companies providing official services to the College, without written consent of the student or as required by law. See complete policy at the following link.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

3.8 STUDENTS WITH DISABILITIES

Students with disabilities or special needs are encouraged to contact the Disability Access office. In order to make an appointment or to obtain information on the process for qualifying for accommodations, the student should visit the Disability Access Library Guide or contact the Disability Access office. <http://libguides.daltonstate.edu/c.php?g=24716&p=149663>

3.9 STUDENT WITHDRAWAL

Course withdrawal dates for each term are published in the Academic Calendar and are listed on course syllabi. Students who drop the course by this date will be assigned a grade of W. After this date, withdrawal without penalty is permitted only in cases of extreme hardship as determined by the Provost and VPAA; otherwise a grade of WF will be issued. Students who fail to complete the official drop/withdrawal procedure will receive the grade of F. Withdrawal from class is a student responsibility. The grade of W counts as hours attempted for the purposes of financial aid.

3.10 HARDSHIP WITHDRAWAL PROCESS

Students who are unable to successfully complete a semester due to a physical, mental, emotional, or psychological condition may request a hardship withdrawal through the Office of Academic Affairs and the Dean of Students' Office. Hardship withdrawals are approved only when the emergency or situation they are experiencing makes it impossible to continue in the course(s) for which they registered. All requests must be fully documented. If the hardship withdrawal is granted, the student will be withdrawn from all classes for the term. See the complete process at the following link:

<https://www.daltonstate.edu/skins/userfiles/files/DSC%20website%20landing%20page%20information.pdf>

Administrative Withdrawal is initiated by a Dalton State Administrator in the case of a student's dangerous behavior, commission of a crime on campus, Clery-related Crime, Title IX violation, nonpayment of tuition or fees, or other related action on the part of the student.

3.11 GRADE APPEALS

A student may file a formal challenge to a grade if there is unequivocal evidence that one or more of the following applies:

- a. It was a direct result of arbitrary and capricious conduct on the part of the instructor;
- b. The instructor discriminated against the student on the basis of a protected classification as the term is defined by Federal Law, Georgia State Law, or the Administrative Code of the City of Dalton;
- c. The grade was incorrectly calculated;
- d. A clerical error occurred in recording the grade; or
- e. A mitigating circumstance prevented the student from completing a final assignment or attending the final exam.

To appeal a grade, the student must notify the instructor in writing no later than two days after the posting of final grades. See complete details [here](#).

3.12 ACADEMIC PROGRESSION

To remain in academically good standing, students must maintain an institutional GPA of 2.0 or higher. Students who do not maintain a 2.0 move through a sequence of statuses ranging from Academic Warning to Academic Probation to Academic Suspension to Academic Dismissal. See complete information [here](#).

3.13 CORE MATHEMATICS COURSE SUBSTITUTION POLICY AND PROCEDURES

Policy

As a part of the [core curriculum](#), all USG students are required to complete three hours of coursework that addresses learning outcomes in quantitative reasoning (Area A of the core curriculum). Students who are unable to complete this core mathematics requirement as a result of a documented disability are still required to complete the core curriculum. However, students may petition for an accommodation of a substitution of the math core requirement. This petition must be made through Disability Access in the Dean of Students Office.

As noted in section 3.11.6 of the Board of Regents' *Academic and Student Affairs Handbook*, to be eligible for a core mathematics substitution, it must be determined that

- (1) A student has a disability currently impacting his or her mathematics skill that precludes the potential for academic success despite reasonable accommodations and good faith effort and

- (2) Substitution of the core curriculum mathematics course will not result in a fundamental alteration of the nature of the student's major/program of study.

Students who wish to petition a core mathematics substitution should submit the following materials to the Disability Access office at Dalton State:

- A formal written request for a mathematics course substitution.
- Documentation of a disability that substantially limits mathematics skills relative to most people in the general population as determined by a qualified professional.
- Secondary and post-secondary transcripts documenting prior mathematics coursework.
- A signed consent form authorizing release of the documentation to the reviewing parties.

The Disability Access associate director will forward these materials to the USG-level committee composed of the directors of the three Regents' Center for Learning Disorders (RCLD). This committee will determine if the provided documentation is sufficient to justify a substitution. The RCLD will notify the institution if the student is granted the course substitution, and Disability Access will notify the petitioning student and convene an institutional-level ad hoc committee.

Committee Make-up and Responsibilities

An institution-level ad hoc committee will be developed and utilized for the purpose of

- (1) Determining if the core mathematics requirement represents an essential component of the student's current major/program of study.
- (2) Identifying a substitute course best suited to the student's major/program of study.

An ad hoc committee will be developed for each approval of this accommodation. Due to the infrequent nature of this accommodation, a standing committee is not recommended. The committee should, at minimum, include designees from:

- (1) Disability Access (Chair)
- (2) Department of Technology and Mathematics
- (3) the petitioning student's school or department (e.g., the student's academic advisor or program coordinator)
- (4) Dalton State's Academic Programs Committee

Committee members will communicate with each other via email for documentation purposes, and minutes of meetings will be kept in the student's file in Disability Access. The committee will meet as needed to determine an appropriate course substitution and complete all necessary paperwork.

Other Considerations

The approval of a petition for substitution does not waive the general education requirement. If the student changes major/program of study, the substitution may be re-evaluated. Approval of a petition for a course substitution for the core mathematics requirement does not extend to any Learning Support requirements a student must complete. Currently, Dalton State offers only co-

curricular support for mathematics. There are no options for individual Learning Support mathematics courses; therefore, the core substitution will also include the co-curricular course.

Further, approval of a petition for a course substitution for the core mathematics requirement does not extend to the requirements of certain majors/programs of study. Students must submit a separate petition, following their institution's standard procedures for modifications to program requirements, to request a course substitution for other mathematics coursework required for a specific major/program of study. Other course substitutions are initiated by the advisor, and the [Course Substitution form](#) must be completed.

Determination, Notification, and Implementation

Once the committee has determined the course appropriate for the program of study,

- (1) The chair of the committee will notify the student in writing via Dalton State email and send a copy to the dean/chair of the program of study and the student's advisor.
- (2) The committee will complete and sign the course substitution form, which will be submitted to the provost and vice president for academic affairs, who will submit the form to the Registrar's Office.
- (3) When the student is ready, his or her advisor will register the student for the approved course.

The committee should complete the steps of determination and notification 30 days before registration of the next semester. However, timelines may vary depending on the receipt of approval from the RCLD.

Should the committee be unable to come to a consensus regarding the eligibility of a core mathematics substitution in the student's program of study or an appropriate substitution course, the final decision-making authority will be the provost and vice president for academic affairs.

Appeal

The student may appeal the committee's decision by sending a written request to the chair of the committee within 10 business days of notification of the decision. The provost and vice president for academic affairs will review the decision and either approve or deny the appeal.

Contact Information

Andrea Roberson, Associate Director of Disability Access and Student Support Services
Dean of Students Office, Upper Pope
aroberson@daltonstate.edu
706-272-2524

Dr. Pat Chute, Provost and Vice President for Academic Affairs
Westcott 166
pchute@daltonstate.edu
706-272-2491

SECTION 4: FACULTY RESPONSIBILITIES AND CLASSROOM MANAGEMENT

4.1 FACULTY RESPONSIBILITIES

4.1.1 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, assistant dean, or department chair should be notified at the earliest possible opportunity. If unable to reach any of them, contact the Provost and Vice President for Academic Affairs or the Office of the President. In all cases, the dean, associate dean, assistant 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 member's other responsibilities to be met.

Proctoring Examinations

If a scheduled examination or other graded activity is to take place in the faculty member's absence, the examination or activity must be proctored by a member of the corps of instruction.

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 must be discussed with the dean, associate dean, assistant 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, assistant dean, or department chair at least two weeks 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, assistant dean, or department chair, it is normally conducted by other members of the regular faculty with no additional compensation. However, if the absence exceeds two consecutive weeks of instruction, substitute teaching by qualified regular or temporary faculty may be compensated at a *pro rata* proportion of the appropriate temporary salary.

4.1.2 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. The advising relationship continues with professional advisors and/or faculty advisors through graduation. Detailed

information about the advising process can be found in the Academic Advising libguide: <http://libguides.daltonstate.edu/advising>.

Assignment of Faculty Advisors

- Faculty advisors are assigned by the administrative assistant from each academic department. When possible, the faculty advisor will be selected from within the academic discipline of the student's major. If not possible, the faculty advisor will teach classes within a closely related field.

New Advisor and Faculty Advisor Training

- Advisement training is provided for new professional advisors during the on-boarding process and through on-going professional development.
- Professional advisors provide training for new faculty, usually during spring semester or on an as-needed basis.

Guidelines

- Performance of advising responsibilities as assigned is a Standard Faculty Responsibility as described in the [Faculty Evaluation Manual](#).
- Accounts on GUI BANNER with appropriate security levels are provided to the deans, assistant/associate deans, department chairs, and administrative assistants.
- Three weeks after regular registration, students not enrolled for the past two full terms (not to include summer) are deactivated by OCIS from the advisor lists.

Change of Major

- Students can change their major using the dynamic form from the Registrar's Web page: <https://www.daltonstate.edu/academics/current-student-forms.cms>, or they can go to the Enrollment Services office to complete the form.
- Students are notified by e-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.
- The administrative assistant for the school/department of the student's new major updates the advisor. Students should check the Roadrunner Portal for advisor information.

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.

Once a student has been successfully advised and registered, the student pays all fees at the Bursar's Office or online through the Roadrunner Portal/Student and Financial Aid Menu. Those who complete the registration process are entered on the class rosters for the next academic term. Late registration occurs during the first two or three days of classes, and students who register late are assessed a late registration fee. If tuition and fees are not paid or the payment is not collectible, the student's registration is cancelled, and the student is purged from the class roll. The student may re-enroll in the purged classes only if there is space available and no later than the end of the drop/add period. Students having financial difficulties should contact the Financial Aid Office. Dalton State College has access to a wide variety of assistance programs.

4.1.3 Annual Training

Faculty and staff are required to complete several training modules annually.

4.1.4 Assessment

Schools and 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. In order to comply with SACCS accreditation standards with respect to Institutional Effectiveness: Assessment of Educational Programs, to include student learning outcomes (SACCS Standards 8.2a and 8.2b), the following information will be systematically required of academic departments:

1. Program Assessment

All Dalton State academic bachelor's (B.A., B.S., B.B.A/B.A.S., B.S.Ed., B.S.W.), associate's (A.A., A.S., A.A.S., A.S.N.) and certificate degree programs, including general education competencies must be continually assessed annually. Deans and chairs with many degree programs may plan to spread the assessment of their programs over multiple years so as to avoid assessing many programs in a year. However, over a 3-year cycle, all programs should be assessed and then start the cycle again.

2. Course Assessment

Courses that appear in institutional Catalog and covering all educational programs must also be assessed on a regular basis every semester. Deans and chairs can determine an assessment plan each semester that outlines the courses to be assessed and distributed in a manner that will be fair to faculty. For faculty responsible for many or all courses in a program, they can elect to assess one or two courses per semester until they assess all the courses in the program, and then start the cycle again.

Please keep in mind the following note from SACCS: "If sampling is used, the institution should provide a representative sample that reflects the full array of educational programs/courses

offered, including those programs/courses offered at off-campus locations and via distance education if applicable, and describe the method of selection.”

In this case, it is important that deans and chairs ensure that there are separate course assessments for Gilmer County, online, hybrid, dual enrollment sites, and at least one summer course. On the latter, SACSCOC requires documentation that courses taught and assessed during the regular fall and spring semesters are equivalent to those taught in the summer. Online and hybrid courses are considered as distance education.

3. General Education

SACSCOC has two standards (8.2b and 9.3) pertaining to general education competencies. Section 8 of SACSCOC’s revised *Principles of Accreditation* (2018) reaffirms that institutions identify, assess, and provide evidence of student achievement of “student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs.” Section 9.3 requires institutions to demonstrate that its graduates successfully complete “a general education component at the undergraduate level that (a) is based on a coherent rationale. (b) is a substantial component of each undergraduate degree program. . . . (c) ensures breadth of knowledge.” To this end, Dalton State’s academic program institutional effectiveness must include assessment of general education outcomes. Since the general education competencies are embedded in courses taught in the School of Liberal Arts and the School of Science, Technology and Mathematics, deans and chairs of the schools must ensure an annual assessment of general education outcomes in Weave.

The College has adopted and fully implemented its new assessment plan using Weave, the web-based assessment system to provide evidence and documentation that it has undertaken a consistent process of assessment that includes the identification of authentic outcomes, assessment that produces meaningful data, and an analysis of that data leading to documented improvements in its educational programs.

4. Comprehensive Program Review

The offices of Academic Affairs and Institutional Research oversee comprehensive Academic Program Reviews of degree programs, with each program undergoing CPR every five years. Using the Academic Program Review Timetable, deans should prepare reviews of their programs as specified in the template available on the Institutional Research web page. The Institutional Research office will send out reminder messages and continue to provide data to assist deans with their reports. Information about the timetable and template can be found here: <https://www.daltonstate.edu/about/comprehensive-program-review.cms>.

4.1.5 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 Provost and Vice President for Academic Affairs. In the absence of the president, the Provost and 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/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, will record the minutes of the meeting of the faculty and send a copy to the president for approval within 10 days of the meeting. Minutes will be distributed to faculty via electronic means after presidential approval and again before the next faculty meeting, where faculty will approve them. A permanent record of these minutes will be kept in the Roberts Library.

4.1.6 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. The student must choose the appropriate catalog and program of study for graduation. 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 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 Application for Graduation, indicating that the student can qualify to graduate, should be signed by the advisor. Graduation information and application may be found at <https://www.daltonstate.edu/academics/requirements.cms>

The student should ensure that the application is turned into the Office of the Registrar. Graduates' applications 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, assistant 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 Provost and 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.

4.1.7 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 periods of registration, drop-add days, and the midterm 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 (8) 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/her dean, associate dean, assistant 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/her dean, associate dean, assistant 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 required to post 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.

4.1.8 Workload

The workload of all full-time faculty members at Dalton State College consists of three principal components: teaching (including academic advising), service to the institution and community, and research and/or 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/her dean, associate dean, assistant dean, or department chair and is developed based on the needs of students and the overall institutional schedule.

In addition to daytime classes which typically 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 possibly 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 nonacademic service in the surrounding community. The principal elements of academic service include student advising and institutional 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 College's mission or reflects well on the institution 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.

4.2 CLASSROOM MANAGEMENT

4.2.1 Academic Alert

Faculty should complete an Academic Alert report in BANNER for any student experiencing academic difficulty (e.g., excessive absences, missed assignments, and poor performance). Once submitted, the student's professional advisor will be alerted and, if follow-up is requested, required actions will be assigned to the student. Students will be encouraged to use resources such as the tutoring center, a study skills video, the Writing Lab, the Math Lab, or career services to improve their chances of success.

4.2.2 Cheating and Plagiarism

Cheating and plagiarism are defined and discussed in the [*Student Code of Conduct*](#). 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.

4.2.3 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 Registrar's Office 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 Registrar's Office.

Class Roster Verification Process. Under the BANNER Faculty and Advisor Menu in the Roadrunner Portal, select Attendance Verification.

- Select the current term code and submit.
- Select the course reference number (CRN) for the appropriate class roster.
- Add a checkmark next to the students' names who are NOT attending in the *Add* column under *Currently Enrolled*.
- Click the Continue button.
- Verify the names on the Students to be dropped webpage – if the list of students to be dropped is correct – click Submit.
- Return to the Main Menu – you can repeat this process for all of your classes.
- A process will be run by records to remove these students from the roster.
- If you make a mistake and drop a student who is attending, you may go to the Attendance Verification webpage where it lists the Students Previously Set to be Dropped at the bottom of the page, add a checkmark next to the student you wish to move back to the enrolled students, and click Continue. A Students to be Added page will appear for verification. If correct, click submit and the students will be placed back on your roster.
- A process will be run by Records Office staff to remove these students from the roster after the last day to register. After this date the students you selected to be dropped for never attending will no longer appear on your roster. If for some reason the student starts attending, (s)he must register for the class again.

4.2.4 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 *Class Schedule*. Any changes must be approved by the dean, associate dean, assistant dean, or department chair and the Provost and VPAA. Any change must ensure that 100% of the students enrolled in the course have been queried regarding the change.

4.2.5 Classrooms

As each class is scheduled, the Registrar's Office assigns it to a classroom and/or laboratory.

To relocate any on-campus (day or night) class for any reason, the Office of Student Affairs and Enrollment Management must be contacted. It is essential, however, that all changes be made through the dean, associate dean, assistant dean, or department chair and recorded through the Office of Student Affairs and Enrollment Management 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. Equipment and lights must be turned off when vacating a room.

Custodial service, maintenance, or special instructional appointments must be made through the dean, associate dean, assistant dean, or department chair. Requests for emergency service during the day can be placed directly with Plant Operations. Requests for services at the Gilmer Campus should be made through the Office of Academic Affairs. Physical deficiencies in the physical environment of the campus should be reported or suggestions for improvement to the dean, associate dean, assistant dean, or department chair.

4.2.6 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, assistant deans, or department chairs the following items for every course taught each academic term: a course syllabus; copies of major exams, tests, and assignments; and other materials significant to course objectives, student outcomes, or student/course evaluation. The deans, associate deans, assistant dean, or department chairs are responsible for maintaining these documents so that the college always has a year's worth of course syllabi and supporting materials on hand. In addition, faculty who have been assigned course assessments must upload their syllabi; copies of exams, quizzes, and course assignments; and copies of rubrics and other assessment materials in Weave each semester. Having course materials available in Weave and in the departments/schools ensures that external accrediting and auditing agencies have access to review materials even if a given course is not assessed in Weave during a particular academic year.

4.2.7 Course Syllabus

Students enrolled in each class should be provided with an ADA Compliant course syllabus, either printed or online, at the first class meeting. This syllabus should clearly state classroom

policies and procedures as well as the course requirements.

At a minimum, the syllabus should include the following:

- Title of the course
- Instructor contact information (office hours, office location, phone, email, Web)
- Catalog course description and pre- and/or co-requisites
- Course Objectives
- Textbooks(s) and/or other required course materials
- Learning outcomes of the course
- Methods of assessment of student learning outcomes
- Evaluation: 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
- Course calendar (including date and time of final exam)
- Disability Access Statement
- Reference to online location of campus-wide syllabus information
- Emergency Instructional Plan
- Course Withdrawal Statement
- Full Withdrawal Statement
- Hardship Withdrawal Statement
- Grade Appeal Process
- Title IX Information: Student Sexual Misconduct Policy
- Absences for Officially Approved DSC Groups and Activities
- House Bill 280
- Care Team
- Ethical Conduct
- Academic Progression

Best practices suggest additional information on the syllabus should include 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 Southern Association of Colleges and Schools Commission on Colleges, the dean, associate dean, assistant dean, or department chair will need a current, dated syllabus for each course taught. The dean, associate dean, assistant 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.

4.2.8 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), and Credit for Prior Learning. Occasionally, 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 30-credit-hour minimum residence requirement.

4.2.9 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, assistant dean, or department chair.
- Arrange for transportation, housing, food, and other accommodations.
- Have student participants complete the [Student Travel Registration and Waiver](#). 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 dean, associate dean, assistant dean, or department chair and the Provost and Vice President for Academic Affairs.
- Provide a detailed itinerary, with telephone numbers whenever possible, to the Vice President for Fiscal Affairs and to the dean, associate dean, assistant 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 Government Association, a roster and itinerary information must be provided to the associate director for Student Life.

4.2.10 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 Provost and VPAA.

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.

4.2.11 Final Grades

Faculty should submit final grades in BANNER by the date specified in the Academic and Master Calendars. Faculty are required to enter the last date of attendance for any student whose final grade is an F, even if the student did not stop attending class. Grades for graduating students may be due earlier, and all grades should be checked for accuracy to avoid the need to submit [Change of Grade forms](#).

4.2.12 Gradebooks

Gradebooks whether electronic or hardcopy are considered the property of the College and should be kept secure. Faculty must turn in all gradebooks (grade sheet printouts if grades are electronic) to their department chair or deans at the conclusion of their employment. These should be held permanently in a secure location (University System of Georgia, Records Management and Archives, Course and Class Records Number: 0472-06-008).

4.2.13 Guest Speakers

Faculty members may invite guests from outside DSC to address students. Prior to issuing an invitation, permission from the dean, associate dean, assistant dean, or department chair must be obtained. For liability containment, a member of the core of instruction approved by the dean,

associate dean, assistant dean, or department chair must be present when a guest addresses students.

If payment is required, the school sponsoring the speaker must have a contract approved and signed by the Vice President for Fiscal Affairs and the speaker. If the speaker or performer is employed at another University System Institution, additional paper work is required.

4.2.14 Midterm Grades

Faculty are required to submit midterm grades during the fall and spring semesters for all full-session classes by the date specified in the Master Calendar.

4.2.15 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, approved campus trips, or other extenuating conditions.

Officially Approved Student Absences

When students are engaged in officially approved Dalton State groups or activities that require them to participate in events off campus during school days, they shall be treated similarly to any faculty or staff member acting in that same capacity. Thus, just as faculty and staff have excused absences from their regular work schedules, students shall be excused from class without penalty if they are off campus representing Dalton State College in an approved, official capacity during their regular class time. Examples include presenting a paper or otherwise participating in a conference, attending a University System student affairs event, participating in intercollegiate competition (athletic or academic), participating in an approved field trip, etc. Just as faculty and staff members are required to submit Request to Travel forms for approval, in order to be excused, the student needs to provide the following information to the instructor prior to the date when he/she will be absent from class:

- notification of the event (in the case of athletics, students should provide each instructor a schedule of away events at the beginning of the semester or as soon as possible after the schedule is available);
- estimated time of departure from and return to campus (for example, if a student has an away game in the evening and will not be leaving campus until 3:00, he/she will not be excused from classes prior to that time on that day; similarly, if the event is in the morning and the student will be returning to campus during the day, he/she is expected to attend any class scheduled after the return trip); and

- contact information for the person or organization sponsoring/authorizing the student's participation in the event.

The student shall be allowed to make up any work missed during the time he/she is off campus representing DSC in an official capacity. He/she shall discuss what will be missed with the instructor and make arrangements to make up any assignments, tests, presentations, etc. that were scheduled on that date.

Religious Holidays Attendance Policy

Board of Regents policy ([BOR Policy Manual, 3.4.3](#)) requires each institution to have a policy regarding absences related to religious holidays. In that regard, the Dalton State administration asks faculty members to be understanding of students missing classes and other academic commitments on major religious holidays and to allow students honoring those holidays to make up the work that is missed. Please consult a resource such as <http://www.interfaith-calendar.org/> for a relatively comprehensive list of religious observances as well as for specific dates of each holiday.

It is the responsibility of those constructing the academic calendar each year to avoid scheduling registration periods or the first day of class on religious holidays. It is the responsibility of the instructor and student to determine the conditions under which work will be made up when a student misses class or other academic obligations because of a religious holiday.

4.2.16 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, DSC requires faculty to submit online textbook requests 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 completed on the Bookstore's website 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 methods prescribed by the current bookstore management, 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. Late or incorrectly inputted information will require additional attention from the bookstore management, the faculty member, and the dean or department head, so care should be taken in providing all correct information.

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 and green source materials.

Faculty members may use self-authored texts only if the textbooks pass a third-party review process headed by the respective department chair, associate/assistant dean, or school dean.

Faculty members are prohibited from reselling sample texts provided by publishers or accepting financial incentives or gifts from publishers. If a person attempting to buy sample texts appears on campus, faculty should notify Public Safety.

In view of the University System of Georgia's attempt to reduce textbook costs through Affordable Learning Georgia, faculty are encouraged to use quality open educational resources whenever feasible. Open educational resources should not be used only for the reason of reduced cost, but because they also provide the educational quality needed while at the same time providing low-cost options. The faculty member may arrange with the Auxiliary Services to print the materials for students on demand, but printed open educational resources will not be inventoried by Auxiliary Services.

Faculty must take extreme care in following copyright, fair use, and Creative Commons protocols when using open educational resources or when posting materials to online environments, such as in Georgia View. Additionally, fair use guidelines in providing photocopies as handouts must be followed stringently to avoid copyright infringement and possible lawsuits. Faculty members should make themselves well acquainted with the law and avoid repeated copying of copyrighted materials for distribution in class.

SECTION 5: FACULTY AND STUDENT SUPPORT

5.1 FACULTY SENATE

The Dalton State College Faculty Senate provides a deliberative means for recommending policy and any changes in policy, except those mandated by the Board of Regents, to the President of the college 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.

5.2 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. As stated in the faculty evaluation processes, faculty are evaluated annually on teaching, service, and research and/or professional development. Faculty are expected to set and assess yearly goals in each of these areas.

Arrangements and funds for travel to academic and professional conferences are to be discussed and approved in advance with deans and/or department chairs, in accordance with available budgeted funds. Faculty should seek to attend conferences at times that will cause minimal conflict with teaching duties.

As a part of the Faculty Senate, the Faculty Development Committee has the stated purpose of identifying, promoting, and supporting professional development opportunities for faculty. Its duties include making recommendations to the College administration concerning programs and policies related to the professional development of the faculty.

The College provides four venues for professional development for faculty and staff.

- The Committee for Academic Excellence's mission centers on equipping the Corps of Instruction to improve teaching and learning. The Committee provides a number of formal and informal opportunities to facilitate instructional development as well as oversees the new faculty orientation. The CAE is a member of the Professional and Organizational Development Network and the Southern Regional Faculty and Instructional Development Consortium. Faculty are welcome to suggest topics and programming.
- The Office of Instructional Technology offers group and face-to-face professional development in instructional and information technology.

- The Roberts Library provides workshops for faculty, staff, and students in topics related to information literacy.
- The Dalton State Counseling Center provides professional development opportunities related to mental health and relationships.

5.3 FACULTY TRAVEL

The College makes every effort to support faculty travel for professional development. Since travel funds are limited, faculty who are presenting or who wish to attend conferences should check with their chairs or deans to see what funding is available. 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://dscweb.daltonstate.edu/accounting-and-budget/travel.html>

5.4 STUDENT TRAVEL

The Office of Academic Affairs provides limited funding for student travel to academic conferences and events. Faculty who are interested in obtaining funding for student travel should complete and submit the Office of Academic Affairs Request for Student Travel Funding form, available from the Office of Academic Affairs, at least two weeks prior to the event. Student travel waivers must be completed through the Dean of Students Office. Students may not attend without verified waivers, and funds will not be reimbursed to students, faculty, or staff without this verification. Students can also apply for funding through the Student Government Association.

5.5 STUDY ABROAD

Students and Dalton State faculty who are interested in participating in study abroad opportunities should contact the chair of the International Education Committee. Any DSC student in good standing or any student in good standing at another institution that accepts study abroad credit is eligible. Faculty and staff not affiliated with Dalton State may not participate. DSC and the University System of Georgia offer a wide variety of study abroad opportunities from 9-day programs to semester/academic year programs. Detailed information about study abroad is available on the College's Web page: <https://www.daltonstate.edu/academics/getting-started.cms>.