



DALTON STATE  
POLICY AND PROCEDURES MANUAL  
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Dalton State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 ext. 4504 for questions about the accreditation of Dalton State.  
[www.sacscoc.org](http://www.sacscoc.org)

Dalton State College is a unit of the University System of Georgia and is an Equal Opportunity Institution committed to the concept and reality of cultural diversity. Contact the USG at 270 Washington Street NW, Atlanta, GA, 30334. [www.usg.edu](http://www.usg.edu)

This manual is not a contract or guarantee of employment. Dalton State College reserves the right to unilaterally modify, amend or terminate policies, procedures and/or benefits described in this manual at any time, or require and/or increase contributions towards these benefits at its direction.

**Links provided in this document are best viewed in Internet Explorer or Firefox.**



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

# INTRODUCTION

## MISSION STATEMENT

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

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

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

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

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

## EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

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

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

## NOTICE OF NONDISCRIMINATION

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

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

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

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

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

#### Invitation to Identify

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

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

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

#### **FERPA – The Family Education Rights and Privacy Act of 1974**

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

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

## **DRUG FREE SCHOOL AND WORKPLACE**

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

The unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol by employees or students on DSC campus is prohibited, and violations of this policy will result in appropriate disciplinary action. If an employee is convicted (including a plea of nolo contendere) for violating any criminal drug law by an action in the workplace, the employee must notify the Human Resource Office in writing within 24 hours of the conviction. The possession or use (without valid medical or dental prescription), or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president or his/her designee. The alcohol service guidelines may be found at <http://www.daltonstate.edu/policy/pdf/alcohol-service-policy.pdf>.

## **EMERGENCY PROCEDURES**

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

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

# PART I – GOVERNANCE AND INSTITUTIONAL POLICIES

## 1.1 SYSTEM OF GOVERNANCE

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

## 1.2 ROLES AND RESPONSIBILITIES OF THE PRESIDENT OF THE COLLEGE

### The President shall:

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

## 1.3 ADMINISTRATION

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

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

- 1.4** Proposals requiring approval by the Board of Regents or an officer thereof pertaining to an academic program; intercollegiate athletics as noted in Board Policy 4.5; capital projects; and real property shall first be submitted for integrated review using a process determined by the Chancellor. Institutions should ensure that proposals submitted for integrated review are consistent with the University System of Georgia and institutional strategic plans, objectives, and mission while reflecting the prudent use of resources. Institutions should avoid public discussion, significant resource commitment, or long-term obligations involving projects submitted for integrated review until such time as the project has received initial approval.

**1.5 CURRICULUM APPROVAL PROCESS**

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

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

**1.6 DSC FOUNDATION**

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

**1.7 DALTON STATE ATHLETIC CLUB**

The Dalton State Athletic Club, Inc. (DSAC) is an incorporated, non-profit organization established in 2013. The club cultivates, solicits, and manages private support for the benefit of the Dalton State College Intercollegiate Athletic Department. The Club is committed to raising awareness of the College's Athletic Department and its programs, maximizing fundraising potential, strategically investing the endowment to ensure its growth over time, and providing the necessary capital and endowment support to offer a quality higher education experience. The Club partners with Dalton State College as a friend-raising and fundraising component of the institution.

**1.8 ETHICAL CONDUCT**

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



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

Statement of Core Values:

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

## CODE OF CONDUCT

We will:

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

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

### 1.9 INSTITUTIONAL EFFECTIVENESS

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

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

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

#### **1.10 INTELLECTUAL PROPERTIES POLICY**

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

#### **1.11 LEGAL REPRESENTATION**

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

#### **1.12 STRATEGIC PLANNING**

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

Every three years, DSC produces a Strategic Plan which outlines the next three (3) years' strategic goals. These overarching goals provide guidance for the college as it invests in growth and continuous improvement. The college then documents the Strategic Plan's success through annual strategic plan progress reports produced as part of the Annual Reports required of all departments. DSC's Strategic Plans are all available [online](#).

#### **1.13 SUBSTANTIVE CHANGE**

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



## PART II – PERSONNEL

### SECTION 1: EMPLOYEE CATEGORIES, CLASSIFICATION, & COMPENSATION

#### 1.1 STAFF

Staff employees shall consist of two (2) major employee groups as defined in [Section 8](#) of the Policy Manual of the Board of Regents of the University System of Georgia.

1) *Staff Professional and Administrative Employees* are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities. (This group does not include faculty or graduate assistants); and are employed for a fixed monthly salary and are paid to perform a specific job rather than for specific hours of work, therefore, are not authorized overtime pay. Compensation is distributed to exempt personnel on the last business day of the month.

2) *Staff Non-Exempt Employees* are not exempt from the federal wage-hour provisions of the Fair Labor Standards Act (FLSA). (NOTE: The University System of Georgia position classification system includes the appropriate FLSA status in the “Master List with Definitions and Guidelines”.) Staff non-exempt employees are paid for hours worked and can be authorized to work overtime in accordance with established institution’s policy. These employees receive compensation at the end of every other work week.

#### 1.2 FACULTY

Faculty consists of the corps of instruction and the administrative officers as defined in [Section 3](#) of the Policy Manual of the Board of Regents of the University System of Georgia and fall into two (2) categories:

1) *Regular Faculty* are employed on a continuous basis and duration of employment may be defined by agreement, contract, term, and/or restricted funding source(s). Regular Faculty may be full-time or part-time. Those faculty with a work commitment of half-time or greater are partial or full benefits eligible and those who work less than 20 hours per week are non-benefits eligible. Regular Faculty who are not hired through a competitive search will typically be given a “term” appointment for one academic or fiscal year, and may be reappointed for one (1) additional year, not to exceed a total duration of 2 years. Regular Faculty who have a full-time (1.0 FTE) appointment may be tenured, on tenure track or hold a non-tenured position in accordance with [Sections 8.3.7](#) and [8.3.8](#) of the Policy Manual of Board of Regents of the University System of Georgia.

2) *Temporary Faculty* are employed on a short term basis through written appointment. They are not employed on an academic year contract. If they are employed for more than one consecutive academic semester for 30 hours or more, except when the Academic semester is combined with Summer semester immediately preceding or following the Academic Semester, they shall be employed as Regular Faculty. Temporary Faculty are non-benefits eligible.

#### 1.3 TEMPORARY EMPLOYEE

*Temporary employment* is short in duration to address business needs and must meet the requirements and characteristics described below:

1. A temporary is non-benefits eligible.
2. A temporary does not have an expectation of long-term employment.
3. A temporary may be full-time or part-time.
  - A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Once a temporary employee has worked 1,300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary

employee must have a break in service of 26 consecutive weeks. Employment applies across all USG institutions.

- If a temporary employee is needed beyond the 1,300 hours, they must be moved to a regular employee status.
  - A temporary who is dually or jointly employed in more than one position must have all hours worked counted towards the 1,300 hour worked limit from the date of hire into the first position this includes Temporary Staff Arrangements.
4. A temporary may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.
  5. A temporary is typically considered non-exempt under the federal Fair Labor Standards Act's overtime provisions and paid for all hours worked on an hour-for-hour basis, and they must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. In some instances, temporary employees, such as graduate assistants, post docs or credentialed professionals, may be exempt.

**Note:** If a temporary employee exceeds an average 30 or more hours per week during the ACA measurement period and meets the definition of healthcare eligibility under ACA, if they continue employment in a regular position, they will become eligible to enroll in healthcare benefits during the ACA administrative period.

#### 1.4 **BENEFITS ELIGIBLE**

There are three definitions pertaining to benefits eligible as described below:

*Full Benefits Eligible:* This is defined as 30 or more hours per week or .75 FTE and greater, which applies to regular faculty and regular staff employees. Full benefits include all benefits in accordance with University System of Georgia of Board of Regents policy 8.2.9 Insurance.

*Partial Benefits Eligible:* This is defined as 20 to 29 hours per week or .5 FTE to .74 FTE. Partial benefits eligible may apply to regular faculty and regular staff employees. Partial benefits include retirement and pro-rated leave accruals.

*Non-Benefits Eligible:* This is defined as 19 or less hours per week (.49 FTE or less), which applies to regular faculty and staff employees. Non-benefits eligible also includes temporary faculty, staff, and student employees who may not work more than 1,300 hours in a 12 month period as defined later in this policy. Students may not be placed into a regular status.

#### 1.5 **PROVISIONAL EMPLOYMENT**

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

#### 1.6 **APPLICATION FOR EMPLOYMENT**

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

## 1.7 CONDITIONS OF EMPLOYMENT

The following conditions of employment are required of **all** employees (staff and faculty) prior to initial work:

- The State Security Questionnaire and Loyalty Oath - Forms must be completed, signed, and notarized before officially employed.
- Federal and State (Georgia) withholding tax forms must be completed.
- A physical may or may not be required depending on the job description and information provided by the prospective employee. If a physical is required, it will be at the prospective employee's expense.
- Proof of United States citizenship or I-9 Information and/or any other Immigration and Naturalization documents is required. Two valid forms of identification will be required per Form I-9 Employment Eligibility Verification Services.
- Pre-employment Drug Testing for specific positions.
- Background checks (which may include but are not limited to credit, criminal, or personal) are performed for all positions.

## 1.8 PERSONNEL ACTION FORM

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

## 1.9 MANDATORY TRAINING

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

# SECTION 2: EMPLOYEE POLICIES / RULES AND REGULATIONS

## 2.1 ANTI-HARASSMENT

DSC seeks to provide an environment that supports effective teaching and learning, mutual respect among students, faculty, and staff, and productive, congenial working relations. Discrimination on the basis of race, religion, color, sex/gender, national origin, sexual preference, sexual orientation or disability subverts these goals and is unacceptable on the Dalton State College campus. We do not tolerate harassment of any of our employees or students. Harassment is defined as verbal, nonverbal, or physical conduct that degrades, belittles or puts down an individual or shows hostility or aversion toward the individual. Harassing behavior is designed to threaten, intimidate, or coerce an individual and is severe or pervasive enough to create a hostile, abusive or intimidating environment for a reasonable person.

Examples of Harassment include:

- Verbal: Referring to someone's race, religion, sex, disability, age or other characteristic protected by law in negative, offensive, or derogatory terms; making comments that include inappropriate stereotypical ideas, attributes or characteristics of others.
- Nonverbal: Distribution or display of written or graphically derogatory material about protected characteristics; offensive or hostile facial expressions or gestures.
- Physical: Threatening or intimidating actions such as blocking a person's path, pushing, shoving or intentionally bumping into another person, or actual physical assault.
- Cyber-harassment

In addition to the above listed conduct, sexual harassment, whether blatant or subtle, is a form of discriminatory behavior incompatible with institutional commitments and a violation of policies of

the BOR policy manual and federal legislation (Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Educational Amendments).

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

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

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

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

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

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

Anyone who experiences harassment from another employee or a visitor to the campus or persons are urged to report the incident to College officials. The Department of Human Resources will investigate all allegations of hostile workplace harassment. Retaliation for reporting harassment will not be tolerated. Dalton State College may take disciplinary action against any employee providing false information during the investigation of a complaint.

## **2.2 ARREST AND/OR CONVICTION OF A CRIME**

Any current employee charged with a crime (other than a minor traffic offense) shall report being charged with such crime to Human Resources within 72 hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. Human Resources shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status until resolution of the charge.

Any current employee who is convicted of a crime (other than a minor traffic offense) shall report such conviction to Human Resources within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. The Background Information Committee (BIC) shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status. The BIC shall review the crime utilizing the same standards as it applies in reviewing

crimes committed by a candidate for employment but may consider other factors, including the length of employment of the employee and performance reviews.

### **2.3 CAMPUS ASSESSMENT, RESPONSE, AND EVALUATION TEAM (CARE-TEAM)**

Formally Incident Review Committee (revised 1-2015)

DSC is dedicated to creating an educational climate that is conducive to the personal and professional development of each individual. Dalton State's mission includes a commitment to providing excellence in a learning environment, appropriate academic and student support services, and a process of continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment.

The Campus Assessment, Response, and Evaluation Team, (CARE-Team) supports the mission of the college by reviewing and responding to incidents of aberrant, dangerous, or threatening behavior that involve members of the campus community. For more complete information and to make a report visit: <http://www.daltonstate.edu/care-team/>

### **2.4 CANVASSING AND SOLICITING (see FUNDRAISING, Part IV. Section 3.)** Rev. 2-2015

The Division of Fiscal Affairs shall be the only body empowered to conduct or approve business activity on the campus of Dalton State College. Business activity shall include any undertaking of an individual or group which encompasses the production, sale, distribution, by sale or gifts, of products or services. The sale and distribution of products and services includes any method of marketing by way of direct selling or indirect selling, including the use of posters, flyers, handouts, or other promotional literature. Such activities shall be subject to the provisions of this policy.

Distribution of non-commercial written material such as pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be given away or sold on a person-to-person basis in open areas at least 20 feet from outside of buildings and other closed structures on the campus, except as follows. No stand, table or booth shall be used in distribution except at Pope Student Center upon permission of the Director of Student Life. "Drop (bulk) delivery" or unattended distribution is not permitted. Distribution shall be made from a designated location and sales person are not allowed to walk around campus distributing written material.

There shall be no advertisement or other public statement in which Dalton State College's name is used in connection with any non-College organization, business, or person in any manner or medium that implies that the College supports, approves, or endorses any product, service, interest, position, or ideology of that organization, business, or person. The Office of Vice President for Fiscal Affairs may require that approved non-College events or activities include in their advertisements the following disclaimer: "This event/activity is not sponsored by Dalton State College." The complete policy can be found [here](#).

### **2.5 COMPUTING RESOURCES**

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

### **2.6 CONSULTING / OUTSIDE ACTIVITIES**

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

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

The BOR closely governs the employment of a full-time employee of the USG by another unit of the System or another state agency. BOR guidelines for outside activities may be found [http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.15\\_outside\\_activities](http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.15_outside_activities).

## **2.7 DISMISSAL, DEMOTION, AND SUSPENSION**

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

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

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

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

Cause for Dismissal, Demotion, and Suspension:

- Conviction of a felony or misdemeanor
- Crime involving moral turpitude
- Discourteous or disruptive behavior
- Entering an unauthorized area at any time
- Excessive personal telephone calls
- Failure to report an absence or reason for an absence
- Falsifying records, reports, or information
- Gambling on college premises or when engaged in college business
- Habitual absence or tardiness
- Illegal manufacture, possession, use, sale, or distribution of drugs on college premises
- Inappropriate handling or disclosure of confidential information or records
- Insubordination
- Interfering with the work performance of another employee
- Job abandonment
- Larceny, misappropriation, or unauthorized possession or use of property belonging to the college or an employee, student, or visitor
- Misuse of college property, services, or resources
- Neglecting or failing to perform duties
- Non-approved use of alcoholic beverages on college premises
- Sleeping while on duty
- Taking unauthorized leave
- Theft
- Threatening, intimidating, harassing, or coercing a college employee, student or visitor
- Unauthorized absences from assigned work area
- Unauthorized purchase of goods or services including credit card purchases



- Unfit to perform duties
- Any other misconduct interfering with performance of duties
- Willfully or negligently damaging equipment or property or failing to report such damage
- Willfully or negligently violating safety regulations
- Willfully violating a law or policy prohibiting discrimination on the basis of age, race, religion, color, sex, national origin, disability, veteran status, or genetic information.
- Working under the influence of alcohol or dangerous substance as defined by law
- Any other misconduct interfering with performance of duties

## **2.8 EMPLOYEES AFFECTED BY REORGANIZATION / PROGRAM MODIFICATION / FINANCIAL EXIGENCY**

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

## **2.9 EMPLOYMENT OF RELATIVES**

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

## **2.10 EVALUATION**

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

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

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

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

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

## **2.11 FURLOUGHS**

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

## **2.12 GARNISHMENT OF WAGES**

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

## **2.13 GRIEVANCE / APPEALS**

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

## **2.14 INJURIES**

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

## **2.15 MINOR CHILDREN ON CAMPUS**

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

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

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

This policy does not apply to children attending high school student visits, kids camps, and other Dalton State sponsored activities where adult supervision is provided.

## **2.16 OVERTIME PAY**

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

## **2.17 RESIGNATION**

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

## **2.18 SEXUAL ASSAULT**

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

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

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

## **2.19 SMOKE-FREE / TOBACCO FREE WORKPLACE**

The DSC campus is smoke and tobacco free. All forms of tobacco products and electronic cigarettes are prohibited on property owned, leased, and controlled by DSC and used by all employees, students, contractors, subcontractors, and visitors and is applicable 24 hours a day, seven days a week. All events hosted by a USG-entity or on behalf of the USG shall be smoke and tobacco free. This includes all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas inclusive of Gilmer County Center and inside residential halls. Penalties for tobacco use are as follows:

Penalties for Students:

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

Penalties for Faculty and Staff:

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

**2.20 STATUS CHANGE**

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

**2.21 SUMMER HOURS**

The College operates on summer hours (12 weeks) beginning the week after spring graduation and ends approximately two weeks before the start of fall classes. Offices will be open for ten hours Monday through Thursday between 7am and 7pm. The college is closed on Friday.

**2.22 TARDINESS AND ABSENTEEISM**

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

**2.23 TIME RECORDS**

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

**2.24 VOLUNTEER POSITIONS**

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

**SECTION 3: EMPLOYEE BENEFITS**

**3.1 HOLIDAYS**

Dalton State College observes twelve (12) official paid holidays each year for regular employees working one-half time or greater. Typically (subject to change based on the year) these are:

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

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

**3.2 STAFF ANNUAL LEAVE**

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

| <b>YEARS OF CONTINUOUS SERVICE</b> | <b>ACCUMULATED DAYS / HOURS PER MONTH</b> | <b>ACCUMULATED DAYS / HOURS PER YEAR</b> |
|------------------------------------|---|--|
|------------------------------------|---|--|

|                                       |                       |                     |
|---------------------------------------|-----------------------|---------------------|
| Between 1 – 5 years                   | 1-1/4 days / 10 hours | 15 days / 120 hours |
| Greater than 5 but less than 10 years | 1-1/2 days / 12 hours | 18 days / 144 hours |
| Greater than 10 years                 | 1-3/4 days / 14 hours | 21 days / 168 hours |

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

### 3.3 FACULTY ANNUAL LEAVE

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

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

### 3.4 TUITION REMISSION AND REIMBURSEMENT

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

### 3.5 SHARED SICK LEAVE PROGRAM

Shared sick leave makes it possible for employees to contribute, on a voluntary basis, unused sick leave to a pool for possible use by another DSC employee who is experiencing a catastrophic illness or injury and who has used all accumulated leave. For complete policy and required forms visit <http://www.daltonstate.edu/human-resources/forms.html>.

### 3.6 SICK LEAVE

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

Employees should notify supervisors immediately if unable to report to work due to illness or death in the family. Those failing to "call in" might have the absence charged against annual leave, or considered as leave without pay, depending upon the supervisor's recommendation.

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

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

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

Sick leave may be requested for the following reasons:

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

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

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

### **3.7 SICK LEAVE WITHOUT PAY**

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

## **SECTION 4: LEAVE REQUESTS**

### **4.1 COURT DUTY**

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

### **4.2 FAMILY LEAVE (FMLA)**

#### ***General Provisions***

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

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

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



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

#### **4.3 MILITARY LEAVE WITH PAY**

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

#### **4.4 MILITARY LEAVE WITHOUT PAY**

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

#### **4.5 PERSONAL LEAVE**

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

#### **4.6 VOTING**

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

### **SECTION 5: INSURANCE**

#### **5.1 GROUP HEALTH INSURANCE**

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

#### **5.2 GROUP LIFE INSURANCE**

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

#### **5.2 DISABILITY INSURANCE**

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

#### **5.2 DENTAL INSURANCE**

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

### 5.3 VISION INSURANCE

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

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

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

### 6.1 RETIREMENT

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

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

Additional information on both plans, *TRSGA* and/or *ORP* may be found on the University System of Georgia website at [http://www.usg.edu/hr/benefits/retirement\\_plan\\_information/](http://www.usg.edu/hr/benefits/retirement_plan_information/)

### 6.2 SOCIAL SECURITY

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

### 6.3 GEORGIA DEFINED CONTRIBUTION PLAN

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

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

Several exemptions or exceptions to disqualify participation:

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

### 6.4 TAX SHELTERED ANNUITIES

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

## **PART III – FACULTY**

### **SECTION 1: FACULTY POLICIES**

#### **1.1 ABSENCE FROM CLASS**

##### **EMERGENCY OR ILLNESS**

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

##### **PROCTORING EXAMINATIONS**

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

##### **PROFESSIONAL DEVELOPMENT**

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

##### **SUBSTITUTE TEACHING**

If substitute classroom teaching during the absence is approved by the dean, associate dean, or department chair, it is normally conducted by other members of the 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 (for example: if the absence is three consecutive weeks in a fifteen week semester and the appropriate temporary salary for the substitute is \$1,800 the compensation will be \$360).

#### **1.2 ACADEMIC FREEDOM**

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

### **1.3 PROFESSIONAL ETHICS**

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

### **1.4 SUMMER TEACHING**

Summer teaching opportunities for faculty on academic year appointments are driven by student demand for courses offered 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. The complete policy may be found [here](#).

### **1.5 TRAVEL**

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

## **SECTION 2: FACULTY RECRUITMENT AND EVALUATION**

### **2.1 RECRUITMENT AND APPOINTMENT**

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

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

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

The 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 Vice President for Academic Affairs on the basis of all the written materials submitted and subsequent contacts with references or others who may know about the professional and personal competencies and characteristics of the candidates. If fully qualified applicants are identified, the highest rated candidates are invited to visit the campus for an interview. Subject to availability of funds, each candidate may be reimbursed for qualifying travel expenses.

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

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

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

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

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

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

## **2.2 FACULTY CREDENTIALS**

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

credentials be consistent with SACS' guidelines for institutional accreditation and require candidates to demonstrate

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

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

## 2.3 ORIENTATION

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

## 2.4 EVALUATION

### 2.4.1 ANNUAL EVALUATION

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

Although evaluation is a continuous process, the formal annual evaluation of regular faculty members and administrators normally occurs during the spring semester, based on the faculty member's Preliminary Statement of Goals submitted during the preceding spring. Components include the faculty member's Assessment of Goals, which enables each member of the faculty to report both quantitative and qualitative accomplishments in the areas of professional development, service to the institution and community, and teaching effectiveness and curricular improvement. Faculty members may also offer summary evaluations of their courses, discipline, school or department, and the institution, along with other appraisals or recommendations for the improvement of instructional or institutional effectiveness. The Assessment of Goals and other reports should be the result of thoughtful, reflective, and candid analyses of one's self, school, department (if applicable), and the institution. Student evaluations, including written analyses of these assessments by his/her academic administrator, are another major consideration in the annual process.

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

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



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

#### **2.4.2 REGULAR FACULTY WORKING PART-TIME**

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

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

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

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

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

#### **2.4.3 STUDENT EVALUATIONS**

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

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

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

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

## 2.5 PROMOTION AND TENURE

### 2.5.1 PROMOTION AND TENURE / PRE- AND POST- TENURE REVIEW

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

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

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

Faculty members under review will submit materials to the Individual Review Committee in a standard three-ring binder. The binder will include these items:

#### Section I

- Leave a tab for the letter from the college-wide P&T Committee.
- Leave a tab for the letter from the dean of the school.
- Leave a tab for the letter from the chair of the department.
- Leave a tab for the letter from the chair of the Dept./School P&T Committee.
- Tab for letter of application, clarifying whether you are applying for promotion, tenure, or both and stating the reasons you believe you are qualified.
- Tab for CV.
- Tab for Annual Reports and Performance Reviews for the period under review.
- Tab for letters of support from students and/or colleagues (solicited or unsolicited) (no more than 5).

#### Section II

- Tab -- Narrative statement about teaching, including teaching philosophy.
- Tab -- Syllabi of courses taught during evaluation period – if same course has been taught over several semesters/years, just use the most recent one.
- Tab -- Any supplemental materials to support excellence in teaching (ex: notes from students, awards, interesting classroom activities/materials, documentation of use of technology, etc.).
- Tab – Peer reviews of teaching.
- Student evaluations of teaching – include as an Appendix with a separate tab at the end, or, depending on how many there are, may be included in a separate

notebook. In this section, add a tab at the end with a statement saying where the student evaluations are located.

### Section III

- Tab – Narrative statement about professional development/scholarship.
- Tab – Supplemental materials to support excellence in professional development/scholarship (ex: certificates from seminars/courses/etc., list of activities/events participated in; papers accepted for presentation and/or publication, documentation of office(s) held in professional organizations, special projects, letters regarding professional work, awards, professional consulting work, etc).

### Section IV

- Tab – Narrative statement about service.
- Tab – Supplemental materials to support excellence in service (ex: list of committees served on and significant work of committee, list of committees chaired and significant work of committee, list of Board(s) membership for community organizations, involvement in campus projects, involvement with student organizations, etc.).

### Section V (If applicable)

- Tab – Narrative statement about administrative responsibilities.
- Tab – Supplemental materials to support significant work in an administrative capacity (ex: projects initiated and outcomes, responsibilities, activities/events conducted, external funding requested/received, accomplishments, etc.).

## 2.5.2 TENURE

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

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

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

of each one year contract thereafter.

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

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

On rare occasions and with approval of the President, faculty may be granted tenure at time of hire.

### **2.5.3 PROMOTION**

Initial rank is determined by the credentials and experience of the faculty member. In traditional academic fields, the master's degree is the minimum credential for appointment as Instructor, and the doctorate is required for initial appointment as Assistant Professor. If the appointee is engaged in or committed to a doctoral program, the appointment is typically in a tenure-track position, if available, with tenure dependent on (although not guaranteed by) completion of the program. Otherwise, the appointment is usually as a 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. Superior teaching;
2. Outstanding service to the institution;
3. Academic achievement;
4. Professional growth and development; and
5. Length of service to the institution

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

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

Each fall, the President of Dalton State College notifies the Vice President for Academic Affairs of the dates by which recommendations for promotion effective in the following contract year must be received, of the information that should be provided in support of nominations, and of any specific criteria the Board is currently emphasizing. The Vice President for Academic Affairs conveys this information to the deans and establishes dates by which recommendations must be received. A candidate for promotion will be reviewed by an advisory Peer Review Committee within his/her respective school or department, which shall make a recommendation to the dean, associate dean, or department chair for award, postponement, or denial of promotion. A decision by the Peer Review Committee will be forwarded by the dean, associate dean, or department chair, accompanied by a letter of support or dissent, to the Campus-wide Promotion and Tenure Committee, made up of tenured faculty members from each school, which will make an advisory recommendation for review by the Vice President for Academic Affairs. The Vice President for Academic Affairs submits recommendations and rejections for promotion to the President for his/her evaluation and approval or rejection. A candidate may withdraw from the promotion process at any time.

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

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

#### **Policy for Renewal of Full-time Lecturers and Senior Lecturers (Approved by the Academic Leadership Team, April 14, 2014)**

As per Regents' policy, lecturers and senior 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" (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

vice president for academic affairs documenting the lecturer's or senior lecturer's exceptional teaching ability and extraordinary value to the institution and requesting reappointment.

### **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 adopted this title and 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.

After six years of continuous employment as a lecturer, lecturers or instructors may be recommended for promotion to senior lecturer by their dean, upon the approval of department chairs/associate deans in schools with those positions. Lecturers eligible for promotion will prepare a portfolio documenting achievements in teaching, service, and professional development and submit this portfolio to the department chair (or dean/associate dean in schools that do not have chairs). The chair will make a recommendation to the dean, who will review the portfolio and make a recommendation to the vice president for academic affairs. The vice president for academic affairs will make a recommendation to the president for final approval.

## **2.6 PROMOTION & 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 Lecturer 1,500.00

## **2.7 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 2.7 of this document. Members of the full-time faculty who have been awarded tenure have the assumption of renewal for the next contract period in the absence of termination action by the institution or the Board of Regents under procedures which include due process.

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

Each full-time faculty member receives two copies of the contract to cover the period of employment. Those contracts are normally hand-delivered by the dean and each recipient is asked to initial a form acknowledging that delivery. Contracts are mailed to those faculty



members who are not on campus at that time. Each faculty member has a specified number of days from the date indicated on the contract to accept the offer by signing and returning one copy of the contract to the President's Office. The second copy should be retained by the faculty member. Contracts not received in the President's Office by the deadline date are considered void. As a courtesy, any faculty member who does not wish to accept a contract should return both copies unsigned to the President's Office.

## 2.8 RESIGNATION AND NONRENEWAL

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

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

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

Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

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

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

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

## 2.9 REMOVAL OF FACULTY MEMBERS

The President may at any time remove any faculty member or other employee of the institution for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved statutes of DSC. Further causes or grounds for dismissal are set forth in the tenure regulations of the policies of the Board of Regents and in the approved statutes or bylaws of the institution.

### 1. Procedures

These procedures shall apply only to the dismissal of a faculty member with tenure, or a non-tenured faculty member before the end of the term specified in his/her contract. It is intended that the procedures set forth below shall be considered as minimum standards of due process and shall not be construed as a limitation upon individual standards or procedures, consistent with the *Policy Manual* and Bylaws of the Board of Regents which an institution of the System may elect to adopt for its own improvement or to make adjustment to its own particular circumstances. Such additional standards or procedures shall be incorporated into the statutes of the institution.

**Preliminary Procedure:** The dismissal of a tenured faculty member, or a non-tenured faculty

member during his/her contract term should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the President whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the President.
3. A letter to the faculty member forewarning that he/she is about to be terminated for cause and informing him/her that a statement of charges will be forwarded to him/her upon request. The faculty member may also request a formal hearing on the charges before a faculty committee. Failure to request charges or a hearing within a (10) ten 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 designated representative. Along with the charges, the faculty member shall be advised of the names of the witnesses to be used against him or her together with the nature of the expected testimony.

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

The Hearing Committee shall consist of not less than (5) five impartial faculty members appointed by the executive committee (or its equivalent) of the Faculty Senate from among the members of the entire faculty.

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

When the Hearing Committee is called into session, it shall elect a chair from among its membership. A member should remove himself/herself from the case, either at the request of a party or on his/her own initiative if he/she deems himself/herself disqualified for bias or interest. Each party shall have a maximum of two challenges without stated cause; provided, however, that all challenges whether with or without cause shall be made in writing and filed with the chair of the Hearing Committee at least five days in advance of the date set for the hearing. The chair shall have the authority to decide whether a member of the committee is disqualified for cause. If the chair determines that a member is so disqualified or if a committee member removes himself/herself from a case, the replacement shall be made in the same manner as the original committee was selected. If the chair is thus removed, the committee shall elect a new chair after committee replacements have been appointed. A minimum of three (3) members is required for any action to be taken.

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

1. Service of notice of the hearing with specific reasons or charges against the faculty member together with the names of the members of the Hearing Committee shall be made in writing at least twenty (20) days prior to the hearing. The faculty member may waive a hearing or he/she may respond to the charges in writing at least five (5) days in advance of the date set for the hearing. If a faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Hearing Committee shall evaluate all available evidence and rest its recommendation upon the evidence in the record.

2. The Hearing Committee, in consultation with the President and the faculty member, may exercise its judgment as to whether the hearing should be public or private.
3. During the proceedings the faculty member and the administration shall be permitted to have an academic advisor and/or counsel of his/her choice. The Hearing Committee will be permitted to have advisory council.
4. At the request of either party or the chair of the Hearing Committee, a representative of a responsible education association shall be permitted to attend as an observer.
5. A tape recording or transcript of the proceedings shall be kept and made available to the faculty member and the administration in the event an appeal is filed.
6. An oath or affirmation shall be administered to all witnesses by any person authorized by law to administer oaths in the State of Georgia.
7. The Hearing Committee may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
8. The faculty member and the administration shall be afforded (5) five working days to obtain necessary witnesses and documentary or other evidence.
9. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear but the Committee determines that the interests of justice require the admission of his/her statement, the Committee will identify the witness, disclose his statement and if possible provide for interrogatories.
10. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. All questions relating to admissibility of evidence or other legal matters shall be decided by the chair or presiding officer.
11. The findings of fact and the decision of the Hearing Committee will be based solely on the hearing record.
12. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers should be avoided until the proceedings have been completed, including consideration by the Board of Regents in the event an appeal is filed. The President and the faculty member will be notified in writing of the decision and recommendation, if any, of the Hearing Committee.
13. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President does not approve the report, he should state his reasons in writing to the Committee for response before rendering his final decision. If the Committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The President may or may not follow the recommendation of the Committee.
14. After complying with the foregoing procedures, the President shall send an official letter to the faculty member notifying him/her of his/her retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. The letter shall clearly state any charges which the President has found sustained and shall notify such person that he/she may appeal to the Board of Regents for review. The appeal shall be submitted in writing to the Chancellor within

twenty (20) days following the decision of the President. It shall state the decision complained of and the redress desired. The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon.

15. Upon dismissal by the President, the faculty member shall be suspended from employment without pay from the date of the final decision of the President. Should the faculty member be reinstated by action of the Board of Regents, he/she shall be compensated from the date of the suspension.

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

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

## **SECTION 3: FACULTY RESPONSIBILITIES**

### **3.1 ADVISING AND REGISTRATION**

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

#### **GUIDELINES**

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

#### **B. Change of Major**

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

All students who have ever been enrolled at Dalton State College, including current students, are

encouraged to meet with their advisors throughout the semester to register. Advisors must grant students "Permission to Register" via BANNER before the student is able to register. Students with any learning support requirements must register through their advisors.

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

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

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

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

### **3.2 ASSESSMENT**

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

### **3.3 FACULTY MEETINGS**

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

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

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

### **3.4 GRADUATION**

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

The academic advisor of a prospective graduate must verify that the student has met the requirements for graduation. For each student who plans to graduate, his/her advisor must verify that these requirements are met. The student must choose the appropriate catalog and program of study for graduation. The check list of required courses for graduation may include courses already taken for credit, courses in which the student is currently enrolled, and those for which the student plans to advance register for the final academic term. A copy of the student's current transcript may be obtained from the campus Internet site. The graduation average, as described in the [Catalog and Student Handbook](#), must be 2.0 ("C") or higher for the courses used to fulfill the graduation requirements. Once it has been determined that the student can meet the

requirements after the final academic term, the [Graduation Application](#) indicating that the student can qualify to graduate should be signed by the advisor.

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

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

### **3.5 OFFICE HOURS**

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

In general, full-time Dalton State College faculty members are expected to post and maintain a minimum of eight (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, 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, 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.

### **3.6 WORKLOAD**

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

Of these responsibilities, teaching is the most important. The teaching component of a faculty member's workload comprises all activities involved in teaching students, including preparation, in-class lecture and discussion, grading, and faculty-student interaction outside the classroom during stated office hours convenient for students enrolled in all classes taught each academic term. Teaching loads for full-time faculty members during the fall and spring semesters will vary according to whether instructional responsibilities fall predominantly into the upper or lower curricular divisions, whether comprised of laboratory science or learning support courses, or whether coordinated with non-teaching duties. During the summer teaching loads will be



determined as a function of student demand and curricular needs. A faculty member's teaching schedule is determined by his/her dean, associate dean, or department chair and is developed based on the needs of students and the overall institutional schedule.

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

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

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

### 3.7 CLASSROOM MANAGEMENT

#### 3.7.1 CHEATING AND PLAGIARISM

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

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

#### 3.7.2 CLASS ROSTER

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

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

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

##### Class Roster Verification Process

Under the BANNER Faculty Menu select Early Warning Class Audit.

- Select the CRN for the appropriate class roster.
- For those students who have never attended class, indicate with an "A" in the box by the student's name.
- Use the section at the bottom of the roster to indicate students who are

attending class, but are not on the roster.

- If all information is correct, indicate by selecting the button at the bottom of the page.

### **3.7.3 CLASS SCHEDULE**

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

### **3.7.4 CLASSROOMS**

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

To relocate any on-campus (day or night) class for any reason, the Office of Enrollment and Student Services must be contacted. It is essential, however, that all changes be made through the dean, associate dean, or department chair and recorded through the Office of Enrollment and Student Services to avoid conflicts and to provide the institution with a current class location schedule in the event of an emergency.

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

In all cases, both on campus and elsewhere, classroom etiquette requires that the rooms, including whiteboards, furniture, audio/video equipment, and computers, be left in good order for the next class. 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, or department chair. Requests for emergency service during the day can be placed directly with Plant Operations. Requests for services at the Gilmer County Center should be made through the Assistant Vice President for Academic Affairs. Report physical deficiencies in the physical environment of the campus or make suggestions for improvement to the dean, associate dean, or department chair.

### **3.7.5 COURSE FILES**

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

### **3.7.6 COURSE SYLLABUS**

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

At a minimum, the syllabus should include:

- Title of the course.
- Textbooks(s) and/or other required course materials.
- Objectives of the course.
- Number and value of graded assignments and/or other considerations used in determining the course grade.
- Policy on attendance and, if applicable, penalties imposed.
- Policy on late or make-up work and, if applicable, penalties imposed.
- Other policies governing the course and/or course grade, such as cheating and plagiarism, appropriate dress, tools, supplies, and conduct.

- Procedure for scheduling meetings outside of class or getting messages to the faculty member as required by the Commission on Colleges of the Southern Association of Colleges and Schools (COC/SACS).
- Statement on Disability Support Services. Contact Academic Resources Center for correct wording.
- Statement on Workforce Development
- Statement on Withdrawal/Drop procedures.
- Office hours, email address, website address, or other means by which students can contact the faculty member.

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

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

### **3.7.7 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 Prior Learning Assessment. 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 thirty-hour (34) minimum residence requirement.

### **3.7.8 FIELD TRIPS**

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

- Secure the approval and permission of the dean, associate dean, or department chair.
- Arrange for transportation, housing, food, and other accommodations.
- Have student participants complete the [Release and Waiver of Liability, the Assumption of Risk, and, the Release, Waiver of Liability and Covenant Not to Sue](#). These forms (or copy) should be taken on the field trip so Emergency Contact Information is available if needed.
- Complete a Travel Request form and file it with the Vice President for Fiscal Affairs and, as a matter of information, with the dean, associate dean, or department chair.
- Provide a detailed itinerary\*, with telephone numbers whenever possible, to the

Vice President for Fiscal Affairs and to the dean, associate dean, or department chair.

- Personally accompany and supervise the field trip.
- University System professional liability insurance does not provide coverage for damages or claims arising from the use of personally owned or leased vehicles.
- A Dalton State College Travel Request must be filed and approved before a trip to be covered under the provisions of Workers' Compensation.
- Under the Americans with Disabilities Act Section 503 and Section 504, all facilities in which institution-sponsored activities are conducted must be accessible and provide appropriate accommodations for students with disabilities. The facilities must not discriminate on the basis of sex, race, color, religion, national origin, handicap, or age. Employees must have these assurances from the facilities in advance of the field trip.
- ONLY currently enrolled students and current employees of Dalton State College may participate in field trip activities.

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

### **3.7.9 FINAL EXAMINATIONS**

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

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

### **3.7.10 GUEST SPEAKERS**

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

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

### **3.7.11 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.

### **3.7.12 TESTING CENTER**

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

### **3.7.13 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 textbook request forms in advance of class registration dates. This enables the Bookstore to quickly inform students of the costs of textbook, adoption schedules, and other textbook information. Textbook adoptions must be turned in to the Bookstore at by the deadline(s) below for each course taught:

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

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

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

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

## **SECTION 4: FACULTY SUPPORT**

### **4.1 FACULTY SENATE**

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

### **4.2 FACULTY DEVELOPMENT**

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

## **SECTION 5: ACADEMIC POLICIES**

### **5.1 CATALOG AND STUDENT HANDBOOK**

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

### **5.2 DISTANCE EDUCATION**

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

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

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



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

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

Standard Components for Online and Hybrid Courses:

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

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

### **5.4 OPEN RECORDS**

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

### **5.5 [STUDENT PRIVACY ACT-FERPA](#)**

### **5.6 [STUDENTS WITH DISABILITIES](#)**

### **5.7 [STUDENT WITHDRAWAL](#)**

## **SECTION 6: ADMINISTRATIVE SERVICES**

### **6.1 ADMINISTRATIVE OFFICES**

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

## **PART IV – FISCAL AFFAIRS AND BUSINESS SERVICES**

### **SECTION 1: ACCOUNTING AND BUDGET**

#### **1.1 AGENCY FUNDS**

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

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

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

#### **1.2 ALCOHOL SERVICE**

Policies and guidelines for serving alcoholic beverages at an event may be found [here](#). Any serving of alcohol must be approved by the President.

#### **1.3 PURCHASING**

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

#### **1.4 REIMBURSEMENT FOR CANDIDATE VISITS**

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

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

#### **1.5 TRAVEL**

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

Within thirty days (30) of completing authorized travel, an employee should submit reimbursement through the [Expenses Self Service Portal](#). A hardcopy of the expense report should be printed, signed, and dated and all related receipts/documentation must be sent to the Business Services office. Once the Business Services office has received the expense report and all required documentation, it will be reviewed by the Accounting Assistant. Once reviewed and approved, the report will go through the proper approval workflow. After final approval, the employee will be issued reimbursement via EFT or check depending on the employee's disbursement method. Employees should receive a confirmation via email when receiving reimbursement by EFT.

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

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

## **SECTION 2: AUXILIARY SERVICES**

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

## **SECTION 3: PUBLIC SAFETY / PARKING / SERVICES**

### **3.1 PUBLIC SAFETY**

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

### **3.2 PARKING**

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

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

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

Any accidents occurring on Dalton State College campus must be reported to Public Safety immediately. The driver(s) involved in any accidents on campus resulting in the injury to, or death of, or damage to any property of another shall immediately stop their vehicle at the scene of the accident. The persons involved should remain at the scene of the accident until an officer arrives and completes the investigation. Additional parking rules and regulations may be found at <http://www.daltonstate.edu/public-safety/pdf/parking-rules-and-regulations.pdf>.

### **3.3 CHEMICAL HYGIENE**

The Chemical Hygiene Plan (CHP) provides guidelines for maintaining the health and safety of faculty, staff, students, and others who may visit the laboratory areas of Dalton State College. Although this CHP primarily concerns chemical safety in the laboratory, it also contains sections on other safety matters. The complete Chemical Hygiene Plan may be found at [\(LINK\)](#)

### **3.4 CUSTODIAL, LANDSCAPE, AND MAINTENANCE SERVICES**

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

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

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

### **3.5 FUNDRAISING (see Canvassing and Soliciting, Part II. Section 2.)**

Rev. 2-15

The Division of Fiscal Affairs shall be the only body empowered to conduct or approve business activity on the campus of Dalton State College. Business activity shall include any undertaking of an individual or group which encompasses the production, sale, distribution, by sale or gifts, of products or services. The sale and distribution of products and services includes any method of marketing by way of direct selling or indirect selling, including the use of posters, flyers, handouts, or other promotional literature. Such activities shall be subject to the provisions of this policy.

Distribution of non-commercial written material such as pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be given away or sold on a person-to-person basis in open areas at least 20 feet from outside of buildings and other closed structures on the campus, except as follows. No stand, table or booth shall be used in distribution except at Pope Student Center upon permission of the Director of Student Life. "Drop (bulk) delivery" or unattended distribution is not permitted. Distribution shall be made from a designated location and sales person are not allowed to walk around campus distributing written material.

There shall be no advertisement or other public statement in which Dalton State College's name is used in connection with any non-College organization, business, or person in any manner or medium that implies that the College supports, approves, or endorses any product, service, interest, position, or ideology of that organization, business, or person. The Office of Vice President for Fiscal Affairs may require that approved non-College events or activities include in their advertisements the following disclaimer: "This event/activity is not sponsored by Dalton State College." The complete policy can be found [here](#).

### 3.6 GIFTS AND GRATUITIES

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

### 3.76 INCLEMENT WEATHER

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

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

## PART V: STUDENT RELATED ACADEMIC POLICIES AND PROCEDURES

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

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