The Faculty Handbook

Prepared by:
The Office of Academic Affairs

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INTRODUCTION

The College of Coastal Georgia’s Academic Policies and Procedures apply primarily to members of the faculty who are employed in full-time positions. A separate handbook entitled Part-time Policy and Procedures Faculty Handbook is available to address the specific policies and procedures that apply to part-time faculty.

The purposes of the Handbook are threefold:

1. To orient new faculty members to the policies and procedures of the College which are particularly related to the life and work of the faculty.

2. To communicate expectations of the faculty.

3. To serve as a ready reference for all faculty members.

Effort has been made to avoid unnecessary duplicating in the Policies and Procedures information which is available on the College Website, in other College of Coastal Georgia and University System of Georgia publications, such as the Bylaws, Statutes, the College of Coastal Georgia Catalog, the Student Handbook, and the Policies of the Board of Regents. These publications are available for public viewing at the College Web address, in the Information Commons and in many administrative offices on campus.

The Policies and Procedures are not to be interpreted as a contract of employment nor do they guarantee any individual the right to employment. It 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 policies of the Board of Regents, the policies of the Board of Regents shall prevail. (These are available on the University System Website at www.usg.edu.) All information is subject to review and change without notice. If change occurs, faculty will be notified of the change. Questions concerning the interpretation or meaning of any information in this handbook should be referred through the Faculty Senate and the Vice President for Academic Affairs (VPAA).

In addition to providing important information, the intent of the handbook is to demonstrate that the College of Coastal Georgia is committed to support faculty by offering a number of opportunities for professional development and by clarifying expectations so that appropriate planning can occur to assist faculty in their development. The College of Coastal Georgia wants faculty to be successful as they move forward in their personal and professional lives. Faculty should see the College as a community that supports them and the Academy.
MISSION STATEMENT
As a state college of the University System of Georgia, the College of Coastal Georgia will be a college of choice for residents of Georgia and beyond by providing an accessible and affordable quality education. Advocating excellence in scholarship and community engagement, the College promotes student progression and timely graduation through student–centered programs that offer a rich and diverse student experience. Students are prepared for meaningful careers, advanced study, lifelong learning, and participation in a global and technological society. The institution will provide associate and baccalaureate degrees that support the intellectual, economic and cultural needs of the community and region.

CORE CHARACTERISTICS
The College of Coastal Georgia shares with every institution in the University System the following core characteristics:

- A supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education; and
- collaborative relationships with other System institutions, State agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

VISION
The College of Coastal Georgia will be a college of choice for students within Georgia and beyond, providing an outstanding education for tomorrow's leaders and citizens through service-learning, global awareness and engaged entrepreneurship.

VALUES
The College of Coastal Georgia's core values frame the mission and vision, and guide the institution through changing times and priority setting:

QUALITY EDUCATION
Commitment to providing high-quality, innovative, and flexible educational opportunities and services in an accessible student-centered environment, creating a climate of discovery that values and embraces both inquiry and creativity; expect students to take active responsibility for their education; foster close student-teacher bonds; offer ongoing assessment of academic programs; integrate all programs that promote student access and success.
EXPERIENTIAL LEARNING
Integrate meaningful experiential and holistic community service on campus and in the broader community with instruction and reflection to enrich the learning experience, fostering an attitude of generosity in service, teaching civic responsibility and strengthening communities.

GLOBAL AWARENESS
Commitment to providing value-added education by promoting cross-cultural understanding, fostering respect and appreciation among and between students, faculty and staff, and cultivating collaborative relationships with international programs and global communities.

LEADERSHIP
Advocate leadership roles that uphold professionalism, responsibility and motivation through enhanced skills in organizing, planning, problem-solving, and communicating to prepare students to meet tomorrow’s workforce and the region’s evolving development needs.

ENTREPRENEURSHIP
Infuse exploration and innovation across the educational process while anchoring these entrepreneurial strategies in social and community purposes

COASTAL VISION 2021 – CHARTING A NEW COURSE
The College of Coastal Georgia has seen a tremendous change over the past five years. The initial strategic master plan, 2020 Vision, provided the road map as the College of Coastal Georgia made the successful transition from a two-year community college to a four-year state college with trail-blazing rapidity. But as rapid as that change has been, the landscape of higher education in Georgia is shifting faster than the sandbanks along the St. Simons Island beach.

Complete College Georgia, the higher education initiative championed by Governor Deal and adopted by the University System of Georgia, is a game changer. Education is a top priority, recognized as critical for the economic development and well-being of this state. Retention, progression and timely graduation are the new standards by which institutional success is measured, causing colleges and universities across the state to reevaluate how they are serving students. Against this backdrop, the timing could not be better for institutional planning beyond this decade, into 2021.

Since August 2014, the College of Coastal Georgia has undergone an inclusive, rigorous and synergistic strategic planning process, including an environmental scan and SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis, as well as a series of focus groups with a wide range of internal and external stakeholders, including alumni, community, College Foundation, and K-16 constituents.
Through thoughtful deliberation and reflection, five strategic themes (Student Enrichment, Academic Excellence, Institutional Distinction, Leadership through Community Engagement & Partnerships, and Sustainability & Organizational Development) were formulated to serve as key pillars with foundational strategic goals and objectives to support the College’s mission, vision and core values.
The end result of this planning process is a new strategic plan, Coastal Vision 2021. The plan provides Schools, departments, and offices on both the Brunswick campus and Camden Center a guide for navigating through planning and resource allocation decisions.

Coastal Vision 2021 sets a dynamic pathway to the future for the College of Coastal Georgia in becoming a college of choice, providing associate and baccalaureate degree programs, accentuated by strong leadership, exemplary student development, and worthwhile community linkages to the cultural, economic and social well-being of the local community, southeast Georgia and beyond.

**COASTAL VISION 2021**

**THEME A - STUDENT ENRICHMENT**

The College of Coastal Georgia is a community of scholars that engages students in intellectual, cultural, social, personal, and professional growth. The institution maintains a safe and nurturing environment that supports and encourages students to participate in curricular and co-curricular activities that promote intellectual curiosity, student success and engaged citizenship.

**Goals/Objectives**

A1. Enhance opportunities for student engagement by providing an educational, inclusive, and socially responsible learning community within the College and beyond.
   A1.1. Actively pursue the College’s Complete College Georgia plan to increase student retention, progression, and graduation by enhancing college transition and student success initiatives and partnerships
   A1.2. Enhance programming initiatives to develop a high-quality, vibrant student life program that promotes the physical, social, academic, and emotional health and wellness of students in all campus locations
   A1.3. Provide opportunities for students to develop leadership competencies
   A1.4. Promote excellence in and breadth of intramural, club, and intercollegiate athletic programming
   A1.5. Develop institution-wide diversity initiatives that promote inclusion and global awareness
   A1.6. Promote and maintain a multifaceted career-planning program for students which leads to successful personal and professional transitions
   A1.7. Design and update facilities that enhance the delivery of high quality services and programs integral to students’ academic success, physical well-being, social interaction, and personal development

**THEME B - ACADEMIC EXCELLENCE**

The College of Coastal Georgia is a community committed to cultivating a culture of discovery in teaching and learning for students, faculty and staff that is rigorous, inclusive, engaging, interdisciplinary, and global.

**Goals/Objectives**

B2. Enhance and promote excellence in scholarship, creativity and teaching
   B2.1. Develop opportunities for interdisciplinary collaboration in teaching
   B2.2. Support reflective, interactive and experiential learning
B2.3. Provide support for faculty-student research
B2.4. Expand support for faculty research and grant writing
B2.5. Support faculty research and exchange opportunities abroad
B3. Develop a culture of evidence, accountability and continuous improvement
   B3.1. Standardize the practice of integrating assessment into teaching
   B3.2. Enhance the effectiveness of student support services
B4. Extend high-impact learning practices and support current and new educational program offerings
   B4.1. Embrace high-impact educational practices that reinforce academic proficiencies
   B4.2. Embed service-learning throughout the curriculum
   B4.3. Identify new degree programs that meet the professional and intellectual needs of students
   B4.4. Develop campus programming that allows for the recruitment and retention of academically-talented students
   B4.5. Develop study abroad opportunities for students to gain a global perspective

THEME C – INSTITUTIONAL DISTINCTION
Increase and enhance the College of Coastal Georgia’s visibility and reputation for an experiential and supportive approach to learning that prepares graduates for community engagement as well as professional and personal success.

Goals/Objectives
C5. Achieve regional, state, national, and international recognition for institutional distinction and educational excellence
   C5.1. Refine the College’s institutional identity
   C5.2. Create a marketable institutional brand
   C5.3. Develop and implement strategies to increase awareness of the positive impact that the institution, faculty, staff and its graduates have on the region, state, nation, and global community
   C5.4. Improve the College’s rankings in reputable and recognized educational publications and surveys

THEME D – LEADERSHIP THROUGH COMMUNITY ENGAGEMENT & PARTNERSHIPS
The College of Coastal Georgia works in partnership with key stakeholders within the region, including education- al support groups, not-for-profits, governmental agencies and economic development organizations, to enhance cultural experiences and raise community-wide awareness of the value of an educational system. Engagement and partnership within the region provide learning experiences for students and create an educational structure which can drive the institution and the region forward.

Goals/Objectives
D6. Raise the institutional position and profile of the College within the community to help shape regional growth
   D6.1. Provide knowledge and expertise of faculty, staff and students to the region
   D6.2. Develop and sustain collaborative partnerships with community members and organizations to maximize student engagement and community involvement
D6.3. Collaborate with educational and economic partners to guide the development of programs to meet the needs for regional growth
D6.4. Integrate and enhance student learning and development through service-learning and other experiential activities that address community needs
D6.5. Expand efforts to develop educational partnerships and pathways with local P-12 school systems, technical college systems, and the University System of Georgia

THEME E – SUSTAINABILITY & ORGANIZATIONAL DEVELOPMENT
Sustainability calls for the College of Coastal Georgia to efficiently use its resources – human, physical and financial – to ensure the future success of the institution. With limited resources and competing needs, it is imperative that the institution create strategies that make the most effective use of its resources.

Goals/Objectives
E7. Develop and sustain an organizational, fiscal and physical infrastructure that supports and enhances the college community
  E7.1. Ensure all facilities, equipment and technology meet College operational needs, and state/federal requirements while enhancing efficiencies and providing a safe environment
  E7.2. Recruit and retain qualified faculty and staff, while promoting both diversity and inclusion
  E7.3. Develop and maintain organizational and financial plans that continue to support faculty, staff and student success
  E7.4. Develop a long-range sustainable plan for athletics
  E7.5. Continue the transformation of the institution as a college of choice through the ongoing implementation of the strategic master plan
  E7.6. Address all organizational elements at the Camden Center through development of focused strategies
  E7.7. Refine and maintain a comprehensive risk management plan that addresses the College’s overall responsibility
  E7.8. Maintain a sustainable enrollment management plan to ensure continued institutional growth and financial stability

CHRONOLOGY OF CAMPUS TRANSFORMATION

The College of Coastal Georgia is situated in Brunswick, Georgia, and positioned midway between Savannah, Georgia, and Jacksonville, Florida. The campus is conveniently located in the center of the Golden Isles, a growing community of more than 100,000 people. The College is a four-year comprehensive undergraduate institution with a satellite location in Camden County. As one of 30 institutions in the University System of Georgia, it is governed by policies established by the Board of Regents.

In June 2008, with approval from the Board of Regents, Coastal Georgia Community College became the College of Coastal Georgia, authorized to grant baccalaureate degrees, following its

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1Sources: Institutional Effectiveness Fact Books; The New Georgia Encyclopedia, A project of the Georgia Humanities Council, in partnership with the University of Georgia Press, the University System of Georgia/GALILEO, and the Office of the Governor.
designation as a state college within the University System. In December 2008, the College was granted initial approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as a Level II institution to offer these new baccalaureate degree programs: Bachelor of Business Administration in General Business; Bachelor of Science in Education in Early Childhood/Special Education; Bachelor of Science in Middle Grades Education; and Bachelor of Science in Nursing (pre-licensure and RN to BSN). In March 2009, as part of the transition to state college status, the College sought and received approval to discontinue the technical college programs effective July 2009. At its June 2010 Board of Trustees meeting, SACSCOC reconfirmed the College as a Level II institution authorized to offer baccalaureate degrees. Since that time, the College developed nine additional baccalaureate degree programs, bringing the current total to fifteen.

**Early Years**

Founded as Brunswick College in 1961, the institution changed its name to Brunswick Junior College in 1965. The Brunswick and Glynn County citizens provided a $1 million bond issue for construction of buildings and purchase of land. The College began operations in 1964 with four buildings: the administration-library building, student center, academic building, and a maintenance shop building. The College’s first registration included 269 students, eleven full-time teaching faculty members, and twenty-five full-time staff. In 1966, the College held its first formal graduation to include 28 students who were awarded associate degrees. Brunswick Junior College was granted accreditation in December, 1967, by the SACSCOC. That same year, the College established a nursing program, the Division of Continuing Education and Community Service and the Physical Education Division. The physical education complex was completed in January 1969.

**Community College Years**

The Vocational Technical Division was established in 1971 with offerings in business occupations, trade and industry and allied health. And, the College was granted Reaffirmation of Accreditation by SACSCOC that same year.

Until 2009, most of the facilities on the College’s campus were built during the 1970s. Since 1969, the plant facilities were expanded to include a library, renovation of the old library space into administrative offices, a vocational-technical classroom-laboratory building, a science classroom building, and a classroom building/laboratory for allied health and computer classes.

The campus size doubled in 1975 when the Brunswick City Commission and the Glynn County Commission donated 100 acres of land. A lake was dredged on the east central perimeter of the campus. At this time, the campus consisted of 193 acres.

In 1981, the College was granted Reaffirmation of Accreditation by SACSCOC. And, one year later, the Governor’s Committee on Postsecondary Education
recommended that “senior college status” be conferred on an institution in Southeast Georgia, with then-Brunswick Junior College identified as the preferred and best resourced option. The Committee recommended that baccalaureate and targeted graduate degrees need to be offered in the region; however, no action was taken on this recommendation for 25 years.

From the late 1980s until 2008, the College offered both associate programs in higher education and postsecondary technical and adult programs. The Board of Regents authorized a satellite location to serve Camden County residents in 1992 and classes began in the former Kingsland Elementary School in 1993. A new permanent facility, the Camden Center, opened in 2004.

The name of Brunswick Junior College was officially changed to Coastal Georgia Community College in 1996 to better reflect the broader mission of serving the educational needs of not only Brunswick and Glynn County, but also the surrounding coastal communities.

**State College Years**

In 2007, *College Degree Access for Coastal Southeast Georgia*, a report to the Chancellor, recommended “senior college” status for then-Coastal Georgia Community College, noting that the campus is in one of the state’s most desirable locations and has one of the largest acreages within the System. The report called for the new “senior college” to offer a wide range of targeted baccalaureate degrees and to become a “destination campus to attract Georgians from other regions.” The report further recommended the development of a strategic master plan to address academic, student life and facility needs for the new campus and its new mission.

In April 2008, the Board of Regents approved a recommendation to address “strategic issues in southeast region of Georgia” to include additional access to baccalaureate degree programs and opportunities for significant University System growth.

By June of the same year, the Board of Regents approved the mission change for then-Coastal Georgia Community College, granting it state college designation, providing for a new, interim mission change, and changing its name to College of Coastal Georgia. The Board authorized a “first phase” of four baccalaureate degrees and recognized that “future phases” were expected.

At its meeting in December 2008, SACSCOC granted the College initial approval as a Level II institution to offer baccalaureate degrees in business administration, early childhood/special education, middle grades education, and nursing.

Between May and June 2009, The Strategic Master Plan for College of Coastal Georgia, entitled *2020 Vision*, was completed and presented to the Board of Regents for its review and acceptance. The plan called for the College to “1) serve significantly increasing numbers of people from its 12-county region, and 2) be a destination College, attracting students from elsewhere in Georgia and, to a lesser extent, from other states and nations.” A full array of innovative baccalaureate programs and community engagement strategies were outlined for implementation with targeted graduate programs to be considered in future years.

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*Note: The Regents explicitly did not incorporate “state college” into the name of the new institution.*
Since 2009, the landscape of higher education in Georgia has shifted faster than the sandbanks along the St. Simons Island beach. Complete College Georgia, the higher education initiative championed by Governor Deal and adopted by the University System of Georgia, is a game changer. Education is a top priority, recognized as critical for the economic development and well-being of this state. Retention, progression and timely graduation are the new standards of success and the new formula for funding. Against this backdrop, the timing could not be better for institutional planning beyond this decade, into 2021.

In August 2014, the College of Coastal Georgia began to undergo an inclusive, rigorous and synergistic strategic planning process, including an environmental scan and SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis, as well as a series of focus groups with a wide range of internal and external stakeholders, including alumni, community, College Foundation, and K-16 constituents.

Through thoughtful deliberation and reflection, five strategic themes (Student Enrichment, Academic Excellence, Institutional Distinction, Leadership through Community Engagement & Partnerships, and Sustainability & Organizational Development) were formulated to serve as key pillars with foundational strategic goals and objectives that support the College’s mission, vision and core values.

The end result of this planning process is a new strategic plan, Coastal Vision 2021. The plan provides Schools, departments, and offices on the Brunswick campus and Camden Center a guide for navigating through planning and resource allocation decisions.

Coastal Vision 2021 sets a dynamic pathway to the future for the College of Coastal Georgia in becoming a college of choice, providing associate and baccalaureate degree programs, accentuated by strong leadership, exemplary student development, and worthwhile community linkages to the cultural, economic and social well-being of the local community, southeast Georgia and beyond.

In November 2015, the Board of Regents adopted a new mission and core values statement for the College, codifying the vision that:

"The College of Coastal Georgia will be a college of choice for students within Georgia and beyond, providing an outstanding education for tomorrow’s leaders and citizens through service-learning, global awareness and engaged entrepreneurship."

As of spring 2016, with 15 baccalaureate degree programs, four career associate degree

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3 As a state college of the University System of Georgia, the College of Coastal Georgia will be a college of choice for residents of Georgia and beyond by providing an accessible and affordable quality education. Advocating excellence in scholarship and community engagement, the College promotes student progression and timely graduation through student-centered programs that offer a rich and diverse student experience. Students are prepared for meaningful careers, advanced study, lifelong learning, and participation in a global and technological society. The institution will provide associate and baccalaureate degrees that support the intellectual, economic and cultural needs of the community and region.

4 Note: At the time, all college/universities had to be assigned to a “sector.” Since no “sector” existed for a comprehensive undergraduate institution, the only choice was “state college” to reflect an institution which did not offer graduate degrees of some type.

5 American Studies, Biological Sciences, Criminal Justice, Early Childhood/Special Education, French Language and Literature, General Business, Health Informatics, Interdisciplinary Studies, Mathematics, Middle Grades Education, Nursing, Nursing RN to BSN, Public Affairs, Psychology, and Spanish Language and Literature.
programs, and two associate degrees, the College is expanding as a state college, providing an outstanding education for tomorrow’s leaders and citizens.

6 Culinary Arts, Hospitality Management, Nursing, and Radiologic Science.

7 Associate of Arts, Core Curriculum and Associate of Science, Core Curriculum
SECTION ONE

ORGANIZATION AND ADMINISTRATION OF THE COLLEGE

I. ORGANIZATION OF THE COLLEGE ADMINISTRATION

To accomplish the mission of the institution, the College of Coastal Georgia is organized into six major areas of responsibility under the supervision of the President (who is directly responsible to the Chancellor of the University System) and under the leadership of the following administrators:

- The Vice President for Academic Affairs
- The Vice President for Business Affairs
- The Vice President for Student Affairs
- The Chief Information Officer
- The Vice President for Advancement
- Assistant Vice President for Enrollment Management

Each of these administrative officers is responsible to the President for administering his or her particular area of responsibility. The specific duties of each officer are described in detail in the Statutes.

The organizational chart in the CCGA Statutes shows the direct lines of authority and responsibility among the administration, faculty, and staff members of the College. The President’s Office updates the chart periodically.

II. FULL TIME COLLEGE FACULTY

Full-time faculty are faculty who have a contract for employment on a 100% workload basis for two out of every three consecutive academic terms. The full-time faculty consist of the following categories:

A Full-Time Faculty with Board-Approved Academic Rank (Academic Professional which includes duly certified librarians, administrators who have faculty status, Lecturer, Senior Lecturer, Instructor, Assistant Professor, Associate Professor, Professor). Faculty who are tenured, who are on tenure track, and who are not on tenure track by contract, are included in this category. All faculty members who hold one of the five Board-approved academic ranks are in this category, regardless of additional titles they may hold.

Full-Time Instructional Faculty: Full-time instructional faculty consist of the following: teaching faculty (faculty whose primary assignment is instruction); temporary faculty and visiting faculty when employed at .75 FTE or more; research faculty; Department Chairs; and School Deans. Academic rank resides in the school. Each member of the instructional faculty is responsible to the dean of his or her School for carrying out responsibilities under his or her contract.
III. ORGANIZATION FOR INSTRUCTION

The faculty is organized as follows:

School of Arts & Sciences
  Department of Arts & Humanities
  Department of Mathematics
  Department of Natural Sciences
  Department of Social Sciences
School of Business and Public Management
School of Education and Teacher Preparation
School of Nursing and Health Sciences

Vice President for Academic Affairs

The Vice President for Academic Affairs (VPAA) is the College’s chief academic officer and the senior member of the President’s Cabinet. The VPAA is responsible for providing leadership for the faculty, for the planning and implementation of academic policies, for providing guidance in the development of the curriculum, for fostering academic excellence, and for overseeing the overall budget for all academic units. Within the Office of Academic Affairs are the direct reports to the VPAA or the Assistant/Associate Vice Presidents for Academic Affairs. Those positions are as follows: the Dean of the School Arts and Sciences, the Dean of the School of Business and Public Management, the Dean of the School of Education and Teacher Preparation, the Dean of School of Nursing and Health Sciences, the Registrar, the Testing Coordinator, the Dean of Library Services, the Coordinator of Academic Tutoring and Instruction Center (ATTIC), Academic Advising, the Director of TRIO, the Director of International Initiatives, the Move On When Ready (MOWR) Coordinator, the Director of Institutional Effectiveness, the Coordinator of Learning Support, the Director of Service-Learning, the Director of e-Learning, the Director of the Honors Program, the Director of the Camden Center, the Coordinator of Faculty and Administrative Services and the Administrative Assistant for the Office of Academic Affairs. (See the organizational chart for the Office of Academic Affairs presented on page 14 of this document.)

Assistant/Associate Vice Presidents

Assistant/Associate Vice Presidents shall be appointed by the President at his/her discretion. However, Assistant or Associate Vice Presidents for Academic Affairs report directly to the Vice President for Academic Affairs.

Academic Deans

The Academic Deans are responsible to the VPAA for administering and supervising the total work of their respective School, including the annual evaluation of all faculty members in the School. The Deans hold office at the pleasure of the Vice President of Academic Affairs and President without tenure as deans but retain the rights of tenure that they may have in the Corps of Instruction.
**Department Chairs**

Department Chairs are responsible to the Academic Deans for assisting in the administration and supervision of their respective discipline/department, including preparing the annual evaluation of all faculty members in the department. The Department Chair is responsible for the management of all department operations and represents the department in official capacities. The Department Chair is the administrative officer of the department and serves as a member of the Dean’s administrative team.

**Lead Instructors**

Lead Instructors may be appointed to assist the Deans with specific duties related to an academic discipline or school.

**Members of the Corps of Instruction**

The established objectives of the College of Coastal Georgia require appropriate teaching/learning experiences for students. Accomplishing this is dependent upon the effective functioning of the members of the Corps of Instruction. According to Board of Regents Policy (see BOR Policy 3.2.1.1), “Full-time professors, associate professors, assistant professors, senior lecturers, lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.”

**IV. FACULTY COMMITTEES**

The work of the faculty is accomplished through a Faculty Senate and a system of committees. The names of the committees, as well as their functions, are described in the CCGA Faculty Senate Bylaws. Additional work of the College is conducted by Standing Committees of the College and Advisory Committees or Task Forces to the Vice President of Academic Affairs and/or President. The Standing Committees of the College and the Advisory Committees to the Vice President and President may be described in the Statutes.

**V. FACULTY MEETINGS**

Faculty meetings are held regularly during the fall and spring semesters as called by the Vice President for Academic Affairs. Special faculty meetings may be called as needed. Faculty members are expected to attend all faculty meetings unless excused to perform teaching or other related duties which conflict with the meeting of the faculty.
SECTION TWO

ACADEMIC EMPLOYMENT

This section includes policies and procedures related to recruitment, selection, appointment, compensation, evaluation, promotion, tenure, and termination of faculty. It also contains the requirements incumbent upon the institution for providing notice of contract renewal/non-renewal and requirements incumbent upon the faculty member for providing notice of resignation, retirement, or other conditions that may interfere with the faculty member’s ability to fulfill assigned responsibilities. The basis for most of these policies and procedures will be found in Section 8.0 of the Board of Regents Policy Manual. All faculty members are encouraged to read this information with care.

I. QUALIFICATIONS FOR FACULTY APPOINTMENT

A. At the College of Coastal Georgia, the minimum qualifications for faculty employment are consistent with Board of Regents’ policies and with the Southern Association of Colleges and Schools Commission on Colleges’ (SACSCOC) requirements for institutional accreditation.

CCGA faculty members shall have the master's degree or higher with a major in the teaching discipline or a master's degree with at least 18 graduate semester hours in the teaching discipline. Exceptions may be made for:

- faculty with well-documented special training and ability;
- faculty with clinical assignments only.

The following qualifications must also be present for all teaching faculty members:

- evidence of ability as a teacher and a commitment to excellence in teaching;
- evidence of a pattern of productive activity in professional development;
- evidence of productive scholarly activities and creative expression as defined by Boyer (1997);
- successful experience in higher education (except in the case of those just entering the academic profession who meet all other requirements);
- desirable personal qualities judged on the basis of personal interview, biographical data, and recommendations;
- interest in service to students, the community, and the institution;
- ability to utilize technology in classroom instruction as appropriate.

Other qualifications may be desired, depending on the academic area and the specific position. The academic rank awarded at the time of appointment shall be based on the criteria established for each rank as stated in this section, VII, “Promotion in Rank.”

B. Initial Appointment of Tenure-Track Faculty

1. A prospective tenure-track faculty member shall present evidence of teaching ability, scholarly competence, successful experience or professional aptitude, interest in professional community service, and desirable personal qualities judged on the basis of
personal interview, complete biographical data, official transcripts, and recommendations.

2. Initial appointments for new tenure-track faculty with eighteen graduate semester hours in his or her teaching discipline and a master’s degree, an earned doctorate, or a terminal degree shall be at the rank of Assistant Professor. Candidates with an earned doctorate or other terminal degree and have at least seven years of effective full-time faculty teaching experience at a regionally accredited institution may be appointed at the rank of Associate Professor. Candidates with an earned doctorate or other terminal degree and at least eleven years of exceptional professional practice may be appointed at the rank of Professor.

3. Persons with considerable professional experience may, upon their application, be granted up to three years probationary credit toward tenure and promotion. Initial appointments shall not normally be offered with tenure. A maximum of three years credit toward the minimum probationary period may be allowed for service in tenure track positions. Such credit for prior service shall be defined in writing by the Vice President of Academic Affairs at the time of the initial appointments at the rank of assistant professor or higher.

4. Before a tenure-track faculty member is appointed, he or she shall be notified in writing of the initial salary, years in faculty rank at another regionally accredited institution of higher education which are countable toward tenure and promotion, duration of the initial appointment, and other clauses or conditions of appointment.

C. Initial Employment of Non-Tenure Track and Clinical Faculty

To carry out special instructional functions such as basic skills instruction, USG institutions may appoint instructional faculty to the position of Lecturer, Senior Lecturer or Clinical Faculty. Lecturers and Clinical Faculty are not eligible for the award of tenure. Reappointment of a Lecturer who has completed six consecutive years of service to an institution will be permitted only if the Lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. The reappointment process must follow procedures outlined by the institution (BOR Minutes, February 2007). Not more than 20 percent of an institution's FTE corps of primarily undergraduate instruction may be Lecturers and/or Senior Lecturers (BOR Minutes, 1992-93, p. 188).

Lecturers who have served for a period of at least six (6) years at the employing institution may be considered for promotion to Senior Lecturer if the institution has adopted this title and has clearly stated promotion criteria.

Promotion to Senior Lecturer requires approval by the President upon recommendation from the Vice President of Academic Affairs and applicable Dean. Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers. Lecturers and Senior lecturers are not eligible for the award of tenure (BOR Minutes, August 2002).

The College of Coastal Georgia employs Non-Tenured Lecturers and Senior Lecturers and Clinical Faculty as a part of its Corps of Instruction. These are faculty who are renewed on an annual basis and awarded contracts according to the schedule in the following section.
Lecturers, Senior Lecturers, and Clinical Faculty typically do not possess the terminal degree and do not have responsibility for scholarship.

Expectations related to the appointment of Lecturer:

1. A prospective non-tenure track faculty member shall present evidence of ability as an effective teacher, desirable personal qualities judged on the basis of personal interview, complete biographical data, official transcripts, and recommendations.
2. Appointment for non-tenure track faculty as a Lecturer have the following qualifications: Minimum qualifications for appointment as Lecturer in a transfer associate degree program or a baccalaureate degree program shall be at least eighteen semester hours of graduate credit or the equivalent in the discipline of the individual’s teaching field and a master's degree. Minimum qualifications for an appointment of Lecturer in a career terminal two-year program shall be a master's degree.
3. Before a non-tenure track faculty member is appointed to the Lecturer position, he or she shall be notified in writing of the initial salary, duration of the initial appointment, and other clauses or conditions of appointment.
4. Non-tenure track faculty members normally have obligations of teaching, professional development and service to the College, and they are not eligible for tenure.

USG institutions are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for signatures submitted during the budget year that must also be approved by the Chancellor or his/her designee. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the institution president. (BOR Minutes, August 2007).

Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs that are anticipated to have a limited lifespan or that are funded, fully or partially, through non-USG sources. There shall be no maximum time limitation for service in positions in this category.

The following provisions shall apply to all non-tenure track professional personnel:

1. Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.
2. Probationary credit toward tenure shall not be awarded for service in non-tenure track positions, except for Lecturers and Senior Lecturers.
3. Notice of intention not to renew contracts of non-tenure track personnel who have been awarded academic rank (Lecturer, Senior Lecturer, Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel. (See Section IX, Contracts, A.)
4. Individuals employed in non-tenure track positions may apply on an equal basis with other candidates for tenure track positions which may become available.

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only (BOR Minutes, 1982-83, pp. 255-256).

D. Initial Appointment of Part-Time Faculty

1. A prospective part-time faculty member must present evidence of ability as an effective teacher, desirable personal qualities judged on the basis of personal interview, complete biographical data, official transcripts, and recommendations. The minimum qualifications for a part-time faculty position are at least eighteen hours of graduate credit or the equivalent in the discipline of the individual’s teaching field and a master’s degree.

2. A part-time faculty member is appointed to teach on an as needed basis.

3. A part-time faculty member is notified in writing of the salary, and of course assignments at the beginning of each term via the Part-Time Faculty Teaching Form (may be referred to as the ACA Form).

4. Part-time faculty members have no workload obligations other than teaching.

5. Part-time faculty may be given the title of “instructor”.

II. RECRUITMENT AND SELECTION

The process used by the College of Coastal Georgia for recruiting, interviewing, and appointing regular full-time faculty members is published and distributed by the VPAA. This procedure is to be followed by the School Dean each time a faculty vacancy occurs or a new faculty position is established. The School Dean has the responsibility for recruiting new faculty members.

He/she works with a search committee in screening the candidates. Final candidates for positions are invited to the campus, where they meet members of the School/department, the VPAA, and the President. The final candidates who come to campus typically are interviewed by the Search Committee, Department Chair (if applicable), Department members, the School Dean, the VPAA, the President, and other faculty and staff of the College. Usually the candidate for a faculty position provides a class demonstration to students and/or faculty of the program.

After interviews are completed, the search committee shall solicit reactions to the candidates from the school/department members, as well as students/faculty attending the class demonstration, concerning the individual’s candidacy. A list of strengths and weaknesses of all finalists is to be forwarded to the School Dean and the Department Chair, if applicable. The School Dean is responsible for reviewing official transcripts to determine that the final candidates have the required coursework in the teaching field and is responsible to ensure the reference checks of the final candidates are completed. The Dean forwards the committee’s list of strengths and weaknesses and his/her own recommendation to the VPAA. The VPAA, after consultation with the Chair of the Search Committee and the School Dean, recommends a candidate for hire to the President. Once approved by the President, the VPAA offers in writing employment to the individual selected, and specifies whether any probationary credit will be given toward tenure and promotion if this is a tenure track position.
The appointment of a person selected to fill an instructional faculty position or an academic administrative position must be approved by the President of the College.

Policy 8.3.3.1 in the Policy Manual of the Board of Regents provides the protocol to be followed when a University System of Georgia institution desires to make an offer of employment to a person who is a principal administrator or faculty member from another System institution.

III. CONDITIONS OF EMPLOYMENT

A. The following actions are required of faculty and all other employees as conditions of employment, and evidence thereof must be retained in the employee’s personnel file:

- The State Security Questionnaire must be completed for all persons employed for thirty or more days.
- The Loyalty Oath must be completed as required by the laws of the State of Georgia.
- Federal and Georgia withholding tax forms must be completed.
- When applicable, employees must complete an application for membership in either the Teachers Retirement System or the Board of Regents' Optional Retirement Plan.
- Faculty employees must assure that official transcripts are supplied from the institutions they attended. Original transcripts must be sent directly from the institution awarding the credit to the CCGA Office of Academic Affairs. Transcripts are required for all degrees and coursework completed which substantiate qualifications for the position held.
- Form I-9, Employment Eligibility Verification, must be completed and proper documentation that establishes identity and employment eligibility must be supplied within three days of employment.
- The background check consent form must be signed.

An applicant may be disqualified for employment for reasons including:

- Conviction of a criminal drug offense shall disqualify a candidate for not less than two years. Any candidate who has been convicted of a second or subsequent offense shall be ineligible for employment or re-employment for a period of five years from the most recent date of conviction.
- Any false statement of material fact in application documents.
- The applicant is or has been a member of an organization advocating the violent overthrow of the government of the United States.
• The applicant has been convicted of a crime involving moral turpitude, unless the applicant has been pardoned.

• Receipt of an unfavorable criminal background check.

• Failure to submit I-9 documents within three days of hiring.

IV. COMPENSATION

A. Entry Level Salaries
Each entry level salary should be determined on the basis of the specific requirements of the position. Position criteria shall include: the academic rank, the academic discipline, and the nature of the responsibilities to be performed. Criteria related to the qualifications of the individual shall include: academic degrees earned, teaching and other relevant experience, research and publication record, academic achievements and honors, and relevant professional achievements or recognition.

All entry-level salary recommendations should be sensitive to salaries of currently employed individuals within the genre or similar disciplines and within the College.

B. Salary Increases
Salary increases for full-time teaching faculty shall be awarded on the basis of merit, as stated in Board of Regents Policy Policy 8.3.12.2, “Criteria for Determining Salaries.” As indicated in this policy, the amount available for distribution of merit increases is dependent upon legislative appropriations. The determination of the extent of such increases is linked to the performance evaluation processes of the institution and the criteria upon which performance is evaluated, with consideration also given to attainment of additional degrees, promotion in rank, and other accomplishments. (Refer to Item VI of this section.) Other types of salary adjustments may be made as necessary and appropriate for documented reasons of internal or external salary inequities, provided funds are available.

C. Overloads, Summer School, Independent Study and Low Enrolled Courses
1. Overloads for CCGA Classes - A faculty member who has been approved to teach an overload class will be compensated at the overload rate that has been set by the institution. The amount for the overload is added to the regular pay and included in the regular paycheck of the faculty member. Overloads must be requested by the School Dean, and have the approval of the VPAA and the President. A separate addendum contract must be processed for any faculty member teaching in overload. (Pay Rates)

2. Summer School Classes for CCGA - If an academic year faculty member is approved to teach one or more classes during the summer semester, a letter of summer appointment will be prepared which outlines the courses to be taught and the compensation for each. Compensation for summer school is set by the institution and is based on the number of classes or credit hours taught. All summer appointments must be approved by VPAA. Academic year faculty employed to teach CCGA classes for the summer semester will be paid in accordance with a summer pay schedule. The actual pay dates are determined each year just prior to the beginning of the summer semester. The general guidelines for
full-time faculty and part-time faculty, as appropriate, who teach during one or more of the CCGA summer terms are as follows:

a. The total number of credit hours taught by any faculty member over the various summer terms will usually be six to eight semester hours (dependent upon additional requirements for laboratory or clinical component of courses) with nine to twelve semester hours being permissible as directed by need and enrollment and where written justification is provided by the School Dean and approved by the VPAA.
b. Full-time faculty will receive pay at the summer rate for all courses taught in the summer except independent studies and low-enrolled courses. Pay Rates
c. Part-time faculty will be paid at the normal part-time pay rate for all courses taught during the summer.
d. The above guidelines apply to all regular summer courses. It is likely that some variations may be necessary for some nursing and allied health courses where the accountability emphasis is on clock hours rather than credit hours. Any such variations and other requested exceptions must be submitted in writing with justifications to the VPAA for review and approval.
e. All regular full-time faculty who teach during the summer should be aware of the following obligations: Those faculty teaching on campus shall be available for a minimum of 2 office hours per week on campus per course taught on campus and those teaching online who are not on campus shall be available for virtual office hours of a minimum of 2 hours per course per week taught online. In addition to office hours, those who are teaching in the summer will be expected to be available for advising and college service.
f. Requests for approval for a faculty member to teach during the summer for another institution will be reviewed in regard to that faculty member’s obligations to CCGA and the load limits specified in items 1 and 2 above.
g. Any items above regarding summer pay will be superseded by the Board of Regents limit on summer pay if a conflict occurs. This limit states that a faculty member on an academic year contact may not earn more than one-third of their regular compensation from the previous academic year by teaching in the summer.

3. Independent Studies shall be compensated at the current rate designated by the College. Low Enrolled Courses, except when approved by the Dean and the VPAA, will be compensated on a per student basis similar to the Independent Study compensation. Low enrolled courses are as shown on attached document. Pay Rates

4. Overloads and Summer School Classes for Other University System Institutions - If a faculty member wishes to teach for another University System institution during the academic year or in the summer, the President of the other institution must request written permission from the CCGA President to use the services of the CCGA faculty member. The requesting President must state the courses to be taught, when they will be taught, and how much the faculty member is to be paid. Simultaneously, the CCGA faculty member must request permission through institutional channels by completing the
Pursuant to agreement between the Presidents, payment for the extra services will be added to the regular CCGA paycheck of the faculty member. (For more information, refer to Section 4, “Outside Employment and Consulting Work”)

D. Method of Payment of Faculty Salaries
Fiscal year faculty members are paid on a monthly basis on the last working day of each month July through June. Faculty employed on an academic year basis receive one-tenth of their contract salary on the last working day of each month August through May.

V. PROCESS FOR ANNUAL EVALUATIONS
It is the policy of the College of Coastal Georgia to evaluate the performance of all faculty members annually. To carry out this policy a formal and comprehensive evaluation process has been developed and implemented. The evaluation process used at the college for instructional faculty includes these components:

- Student evaluations of faculty for all courses taught (Student Evaluation Form)
- Student advisee evaluation of faculty as academic advisors. The importance of academic advisement is stressed in the Board of Regents Policy Manual where it is stated that “Effective advisement shall be credited toward retention, tenure, and promotion . . . [and that it] should be a specific topic of faculty evaluation.”
- Observation of faculty in the classroom by the Department Chair, or School Dean will be required once per year; Faculty Teaching Observation Form
- A comprehensive self-evaluation completed by the individual faculty member reviewed and commented on by the chair and/or dean focusing on the broad categories of teaching, service to the institution and community, professional development and scholarship as described in VI below; Faculty Evaluation Tool
- A discussion between the faculty member, the Department Chair and/or the School Dean regarding the evaluation (The faculty member has a right to add additional comments.); and
- The evaluation must be reviewed by the School Dean for finalization. All annual evaluations, approved by the School Dean, must be submitted to the Office of Academic Affairs for the permanent file.

All faculty are required to complete an Annual Evaluation including those who are applying for tenure. If the candidate does not receive tenure, no merit pay will be provided for the following year.

The faculty evaluation process serves at least four purposes:
- To evaluate the effectiveness of individual faculty members;
- To improve instruction for the students of the institution;
- To assist the faculty member in his or her professional development;
- To provide a basis for awarding merit-based salary increases, as authorized each year by the Board of Regents approved Salary Administration Plan.
The comprehensive evaluation form used by the School Dean or Department Chair for the annual performance evaluation of teaching faculty is found on the CCGA website. Instructional faculty members are required to participate in this annual evaluation process and submit an evaluation portfolio. Administrative and professional faculty and other administrative staff are evaluated using an evaluation instrument designed for administrators and managers. This form is available from the Human Resources Office and is given to new employees during the new-employee orientation. Senior administrators (those reporting to the President) are also to be evaluated by their subordinates at least once every three years.

VI. EVALUATION CRITERIA / PERFORMANCE EXPECTATIONS

This section describes the duties/responsibilities/expectations that pertain to tenure track faculty at CCGA and which serve as the criteria upon which faculty are evaluated during the annual performance evaluation process. These same criteria also are used as a basis for promotion in rank, pre-tenure review, tenure, and post-tenure review. It is recognized that there may be other position-specific responsibilities expected of an individual according to the nature of the teaching discipline, but this section explains the core expectations which are common to all instructional faculty. Lecturers and Senior Lecturers follow the same criteria with the exception of scholarship.

The College of Coastal Georgia recruits faculty members who exemplify integrity, tolerance, responsibility, and expertise in their field. These faculty members support and sustain the mission and purpose of the college in all their activities while maintaining high standards of professional development, including scholarship as defined by Boyer (1997).

The Boyer model of scholarship recognizes four types of scholarly activities: Discovery - building of new knowledge through traditional research; Integration - interpreting the use of knowledge across disciplines; Application – aiding society and professions in addressing problems; and Teaching – studying teaching models and practices to achieve optimum learning.

The scholarship of discovery may be demonstrated through activities such as publishing in peer-reviewed forums, producing and/or performing creative work within an established field or creating infrastructure for future studies.

The scholarship of integration can be demonstrated through activities such as preparing a comprehensive literature review, writing a textbook for use in multiple disciplines or collaborating with colleagues to design and deliver a core course.

The scholarship of application may be demonstrated through activities such as serving industry or government as an external consultant, assuming a leadership role in a professional organization or advising student leaders to foster their professional growth.

The scholarship of teaching can be demonstrated by advancing learning theory through classroom research, developing and testing instructional materials or designing and implementing a program-level assessment system.
The faculty has the responsibility for the comprehensive curriculum at the College of Coastal Georgia. Therefore, all faculty members are expected to provide excellence in teaching within their discipline; to serve the institution and community in a manner that supports the total mission and operation of the college; to participate in professional development; and scholarship with the exception of Lecturers and Senior Lecturers. The primary responsibility of each faculty member is to facilitate and encourage student learning through excellence in teaching. Teaching faculty members must devote the greatest percentage of their professional efforts to teaching.

The College’s commitment to community engagement through Service-Learning provides faculty opportunities to focus efforts on the effective development and utilization of Service-Learning as a powerful experiential learning experience for students. Faculty are encouraged and supported to develop and teach courses with meaningful Service-Learning components. Faculty efforts and level of performance in Service-Learning activities are part of the evidence used to demonstrate competence and high quality teaching, and should be evaluated as such. Service-Learning may also be reviewed in terms of service to the community and, if involving research or Scholarship of Teaching, may also be reviewed as part of scholarship.

The faculty member must demonstrate competence and high quality teaching, which includes:

- Selecting, developing, updating, and utilizing appropriate instructional materials.
- Maintaining a classroom climate which is conducive to student learning.
- Utilizing appropriate teaching methods, strategies, and technologies.
- As relevant to the course, engagement of Service-Learning as a key component of learning strategies.
- Providing student feedback/reinforcement to promote success.
- Monitoring student progress and consulting with students as needed.
- Teaching a full load each term in the academic year (including alternate times, locations, and through distance learning) as needed to support the college mission.
- Participating in the development, evaluation, and improvement of courses, curricula, and educational outcomes using assessment results.
- Posting and keeping regular office hours as stipulated by current policy.
- Preparing and submitting instructional materials, reports, and/or grades on time.
- Providing student learning outcomes for all courses.
- Demonstrating professional and ethical conduct (integrity, tolerance, collegiality, responsibility, and accountability).
- Meeting specific criteria related to discipline (to be determined and documented by each discipline and/or school/department).

The faculty member must provide professional service to the institution and the community, which includes:

- Participating in advisement and, as appropriate, assisting students with registration.
- Participating in appropriate institutional activities (e.g., committees, student recruitment, club sponsorship, proposal/grant writing) on an ongoing basis.
- Participating on a regular basis in discipline, school, department, and college faculty meetings.
• Assisting the School Dean/Department Chair, as appropriate, in faculty searches, budget planning, school goals, required reports, etc.
• Participating in community service (e.g., making presentations, volunteer activities, partnerships, charitable groups) to support the college mission.
• Supporting college extracurricular activities (e.g., cultural and athletic events, clubs).
• Demonstrating collegiality (respect for views and rights of other faculty, staff, students, and administrators).

The faculty member must participate in professional growth and development, which may include:

• Demonstrating expertise and current knowledge in discipline taught through consulting with industry, government and within a professional organization.
• Continuing formal education, if appropriate.
• Participating actively in professional organizations.
• Attending appropriate seminars, conferences, and programs related to the discipline taught or to teaching and learning.
• Practicing clinically in one’s discipline if relevant.
• Earning academic honors/awards.
• Achieving professional certification and/or maintaining required licenses/certificates.

The faculty member must participate in research, scholarship, creative activity or academic achievement, which may include: (This criteria does not include non-tenure track faculty)

• Participating in creative and/or scholarly activities including applied research.
• Presenting or publishing in one’s discipline.
• Consulting in one’s discipline.

VII. PROMOTION IN RANK

A. Promotion Criteria for Tenure Track Faculty
Board of Regents policy requires that each University System institution shall establish clearly stated promotion criteria and procedures that emphasize excellence in teaching for all teaching faculty. Satisfying the minimum guidelines for appointment to the respective rank are shown below; meeting the minimum criteria as outlined in the Policies of the Board of Regents of the University System of Georgia. In particular, these are:

• a record of superior teaching
• a record of outstanding professional service to the institution and/or the community
• a record of outstanding research, scholarship, creative activity or academic achievement
• a record of professional growth and development (BOR Minutes, October 2008)

Noteworthy achievement in all areas is not mandatory but is expected in at least two.

Minimum criteria for the various academic ranks are found below. These criteria are used for promotion and for initial determination of rank upon employment. For promotion purposes, any required experience must be completed prior to the promotion application deadline. In all cases,
it is required that the degree be from a regionally accredited institution of higher education and be related to the teaching field. The faculty member’s length of service with an institution shall be taken into consideration in determining whether or not the faculty member will be given credit for years of service at other regionally accredited institutions at the time of hire.

**Assistant Professor:**

**Academic Subject Area**

1. Earned Doctorate or terminal degree from a regionally accredited institution of higher learning

   OR

2. Master's degree from a regionally accredited institution of higher learning
   a. Thirty semester hours of planned program in subject field beyond the Master’s degree.
   b. Three years successful, full-time, relevant teaching experience at College of Coastal Georgia. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire.

   OR

3. Master’s degree from a regionally accredited institution of higher learning
   a. Five years successful, full-time, relevant teaching experience at College of Coastal Georgia. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire.

**Associate Professor:**

**Academic Subject Area**

1. Earned Doctorate or terminal degree appropriate to field/discipline from a regionally accredited institution of higher learning
   a. Five years successful, full-time, relevant teaching experience at the College of Coastal Georgia, at the assistant professor level or equivalent. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire. This means that normally a faculty member can stand for promotion during their sixth year at the rank of Assistant Professor.

   OR

2. Master's degree from a regionally accredited institution of higher learning and some clearly demonstrable expertise
   a. Thirty semester hours of a planned program in subject/field beyond the Master’s degree
   b. Eight years successful, full-time, relevant teaching experience at College of Coastal Georgia, five of which must be at the assistant professor level or equivalent. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire.
3. Master’s degree from a regionally accredited institution of higher learning and some clearly demonstrable special expertise
   a. Ten years successful, full-time, relevant teaching experience at College of Coastal Georgia, five of which must be at the assistant professor level or equivalent. Credit for full time teaching experience at other regionally accredited institutions may be given at time of initial hire.

Professor:
Academic Subject Area
1. Earned doctorate or terminal degree from a regionally accredited institution of higher learning, with exceptions made only if lack of degree is balanced by some clearly demonstrable special distinctions deemed equivalent to the degree.
   a. Ten years successful, full-time, relevant teaching experience at College of Coastal Georgia, five of which must be at the associate professor level or equivalent.

The above guidelines will also be used in determining the rank of newly appointed tenure-track faculty.

Although the above conditions are necessary for a faculty member to be considered for promotion, they do not assure that a promotion in academic rank will be forthcoming in the initial or subsequent years of eligibility. In particular, a history of poor performance and or lack of scholarly activities will delay or prevent promotion.

B. Promotion Criteria for Non-Tenure Track Faculty (from Lecturer to Senior Lecturer)

Lecturers who have served for a period of at least six (6) years at the employing institution may be considered for promotion to Senior Lecturer. Therefore, application for promotion to Senior Lecturer would occur in the seventh year of service.

Promotion to Senior Lecturer requires approval by the President.

The following criteria in performance is expected.

- a record of superior teaching
- a record of outstanding professional services to the institution and the community
- a record of professional development including consulting, participation in professional organizations and continuing formal education.

Noteworthy achievement in all areas is not mandatory but is expected in the first two areas noted above.

The faculty member must participate in professional growth and development, which may include:
- Demonstrating expertise and current knowledge in discipline taught.
• Attending appropriate seminars, conferences, and other Center for Teaching and Learning activities.
• Practicing clinically in one’s discipline.
• Earning academic honors/awards.
• Achieving professional certification and/or maintaining required licenses/certificates.

C. Procedure for Applying for Promotion for Faculty

1. Each year, by the second Monday in September, the Vice President for Academic Affairs or designee will verify which faculty members are eligible to apply for tenure and/or promotion and will notify these faculty and the appropriate deans. Application for tenure at the assistant professor level includes application for promotion to associate professor.

2. When a faculty member on the list wishes to be considered for promotion in rank, he/she must notify the VPAA of their intent to submit Promotion Portfolio by the date indicated on the notification from the VPAA.

3. The candidate submits a Promotion portfolio, by the date indicated on the official notification from the VP for Academic Affairs, to the Office of Academic Affairs where it is logged in and all reviewers have access to it.

4. The VPAA will review the submitted portfolio to ensure that all required components are included (this will not be an assessment of quality in any way). If a required component is lacking, the faculty member will be notified and be given five business days to submit the required material. The faculty member will not be permitted to review his/her portfolio or add any additional supporting evidence, other than material requested by the VPAA.

Calendar/Deadlines for Promotion and Tenure Process

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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>2nd Monday in September</td>
<td>Faculty members eligible for promotion and/or tenure are notified</td>
</tr>
<tr>
<td>4th Monday in September</td>
<td>Deadline for faculty members to notify Office of Academic Affairs of intent to apply for promotion and/or tenure</td>
</tr>
<tr>
<td>No later than the 2nd Friday in October</td>
<td>Mandatory information session for faculty members applying for promotion and or tenure</td>
</tr>
<tr>
<td>4th Friday in October</td>
<td>Representatives for the Promotion &amp; Tenure Committee have been elected by the respective Department/School and names have been forwarded to the VPAA/President.</td>
</tr>
<tr>
<td>1st Friday in December</td>
<td>Deadline for completing yearly faculty evaluation process by faculty members applying for promotion and or tenure</td>
</tr>
<tr>
<td>2nd Friday in January</td>
<td>Deadline for submission of promotion/tenure portfolio to the Office of Academic Affairs.</td>
</tr>
<tr>
<td>4th Friday in January</td>
<td>Deadline for peer groups, department chairs and school dean to review appropriate portfolios, include recommendations, and forward to the Promotion &amp; Tenure Committee</td>
</tr>
<tr>
<td>2nd Friday in February</td>
<td>Deadline for Promotion &amp; Tenure Committee to review appropriate portfolios, include recommendations, and forward to the Vice President for Academic Affairs</td>
</tr>
</tbody>
</table>
5. The Promotion Portfolio must include all of the following components:
   a. A cover letter applying for promotion that provides overall summary of successes, accomplishments and contributions since last promotion or since employment at the College of Coastal Georgia, as appropriate;
   b. A current curriculum vita;
   c. Four separate narratives written by the faculty member detailing his or her role in the operation of the College of Coastal Georgia which addresses each of the evaluation criteria listed in VI. Evaluation; i.e., (1) Superior teaching, (2) Outstanding professional service to the institution, and/or the community, (3) Outstanding research, scholarship, creative activity or academic achievement and (4) Professional growth and development;
   d. Summary of all student evaluations taught by the faculty member since the last promotion or employment;
   e. Copies of all annual evaluations by supervisors since hiring or last promotion;
   f. A copy of the faculty member’s Pre-Tenure Action Plan, if appropriate
   g. A copy of the letters from the Dean and VPAA related to tenure, if tenure was previously awarded.

The promotion application portfolio must be submitted to the Office of Academic Affairs no later than the 2nd Friday in January.

6. Failure to comply with the submission deadline or to provide a portfolio that includes all required sections are grounds for the application to be rejected by the VPAA or designee.

7. The Department Chair, if applicable, will review the faculty’s portfolio since hiring or last promotion (whichever applies), with department faculty feedback and prepare a written recommendation for or against promotion and provide the recommendation to the Dean and which is added to the portfolio.

8. The Dean will review the portfolio and prepare a written recommendation for or against promotion which is added to the faculty member’s portfolio. A copy of this recommendation is also sent to the faculty member at the same time it is added to the portfolio. This recommendation must address teaching, service, scholarly activity and professional development and growth, and be a clear and concise summary of the merits (or lack thereof) reflected in the submitted materials. The candidate may submit a rebuttal within 5 days of receiving the letter.

9. Each candidate for promotion shall be reviewed by the Tenure and Promotion Committee. This committee is elected annually according to the guidelines in Appendix A of this Handbook. After a full discussion of each candidate’s portfolio, the members of the Tenure and Promotion Committee shall vote as outlined in the guidelines in Appendix A and shall develop a separate recommendation for each candidate as noted in the guidelines. Recommendations for each candidate will be presented in a signed letter to the Vice President for Academic Affairs, one letter for each candidate. The written
recommendation for acceptance or rejection and all relevant material are then forwarded to the VP for Academic Affairs, who may meet with the Chair of the Tenure and Promotion Committee if deemed necessary for clarification of the Committee’s recommendations and, if the VP for Academic Affairs requests, members of the Committee. A copy of the letter of the Tenure and Promotion committee will be sent to the candidate at the same time it is sent to the VP for Academic Affairs. The candidate may submit a rebuttal within 5 days of receiving the letter to the VPAA.

10. The VPAA shall complete a separate evaluation of the applicant’s portfolio after reviewing the written recommendations of the Tenure and Promotion Committee and the written recommendations of the Chair and/or School Dean. The VPAA shall prepare and forward a written recommendation to the President with all supporting documentation. A copy of the letter from the Vice President for Academic Affairs will be sent to the candidate at the same time as submission to the President. The candidate may submit a rebuttal within 5 days of receiving the letter to VPAA.

11. The President shall evaluate the candidate’s contributions to the College. This evaluation shall be based on an individual review of the applicant’s portfolio, the recommendation of the Tenure and Promotion Committee, and the written recommendations of the VP for Academic Affairs and the appropriate dean. The President, who has final authority to approve or decline the promotion, shall inform all candidates in writing of his or her decision regarding their application as well as inform the Board of Regents.

12. A copy of the President’s action will be placed in the faculty member’s personnel file. Promotion does not take effect until the start of the next fiscal or academic year contract.

13. Individuals promoted to the rank of Senior Lecturer shall receive a five-hundred dollar increase in salary, in addition to any approved merit raise approved for that year. Individuals promoted to the rank of Associate Professor shall receive a one-thousand dollar increase in salary, in addition to any approved merit raise for that year. Individuals promoted to the rank of Professor shall receive a fifteen-hundred dollar increase in salary, in addition to any approved merit raise for that year. All salary considerations are subject to the availability of funds. All merit raise is based on the previous year’s base salary.

D. Promotion Criteria for Non-Tenure Track Faculty
Promotion criteria for non-tenure track faculty holding the rank of Assistant Professor are the same as the criteria for tenure track faculty with the exception that a record of outstanding scholarship or creative activity is not expected.

E. Appeal Procedure for Promotions
There is no appeal of the President’s final decision on promotion.

F. Award of Promotion

The BOR has set minimum criteria for promotion that must be met by all institutions. These minimum criteria, including specific degree requirements, vary across institutional sectors (see BOR Policy 8.3.6). Institutions can set additional standards and requirements above these
minimum criteria but they must be approved by the Board. Any BOR-approved changes to promotion criteria at an institution must be updated annually in the faculty handbook on the institution’s website and a summary of the changes made must be submitted to the Office of Academic Affairs.

The institutional timeline for the review of faculty for promotion must be completed by early February of a given academic year in order to meet the data entry deadline of the end of February for the annual report to the Board of Regents.

Faculty are eligible for and may be reviewed for promotion in rank during their fifth year of service in their current rank. If recommended for promotion, the new rank will go into effect at the beginning of their next contract period. Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence.

Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for “early” promotion. At state universities and state colleges, “early” promotion may only be considered according to the following time table:

- For early promotion from Lecturer to Senior Lecturer, faculty must have served a minimum of three years as a Lecturer
- For early promotion from Instructor to Assistant Professor, faculty must have served a minimum of three years as an Instructor
- For early promotion from Assistant Professor to Associate Professor, faculty must have served a minimum of four years as an Assistant Professor
- For early promotion from Associate Professor to Full Professor, faculty must have served a minimum of four years as an Associate Professor
- At research and comprehensive universities, faculty may be considered for “early” promotion with less than the required minimum years of service in rank listed above. However, these cases require strong justification and approval by the president.

VIII. TENURE AND CRITERIA FOR TENURE

Tenure embraces both rights and duties. It is a guarantee of academic freedom by the institution that awards it to the professor who receives it. It is a pledge of professional academic performance by the professor who holds it to the institution that grants it. It protects a professor from arbitrary dismissal; it protects an institution from unprofessional academic performance. Therefore, tenure is of benefit to the professor and to the institution in carrying out their obligations to students and to society.

A. Criteria Relating to Tenure

In order to be considered for tenure, a candidate must hold the earned doctorate or appropriate terminal degree from a regionally accredited institution of higher learning in the candidate’s respective field, with exceptions made only if the lack of degree is balanced by some clearly demonstrable special distinctions.
A faculty member must have completed a satisfactory probationary period of at least five years of full-time service at the rank of assistant professor or higher (BOR Minutes, August 2007). The five-year period must be continuous, except that a maximum two years interruption because of a leave of absence or part-time service may be permitted. In all cases in which a leave of absence, is based on birth or adoption of a child, or serious disability or prolonged illness of the employee or immediate family member, the five-year probationary period may be suspended during the leave of absence. An award of credit toward the probationary period for the time period of an interruption shall be at the discretion of the President.

A maximum of three years’ credit toward the five-year probationary period may be allowed for service at other regionally accredited institutions of higher learning in tenure track positions. Credit for such prior service shall be recommended by the Vice President of Academic Affairs and approved in writing by the President at the time of the initial appointment at the rank of assistant professor or higher.

In exceptional cases, the President may approve an outstanding distinguished senior faculty member for the award of tenure upon the faculty member’s initial appointment; such action is otherwise referred to as tenure upon appointment. Such appointments shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at a prior institution, and brings a demonstrably national reputation to the institution. If the person is being appointed to an administrative position and has not previously held tenure, the award of tenure must be approved by the Chancellor (BOR Minutes, August 2007).

A candidate for tenure must meet not only the designated minimum period of service, but also what are, at that time, the long range needs of the College and must show a history of evaluations that merits the award of tenure. A history of weak evaluations may lead to the denial of tenure – even in the candidate’s final year of eligibility. Retention throughout a probationary period of service is by itself insufficient to guarantee the success of a candidacy for tenure.

Except for an approved suspension of the probationary period due to a leave of absence, the maximum amount of time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the president. The maximum amount of time that may be served in combination of full-time instructional appointments (lecturer or professorial ranks) without the award of tenure shall be 10 years, provided, however, that a terminal contract for the 11th year may be proffered if a recommendation for tenure is not approved by the president (BOR Minutes, 1992-93, p. 188; April 2000, pp. 31-32; August 2007).

Tenure or probationary credit towards tenure is lost upon resignation from the College of Coastal Georgia, or written resignation from a tenured position in order to take a non-tenured position; or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.
The minimum criteria are:

A record of:

a. Superior teaching
b. Outstanding professional service to the institution, and/or the community
c. Outstanding research, scholarship, creative activity or academic achievement
d. Professional growth and development

Noteworthy achievement in all four of the above need not be demonstrated, but is expected in at least two.

1. A written recommendation should be submitted by the Dean of the School concerned setting forth the reasons for tenure. The faculty member’s length of service with the College of Coastal Georgia will also be taken into consideration in determining whether or not the faculty member should be tenured.

2. Only full-time faculty employed at the rank of assistant professor or higher are eligible for tenure. The term “full-time” is used to denote service on a 100% workload basis for at least two out of three consecutive academic terms.

In addition to the criteria above, Board of Regents Policy 8.3.7.2 provides the following:

Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to provide continued employment on a 100 percent workload basis for two out of every three consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency or program modification as determined by the Board of Regents.

B. Pre-Tenure Review

Pre-tenure review applies only to faculty members on tenure track. In the spring semester of the academic year in which the tenure track faculty member is completing three years of service, a pre-tenure review shall be conducted. If the faculty member has probationary credit towards tenure, pre-tenure review will be conducted during the year in which he/she would achieve three years toward tenure. Therefore, for those individuals receiving either two years or three years of credit toward tenure, pre-tenure review will be conducted during their first year at the College of Coastal Georgia. For those with one year of credit toward tenure, the pre-tenure review will be conducted during the second year at the College of Coastal Georgia.

In preparation for the pre-tenure review, the School Dean will take into account the following factors:

1. the percentage of faculty members in the school/department who are currently tenured;
2. the enrollment trends in the discipline of the faculty member;
3. the faculty member’s annual evaluations; and
4. materials submitted by the faculty member.

In preparation for the pre-tenure review, a faculty member must provide:
1. a cover letter
2. a current curriculum vita
3. student evaluations for the previous 2.5 years
4. all annual evaluations during the course of his/her tenure track position, and
5. a development plan outlining the faculty member’s expectations for activities to be undertaken prior to the application for tenure. The tenure development plan will be negotiated between the School Dean/Department Chair and the faculty member.

The Pre-Tenure Development Plan should be forward looking to the time of the tenure decision and shall include but is not limited to:

1. Teaching:
   a. document progressive innovations in teaching strategies;
   b. document progressive use of ancillary classroom resources;
   c. demonstrate increasing sophistication/depth in use of appropriate instructional materials; and
   d. demonstrate increasing use of more sophisticated and diverse methods of providing students with instructional feedback.

2. Service to the institution and community:
   a. document completion of committee assignments;
   b. document ancillary activities (e.g., recruitment, student organizations); and
   c. document professional contributions to local and regional community.

3. Professional Development:
   a. document successful educational and/or professional licensure activities;
   b. document advancement and/or maintenance of professional certifications; and
   c. document attendance at professional seminars, workshops or meetings.

4. Research, scholarship, creative activity or academic achievement
   a. Document participation in creative and/or scholarly activities including applied research
   b. Document presentations or publishing in one’s discipline.
   c. Documentation of consultation in one’s discipline.

The narrative of the Pre-Tenure Development Plan shall include a clearly delineated set of achievable goals for teaching, service and professional development and scholarship. The plan should serve as the set of expectations that the faculty member sets for his or herself with input from the Department Chair and School Dean.

The actual pre-tenure review shall be a conference between the faculty member and the School Dean/Department Chair. The School Dean/Department Chair is expected to provide, in writing, clear guidance to the faculty member concerning the likelihood of tenure. The School Dean/Department Chair will combine his/her own ideas with ideas from the faculty applicant’s development plan to develop the steps that may be taken in order to maximize the likelihood of tenure. The VPAA will review the Pre-Tenure Development Plan agreed upon by the faculty member and dean and provide appropriate feedback, prior to acceptance of the plan.
The final Pre-Tenure Development Plan signed by both the School Dean/Department Chair and the Faculty Member will be sent to the Office of Academic Affairs with a copy to the faculty member to be kept on file in the faculty member’s permanent record.

It should be noted that a successful pre-tenure review in no way guarantees the future award of tenure or promotion in rank.

**Calendar/Deadlines for the Pre-Tenure Process**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Monday in September</td>
<td>Faculty members required to complete Pre-Tenure Review are notified</td>
</tr>
<tr>
<td>2nd Friday in October</td>
<td>Mandatory information session for faculty members completing Pre-Tenure Review</td>
</tr>
<tr>
<td>2nd Friday in January</td>
<td>Deadline for faculty members to complete required self-evaluation and proposed Pre-Tenure development plan and submit to the deans and/or chairs.</td>
</tr>
<tr>
<td>4th Friday in January</td>
<td>Deadline for dean and/or chair to complete Pre-Tenure Review evaluation and write responses to faculty development plan</td>
</tr>
<tr>
<td>By 2nd Friday in February</td>
<td>Dean/Chair holds conference with faculty member, review and finalize Pre-Tenure development plan</td>
</tr>
<tr>
<td>By 4th Friday in February</td>
<td>Pre-Tenure Development Plans submitted to Vice President for Academic Affairs for review and approval</td>
</tr>
</tbody>
</table>

**C. Tenure Considerations and Application Process**

1. Eligibility and Probationary Period for Tenure
   a. Tenure may be awarded upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher; consideration for tenure may occur during the sixth year of service.
   b. Faculty with probationary credit toward tenure may be considered when their probationary credit plus years of service equals five or more years.
   c. Faculty with non-tenure track appointments shall not acquire tenure. It also shall not be construed to include honorific appointments, such as adjunct appointments (BOR Minutes, October 2008).

2. Tenure is based upon merit. To be eligible for tenure the candidate must meet the following:
   a. Superior teaching
   b. Outstanding professional service to the institution, and/or the community
   c. Outstanding research, scholarship, creative activity or academic achievement
   d. Professional growth and development

For detailed description of the four narrative criteria, please see Section II., Subsection VI. Evaluation Criteria/Performance Expectations (pages 24-25)
D. Procedure for Applying for Tenure

[The process for tenure candidacy is identical to that for promotion. (Refer to VII. B 1-3 of this Section)]

1. In support of the applicant’s petition for tenure, a Tenure Portfolio must be completed by the applicant and include:
   a. A cover letter applying for tenure that provides a summary of faculty member’s accomplishments, including a response to the development plan initiated in the pre-tenure review.
   b. Current curriculum vita
   c. Four separate narratives providing a self-evaluation related to each of the following areas: (1) Superior teaching, (2) Outstanding professional service to the institution, and/or the community, (3) Outstanding research, scholarship, creative activity or academic achievement and (4) Professional growth and development. These narrative must include self-reflection as to how the faculty member’s work has contributed to the fulfillment of his/her responsibilities.
   d. Summaries of all student evaluations
   e. Summaries of all annual evaluations by supervisors
   f. Additional materials which are relevant to the tenure review
   g. A copy of the faculty member’s Pre-Tenure Action Plan, if applicable.

2. The above supportive documents must be clearly relevant to the criteria for teaching, service and professional growth/development and scholarship. The candidate submits a Tenure portfolio, by the date indicated on the official notification from the VP for Academic Affairs, to the Office of Academic Affairs where it is logged in and all reviewers have access to it.

3. The VPAA or designee will review the submitted portfolio to ensure that all required components are included (this will not be an assessment of quality in any way). If a required component is lacking, the faculty member will be notified and be given five business days to submit the required material. The faculty member will not be permitted to review their portfolio or add any additional supporting evidence. Failure to comply with the submission deadline(s) or to provide a portfolio that includes all required sections are grounds for the application to be rejected by the VPAA.

4. The Dean/Department Chair will review the portfolio and prepare a written recommendation to the VPAA which is included in the tenure portfolio reviewed by the Tenure and Promotion Committee. A copy of the letters from the Dean/Department Chair will be sent to the candidate at the same time. The candidate may submit a rebuttal within 5 days of receiving the letter.

5. Each candidate for tenure shall be reviewed by the Tenure and Promotion Committee (See guidelines in Appendix A). This committee is elected annually by the representative faculty. After a full discussion of each candidate’s portfolio, the members of the Tenure and Promotion Committee shall vote by secret ballot to recommend the acceptance or rejection of the application for tenure. A separate written recommendation for each
candidate is sent to the VPAA for his/her review and recommendation. A copy of the letter from the Tenure and Promotion committee will be sent to the candidate at the same time as submission to the VPAA. The candidate may submit a rebuttal within 5 days of receiving the letter.

6. The VPAA shall complete evaluation of the applicant’s portfolio separate from the written recommendation of the Tenure and Promotion Committee and the written recommendation of the School Dean. The VPAA shall prepare and forward a written recommendation to the President with all supporting documentation. A copy of the recommendation from the Vice President for Academic Affairs will be sent to the candidate at the same time. The candidate may submit a rebuttal within 5 days of receiving the letter.

7. The President has the final authority to approve or decline the award of tenure and so inform the Board of Regents. The President will notify the faculty member of the final action taken on the application for tenure. A copy of this action will be placed in the faculty member’s personnel file. Tenure does not begin until the start of the following fiscal or academic year contract.

D. Appeal Procedure for Denial of Tenure
There is no appeal from the President’s final decision on tenure.

E. Post-Tenure Review
The same criteria which are used for evaluation, pre-tenure and tenure reviews will be utilized in the post-tenure review. The emphasis for post-tenure review will not be identical for each faculty member, but will reflect the evolving emphasis for the faculty member’s career that has been detailed and agreed to in annual evaluation conferences.

All tenured faculty members, excluding those who hold administrative rank at the school dean level or above (those holding administrative rank are evaluated through administrative review rather than post-tenure review), will be reviewed under the stated procedures during the fifth year following the award of tenure and every fifth year thereafter. By the second Monday of September of each year, the VPAA will provide each School Dean and relevant faculty members with a list of faculty who must undergo post-tenure review during the current academic year.

The yearly schedule of post-tenure activities is normally as follows with the submission and review deadlines in any given year being clearly established and shared by the VPAA:

- 2nd Monday in September—Faculty members and School Deans/Department Chairs are informed of post-tenure review.
- 2nd Friday in February—Post-Tenure Portfolio is submitted by faculty member to the Office of Academic Affairs
- 1st Monday in March—Reviews by the P&T Committee are compiled and forwarded to the School Dean/Department Chair to add comments and development items, if applicable, by the VPAA.
- 3rd Monday in March—the School Dean/Department Chair adds comments and/or development plan items, if applicable.
• 3rd Friday in April—Faculty member and School Dean/Department Chair will meet to review the report and possible recommendations.

By the scheduled deadline, each tenured faculty member so identified will submit a Post-Tenure Portfolio to the Office of Academic Affairs that includes:

- A cover letter indicating the purpose of the submitted portfolio;
- A current curriculum vita;
- Separate narratives written by the faculty member regarding his or her role in the operation of the College of Coastal Georgia which addresses each of four areas: teaching, service, professional growth/development and scholarship. A status report on previous five-year development plan, if applicable;
- Summaries of student evaluations from the previous five years;
- All annual evaluations from supervisors for the previous five years (or from additional years in special situations, such as long-term absence of a faculty member due to illness or injury);
- A faculty development plan to cover the next five years of projected activities in support of the college’s mission; and
- Additional materials (optional) which are relevant to the post-tenure review.

After reviewing all documents, the Chair of the P&T Committee, in consultation with all members of the committee, will prepare a report which contains a narrative section evaluating the strengths and weaknesses of the faculty member’s submitted materials. The evaluation will comment on the adequacy of the faculty member’s development plan and may, if necessary, suggest additions to it. A copy of the report will be sent directly to the faculty member, and another copy sent to the School Dean/Department Chair for comments and/or inclusion of items for the development plan (which may be either optional or required as outlined below). The School Dean/Department Chair will then arrange a meeting with the faculty member to discuss the outcome of the post-tenure review report. After meeting with the faculty member, the School Dean/Department Chair should send a copy of the report, with recommendations if applicable, to the VPAA. Based on the rating and recommendations, meetings with the VPAA may be required. The report submitted by the Committee must conclude with one of the following results:

**Satisfactory**—The faculty member is performing effectively as a teacher and is making satisfactory contributions appropriate to a senior tenured faculty member. If a faculty member is found to be satisfactory, the School Dean/Department Chair may wish to commend the faculty member and suggest specific development activities that he or she feels might further strengthen the case.

**Satisfactory with recommendations**—The faculty member is performing satisfactorily in teaching and other areas, but the committee believes that a raising of the performance level in one or more areas will avoid future problems. In this case, the School Dean/Department Chair and the faculty member must agree on a faculty development plan. Recommendations for redirection of a faculty member’s effort to adjust to changes in the institution’s program mix or change in mission will be made in writing, and a specific development plan will be prepared to assist the faculty member in making necessary changes. Therefore, such changes as are detailed
in the development plan may or may not reflect doubtful performance, since changes in the institution’s mission or program mix may, independently of the faculty member’s performance, result in such recommendations.

**Improvement needed**—This review outcome is to be used for the purpose of establishing a development plan for a faculty member who is performing in a marginal way in teaching and/or other areas of responsibility. A faculty member who receives an “improvement needed” result must negotiate a development plan in concert not only with the School Dean/Department Chair, but also with the VPAA. This development plan must not only specify activities and expected results but also a timetable which will assure major progress toward the required changes no later than by the date of the next post-tenure review. If, at the next post-tenure review date, satisfactory progress in these areas of development has not been achieved, the subsequent post-tenure review will result in a rating of “unsatisfactory”.

**Unsatisfactory**—A faculty member will receive an unsatisfactory rating in any review where teaching performance is deemed to be unsatisfactory. As described above, this result may also follow a previous “improvement needed” result and subsequent failure to make adequate progress toward the items agreed to in the development plan. Each tenured faculty member receiving an “unsatisfactory” rating will meet with both the School Dean/Department Chair and the VPAA. The result of this meeting will be a comprehensive development plan designed by the VPAA after consultation with the School Dean and the President of the College. After one year, the School Dean and the VPAA will again meet with the faculty member to assess progress. Lack of sufficient improvement will result in no pay increase in all future contracts until the unsatisfactory rating is corrected. Other intervention strategies, with the written approval of the President of the college, may be employed for unsatisfactory performance. Such strategies will become increasingly intense the longer the unsatisfactory rating continues. As Board of Regents’ policies apply, dismissal proceedings may be instituted (see BOR Policy 8.3.9).

**F. Appeal Procedures for Post-Tenure Review**

If a faculty member disagrees with either the conclusions of the post-tenure report or the development plan offered by the School Dean, he or she may appeal in writing to the VPAA. This appeal must be submitted within ten days of the faculty member’s meeting with the School Dean. Any decision on the appeal made by the VPAA may be appealed further by the faculty member to the President of the College within ten days of receipt of the decision.

**IX. CONTRACTS**

**A. Notice of Contract Renewal (Tenure-Track, Non-Tenure Track and Non-Tenured Faculty)**

Documentation of the decision to renew or non-renew the contract of a non-tenured and non-tenure track faculty member, including a Lecturer, Senior Lecturer or Instructor shall be placed in the faculty member’s file. Faculty with non-renewal documentation will be sent a notice of intention to non-renew according to the following schedule:

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

Tenured faculty also receive annual contracts.

The notice shall be issued by the President or his or her designee and shall apply to the succeeding contract year. It shall be delivered by hand or by certified mail, with receipt showing to whom, when, and where the notice was delivered.

Persons holding non-teaching positions, persons appointed to temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments, are not under contract and, therefore, no notice is provided. 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 of a new and distinct contract.

B. Signing and Returning Contracts (Tenured and Non-tenured Personnel)
New Faculty Members - Contracts for newly-appointed teaching faculty will be issued only after the President has approved the appointment. The Office of Academic Affairs (OAA) will prepare and issue the contract to the new faculty member and allow him/her twenty (20) days to sign and return the contract.

Continuing Faculty Members - Contracts for the succeeding year are signed by the President or his or her designee and issued by the OAA immediately following the Board of Regents’ approval of the new budget for the succeeding fiscal year. Typically, the budget is approved at the Board’s June meeting, and contracts are issued in mid-June with a required return date of twenty (20) days after the date of issue. The OAA will mail the contract to the faculty member’s home address of record. If the faculty member will not be at the home address during the twenty (20) day period, he/she must provide advance written notice to the OAA of an address where the faculty member can receive the contract by mail. Faculty may also choose to pick up contracts from the Office of Academic Affairs.

Failure to Sign and Return Contract - According to the provisions of Board of Regents Policy 8.3.11, failure to sign and return the contract within the time period specified in the contract may be construed as an abandonment of employment rights. If a hardship presents itself that prevents the faculty member from returning the contract within the twenty (20) days, it is the faculty member’s responsibility to communicate with the President or the VPAA to request an extension for returning the contract. If no such request is received, the institution may proceed to fill the position with no notice to the faculty member.

Breach of Contract - Faculty members who fail to verify or maintain the credentials, degree, certification or license required to teach the subject matter of their contract shall be subject to immediate dismissal for breach of their employment contract.

C. Fulfillment of Contract
Faculty members employed under written contract for the fiscal or academic year are bound by the terms of the employment contract which they have signed, just as the institution is bound.
Academic-year contract periods usually end in May following graduation and fiscal-year contracts usually end June 30. It is not acceptable for a full-time faculty member who is employed under written contract to terminate his or her employment at times other than at the end of the contract’s term. Faculty members who do not follow this policy may be subject to legal action, as necessary, to assure that the interests of the college and its students are protected. Exceptions that are deemed hardships will be approved on an individual case by case basis at the President’s discretion.

D. Notice of Intention to Resign or Retire
As stated earlier, the College provides considerable advance notice of the College’s intent to re-employ a faculty member for the following contract year. Similarly, the College expects the courtesy of sufficient advance notice from the faculty member if he/she does not intend to continue employment with the College. Written notice of the intent to resign or retire from a faculty position at the end of a contract period shall be given to the President or his or her designee as far in advance as possible, but written notice shall be expected no later than February 15 immediately preceding the expiration of the current contract. The February 15 deadline also applies to faculty who are on an approved leave of absence and do not plan to return to the College. As mandated in Board of Regents Policy 8.3.4.1, tenured faculty members employed under written contract for the year are required to give to the President at least sixty (60) days written notice of their intention to resign or retire.

X. DISCIPLINE AND REMOVAL OF FACULTY MEMBERS
Policy 8.3.9 in the Board of Regents Policy Manual sets forth policies for the discipline and removal of faculty members, including the procedures to be followed when a Hearing Committee is convened. (See 8.3.9.2 BOR Policy Manual). Policy 8.3.9 stipulates that the President of an institution may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved Statutes of the institution.

A. Suspension for Violation of State or Federal Laws
When a faculty member is charged with the violation of a State or Federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President. In the event a CCGA faculty member is temporarily suspended, the President shall have the Faculty Affairs Committee of the Faculty Senate convene a subcommittee for the purpose of hearing an appeal by the faculty member, as set forth in the Faculty Senate Bylaws. The appeal shall be submitted in writing in accordance with procedures to be established by the subcommittee, which shall render its recommendation to the President within ten (10) days from the conclusion of the hearing. Thereafter, any further appeal by the faculty member shall be in accordance with the procedures set forth in Article VIII of the By-Laws of the Board of Regents.

B. Grounds for Removal
A tenured, tenure-track or a non-tenured faculty member, before the end of his or her contract term, may be dismissed for any of the following reasons provided that the institution has complied with procedural due process requirements:
1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment—or prior thereto if the conviction or admission of guilt was willfully concealed.

2. Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship.

3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member’s performance of duty or his or her responsibilities to the institution or to his or her profession.

4. Conviction or admission of guilt in a court proceeding of any criminal drug offense.

5. Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty.

6. False swearing with respect to official documents filed with the institution.

7. Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity.

8. Such other grounds for dismissal as may be specified in the Statutes of the institution.

Procedures for Dismissal of Tenured and Non-Tenured Faculty are outlined in 8.3.9.2 of the BOR Policy Manual.

C. Dismissal of Temporary or Part-time Instructional Personnel

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the institution. Employment may be discontinued without cause or advance notice.

XI. LAYOFFS OR TERMINATIONS

Policy 8.5 of the Policy Manual of the Board of Regents provides the conditions and circumstances under which layoffs, terminations, program modifications, or program discontinuance may occur. If a faculty member under contract must be laid off or terminated before the end of his or her contract term for reasons of financial exigency, including program modification or discontinuance, the institution shall notify the affected faculty member at least 90 days in advance of the date of layoff or termination, whenever possible. The affected faculty member shall have the right, upon written request within 20 days from the date of the final decision of the President, to apply to the Board of Regents for a review of the President’s decision in accordance with the appeal provisions of the Board of Regents.

The Board of Regents approved a plan that gives University System of Georgia (USG) presidents the authority to furlough any and all employees, including faculty, should the need arise.

XII. Appeal of Presidential Decisions

Except as provided below, applications from University System employees for Board of Regents’ review of presidential decisions shall be limited to instances in which an employee is terminated, demoted, or otherwise disciplined in a manner which results in a loss of pay. Other applications may be heard only if the Chair of the Board’s Committee on Organization and Law,
in consultation with the Board’s chief legal officer, determines that the matter should be presented to the Board. In considering whether applications other than the types listed above shall be presented to the Board, the Chair shall consider (1) whether the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed by the Board, (2) whether the record suggests that the institutional decision, if not reviewed by the Board, might reasonably have detrimental and system-wide significance, or (3) any other facts which, in the judgment of the Chair, merit consideration by the Board of Regents. (BOR Minutes, April 2010)

XIII. Adjunct Faculty

The Adjunct Faculty Program of the College of Coastal Georgia (CCGA) enables CCGA to benefit from the services, experiences, and talents of professionals who are not regularly affiliated with the College in any formal capacity. Appointment to adjunct faculty status constitutes the College’s recognition of the appointee’s professional accomplishments and or scholarly contributions, confers certain privileges and responsibilities, and authorizes assignment of specific service functions.

Adjunct faculty members may give occasional lectures, provide professional expertise and guidance to faculty members and students engaged in research, counsel students on professional opportunities, provide professional expertise on institutional initiatives, and promote community partnerships.

Qualifications.

- An individual recommended for adjunct faculty status should normally have the academic degrees and/or professional experiences comparable to regular college faculty, researchers or specialists performing similar services in a given discipline

Appointment.

- A candidate for adjunct faculty status must be reviewed and recommended by the School faculty members and/or nominated by the academic dean.
- Applications and recommendations are reviewed by the Vice President for Academic Affairs, and appointments are approved by the President.
- A candidate must submit a current curriculum vita, official copies of all college transcripts, and a letter of intent, delineating why the candidate wishes to be considered for adjunct faculty status and how the candidate is prepared to contribute to the mission of CCGA.

Policy.

- Adjunct appointments will normally be made for one year and may be renewed for five subsequent years.
- Adjunct faculty are not considered to be members of the Faculty Corps of Instruction of CCGA (Board of Regents Policy 3.2.1.1).
- Adjunct faculty shall be appointed without compensation.
• Adjunct faculty members are not eligible for tenure, nor can their time be counted toward tenure.

Functions and Expectations.

• Expectations of adjunct faculty will be delineated in a memorandum of understanding that will accompany appointment papers.

SECTION THREE

PLANNING AND MANAGING ACADEMIC AFFAIRS

I. ACADEMIC FREEDOM

The College of Coastal Georgia recognizes the principle of academic freedom in the classroom and the responsibility inherent in such a principle. The College’s official policy statement on academic freedom and responsibility is found in the Statutes.

II. NEW COURSES

The procedure for adding new or changing current courses in the curriculum is:

1. Any faculty member may initiate a new course proposal (or change). The faculty member proposing the new course (or change) should describe the proposal on the “Proposed Curriculum, Policy, or Procedure Change” form and submit it to the appropriate Department Chair and School Dean for approval. Prior to approval, the proposal should have been reviewed by the faculty of the department/school.

2. Upon approval of the Department Chair and School Dean, the proposal is submitted to the Assistant Vice President for Academic Affairs for review. If the proposal is found to be in need of revision, it will be returned.

3. The proposal is then submitted to the Curriculum Committee for review.

4. Recommendations from the Curriculum Committee are sent to the Faculty Senate.

5. The Faculty Senate reviews the recommendations from the Curriculum Committee, and if approved, forwards the recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs office will inform the faculty of curriculum changes and/or additions.

6. If the Vice President approves the proposal, it is added to the curriculum and included in the next edition of the College Catalog.

III. COURSE REVIEW
Courses included in the Catalog should be examined regularly in order to avoid continuing out-of-date courses or the inclusion of descriptions of courses not currently being taught.

1. Each course should be reviewed every year during the fall semester by appropriate faculty.
2. Recommendations for deletions should begin at the discipline level.
3. Criteria for consideration for deletion should include:
   a. Frequency at which the course has been taught in the past three years,
   b. Enrollment in classes when taught,
   c. Present "fit" within current programs of study,
   d. Questions of transferability where appropriate,
   e. Questions of current relationship to job entry level skills where appropriate, and
   f. Special justification for retaining a course if other factors would call for its deletion.

When a review indicates that a course should be discontinued, a proposal for deletion should be submitted to the College Curriculum Committee and the same process followed as under "New Courses" above.

IV. COURSE PLANNING

As a result of staffing differences and various school/departmental policies, some courses are planned by departmental or school faculties, others by committees, and still others by individuals. The planning of each course should encompass the following five components;

1. An outline of the expected learning outcomes of the course.
2. An outline of the basic content essential to the achievement of the outcomes.
3. A list of the various resources, books, periodicals, papers, and other related materials, which the learner will need to consult.
4. A description of the learning experiences selected as the means of achieving the outcomes.
5. A plan for assessment of student learning, including copies of any tests or other materials used for this purpose.

V. COURSE SYLLABUS

A Master Syllabus for every course taught at the College of Coastal Georgia will be kept on file by the Office of Academic Affairs. The School Dean is responsible for assuring that the Master Syllabus for each course within his/her school is sent to the Office of Academic Affairs. Each Course Syllabus will be developed based on the guide of the Master Syllabus template available from the Office of Academic Affairs. The Master Syllabus is meant to ensure appropriate standardization of all sections of courses with regards to course learning outcomes, general education outcomes/competencies, course content, and textbooks.

1. All students at the College of Coastal Georgia enrolled in credit courses will have a syllabus for each course by no later than the first day of each semester.
Revisions and additions to the syllabus may be made throughout the semester, provided students are apprised of changes in writing.

2. Syllabi for each course must be designed and presented according to the Master Syllabus template. Additions may be made to the syllabi to meet the needs of individual courses.

3. The syllabus for each course is available electronically in the School or Department offices.

4. All syllabi must be filed electronically with the Department and with the School.

5. The Faculty will electronically post syllabi on the College’s Desire 2 Learn course management system each semester in which the courses are offered no later than the first day of classes.

6. The Dean will request that an instructor revise or update a course syllabus if it fails to comply with the Master Syllabus template.

VI. NEW DEGREE PROGRAMS

New programs of instruction leading to the awarding of an associate or bachelor’s degree usually involve a total institutional effort. The initial suggestion of a new program may originate from many sources both from inside and outside the institution, including any member of the faculty. The development of the proposed new program, based on a formal needs assessment, should be coordinated by the School Dean of the instructional unit which would have primary responsibility for offering the program in consultation with the VPAA. The proposed program must be consistent with the College’s Mission and Strategic Plan.

The institutional procedure for adding a new program is as follows:

1. Background data including objective, justification and need, budget, personnel, etc., should be compiled and provided in the format specified in Section 2.3.2 of the BOR Academic Affairs Handbook. However, the BOR website should be checked before submitting a proposal since the requirements can change.

2. When information has been compiled and the need for the program seems sufficient, they should present the proposed new program to the Dean. The Dean will forward it to the VPAA for review on the “Proposed Curriculum, Policy, or Procedure Change” form.

3. If approved by the VPAA, the proposed program will be included on the agenda for the College Curriculum Committee.

4. If the College Curriculum Committee recommends approval of the proposed new program, the Committee Chair will forward this recommendation to the Faculty Senate for its review. The Senate will then forward its recommendation to the President. The Vice President for Academic Affairs who will then forward his/her recommendation to the President.

5. If the President approves the program, the VPAA confers with the staff of the Board of Regents concerning submission of the proposal for review and approval.
VII. TEXTBOOK ORDERS
Procedures for ordering textbooks are established by the office of Academic Affairs.

The deadline for submitting textbook information will be determined by the bookstore and Academic Affairs. Faculty will be notified of deadlines in a timely manner.

VIII. INDEPENDENT STUDY
Under unusual or emergency situations, students may need credit for courses that cannot be provided in the regularly scheduled rotation. Examples of such unusual circumstances include students who miss, for unavoidable reasons, seldom scheduled classes needed for graduation. Also, in some instances, programs have too few majors to offer specialized courses within the regular schedule and faculty members may wish to provide independent study.

In such cases students may request that faculty members offer the needed credit through independent study. Independent study must be approved by the School Dean and the VPAA. Approval will not be granted unless:

1. the faculty member requests approval;
2. clear evidence exists that the student cannot take the course as part of the regular instructional program and that the reasons for the need are beyond the student's control;
3. there is reasonable expectation that the course can be accommodated within the load of courses and other college duties already assigned to the faculty member;
4. the application for approval clearly states how competencies required for the awarding of credit will be acquired without regular lectures and class attendance.

When it is foreseeable that a course may be repeatedly offered as independent study, it should be designed to incorporate study modules and thereby facilitate student success with minimal faculty effort.

IX. INFORMATION COMMONS
Information Commons includes the Library, Academic Tutoring and Instruction Center (ATTIC) and the TRIO Program and is available to both students and faculty to assist with information and other learning needs. Faculty may borrow any book or video resource owned by the Information Commons, including reference materials. The Information Commons staff can also provide guidance regarding the use of copyrighted materials for classroom purposes.

The Information Commons welcomes faculty to make recommendations, suggestions, and requests for new resources and services. Questions regarding policy and procedures or recommendations for new resources and services should be directed to the Dean of Library
Services. The Dean of Library Services will consult with the Faculty Senate Library Committee regarding resources and services offered through the library.

- Computer Lab - Each workstation has an identical setup allowing students to access Microsoft Office applications, computer assisted instruction software, the Internet, GALILEO, and Email. Faculty should contact the Library Circulation Desk if there is software that they would like to recommend for the Information Commons' computer lab or to schedule a time for their class to use the computer lab.

- GALILEO (Georgia Library Learning Online) - GALILEO provides World Wide Web based access to information resources, including over 100 databases indexing thousands of periodicals and scholarly journals. Over 20,000 journal titles are provided in full text. Other resources include an encyclopedia, business directories, and government publications. Faculty, students, and staff may also use GALILEO from home (galileo.usg.edu). Since many of the databases are proprietary, a password is required when using GALILEO from home. The password changes each semester and is available through the Information Commons, GIL (gil.ccga.edu), or the Information Commons’ homepage (www.ccga.edu).

- GIL (GALILEO Interconnected Libraries) - GIL is a Web based catalog system that allows patrons to find information about books, journals, videotapes, and reserve materials housed at Gould Memorial Library and at other libraries in the University System. This information includes where the item is shelved, and whether or not the item has been checked out. Patrons may also look up information about their own account, including what items they currently have checked out. The system also allows patrons to renew borrowed items. The Web address for the catalog is http://gil.ccga.edu.

- Interlibrary Loan - The Information Commons can arrange for the loan of materials held by other libraries. This does not include media materials, which are not usually available through interlibrary loan. Faculty should allow at least 10 days for the delivery of requested books and five days for journal articles.

- Information Commons Orientation - Teaching students how to locate and evaluate information resources, in both print and non-print formats is an important mission of the Information Commons by appointment. The Information Commons faculty will introduce classes to the variety of print and electronic resources available to them.

- Reserve Materials - The Information Commons offers reserve services at the Circulation Desk for faculty who want their students to access outside reading. The materials may be in any format, and may be items from the Information Commons’ collection, as well as items privately-owned by the faculty member. Materials that are placed on reserve are cataloged and controlled through the Information Commons’ circulation system.

X. INSTRUCTIONAL TECHNOLOGY
• Most College of Coastal Georgia classrooms are permanently equipped with a networked computer, document camera, DVD player and a ceiling mounted LCD projector. These classrooms are available to any instructor from any discipline.

• In addition to the permanent installations described above, the college also has mobile carts equipped with network-ready computers and LCD projectors that can be moved to classrooms when requested by faculty members. For more flexibility, laptop computers and other LCD projectors are available if needed. Also, an inventory of loose equipment consisting of document cameras, VCRs, TV monitors, overhead projectors, slide projectors, video cameras, etc. is available for instructional use as well.

• The multimedia classrooms are maintained by Technology Services, and the loose equipment circulation is scheduled through the CCGA Help Desk by opening a help desk ticket. To submit a Help Desk ticket click CCGA Tech Services Help Desk.

XI. TUTORIAL SERVICES

“The ATTIC” (The Academic Tutoring and Instruction Center)
The Academic Tutoring and Instruction Center provides academic support to all College of Coastal Georgia students. The Center is committed to student retention and helping students develop positive attitudes and confidence in their ability to learn and not be afraid to ask questions. The Center's goal is to support learning and help everyone achieve their potential by providing help and encouragement in a friendly, safe environment.

The Writing Center
The Writing Center is an invaluable resource to all students and provides peer tutoring in writing for students and consultation for faculty and staff at the College of Coastal Georgia. The writing coaches work on different writing skills – including development of concise sentences, crafting coherent paragraphs and understanding patterns of errors, expectations in writing styles, and what it means to be a writer at the college level.

TRiO Student Support Services (SSS) Program
TRiO SSS is a federally-funded educational opportunity program that provides academic support to the following category of undergraduate students:
• Students who come from low-income families (defined by Federal Government guidelines);
• Students who are defined as first generation (neither of the students’ parents nor guardians has received a four-year degree); or
• Students who have documented disabilities (physical impairments that can adversely affect student class performance or attendance, as well as learning disabilities).

Support is provided through activities that encourage academic development, assist with college requirements, and motivate students to complete post-secondary education. The goal of the Student Support Services Program is to increase college retention and graduation rates, as well as to facilitate two-year college student transition to four-year institutions. Services include basic skills instruction and tutoring; academic, financial, career, and personal counseling; assistance with admission and transfer to four-year programs/institutions; assistance with financial aid; mentoring; cultural activities; and accommodations for students with disabilities.
XII. GRADES, GRADE REPORTS, AND FINAL EXAMS

Each faculty member should be thoroughly familiar with the system of grading used in all classes at the College of Coastal Georgia. This system (e.g., grade changes, withdrawals, incompletes) is described in detail in the College of Coastal Georgia: 2015 Catalog.

The faculty member is responsible for developing his or her own procedure for evaluating the student's work. In doing so, he or she should observe the following guidelines:

1. The final grade for each student should be based on several grades earned during the semester. Limiting the basis for grades on two or three examinations during a semester is generally not recommended.

2. The final grade for each student should be based on a variety of projects, for example, written work, tests, research papers, oral presentations, and reading reports. Limiting the basis for evaluation to one kind of project or exercise is inadvisable.

3. The procedures for evaluation must be written in the syllabus and clearly explained early in the course.

4. The faculty member should counsel with each student who requests information concerning grades during or upon the completion of a course (after grades are posted) explaining how grades were determined and advising the student how academic performance can be improved.

5. The College has initiated an early and proactive academic intervention system (e.g., an academic referral system and an improvement workshop series for all students issued either on academic warning or placed on academic probation from fall semester). The faculty based academic referral system is designed to identify students who are not performing satisfactorily, are exhibiting behavioral issues, have not been attending class regularly, are experiencing financial problems, or present any other circumstance that is of concern. Faculty are regularly encouraged several times each semester to refer students and those who are referred are contacted by Academic Advising staff within 24-72 hours. Contact relates to information on available academic support resources, along with information on how to contact their faculty advisor when appropriate.

6. The faculty member should have several graded assignments returned to students before the mid-point of the semester (last date to withdraw) and should keep in mind that a mid-term grade report must be filed on each student. The mid-term grade should be a meaningful measure of students’ progress in the course.

At the end of each semester each faculty member must determine final grades for each course and enter this information into COAST. (Instructions are available on the college website, from school/department coordinators, or from the Registrar’s office.) The Registrar’s office will assure the maintenance of grades in accordance with the Board of Regents policy.
The final grades must be submitted within forty-eight hours following the final examination period for each particular instructor's classes. Grades should be submitted earlier whenever possible. The School Dean and Department Chair are responsible for seeing that the forty-eight hour deadline is met. Final due dates for grades will be announced by the Registrar’s office each semester. Individual paychecks will not be released until final grades are submitted.

Each faculty member must maintain sufficiently detailed records to demonstrate how a particular student’s grade was determined. Such records can be kept in a paper grade book or through use of one of the many available computer based grade record systems. Faculty should maintain these grade records for an indefinite period of time. Full-time faculty should hold these records until such time as they leave the college when the records should be turned over to the school/department office. Part-time faculty should submit course grades to the school/department office at the end of each semester.

A final examination schedule is distributed each semester. This schedule allows ample time for marking tests and calculating grades prior to the deadline for submitting grades. Faculty members may not agree to test a student at any time different from the time assigned in the final exam schedule without the approval of the School Dean and/or Department Chair. An early examination should be requested only in extenuating circumstances.

XIII. CLASS ATTENDANCE

The College recognizes the importance of class attendance as an ingredient in the student’s success in the classroom and has set forth the following policy on class attendance:

1. Class attendance and punctuality in class attendance are considered a student responsibility and important for student success. It is recognized, however, that attendance requirements may vary based on the needs of the faculty member, the course, or the method of instruction being used.

2. The attendance policies for the various courses in the curriculum are determined by the academic school/department in which the course resides and will be distributed in writing to students by the instructor at the beginning of each semester. This announcement will include a statement concerning any academic penalties that may result from excessive absences or tardiness.

3. It is recognized that for approved college activities students may be required on occasion to be absent from class. In such cases, the student must assume the responsibility to discuss with the faculty member alternative arrangements for the work missed because of the absence.

Each faculty member should be thoroughly familiar with the attendance policy inasmuch as he or she is responsible for informing his or her students at the beginning of each semester of the attendance requirements for his or her courses, including any academic penalties which might result from excessive absences. The faculty member is responsible for keeping attendance records on each student enrolled in his or her classes and for providing the Registrar with this
information on final grade reports and providing the Financial Aid Office with the attendance information as needed on financial aid students.

**XIV. ACADEMIC REGULATIONS**

The official academic regulations are published in the College Catalog. Each faculty member must become thoroughly familiar with the regulations in order to give the proper guidance to students. Problems in the interpretation of the academic regulations should be referred to the VPAA.

**XV. ACADEMIC APPEALS**

Students have the right to appeal grades assigned by faculty if they believe that the grade has been assigned in a capricious, arbitrary or discriminatory manner by a faculty member. Students may appeal decisions made by faculty and administrators on the interpretation or application of an academic policy or procedure. The process for such appeals can be found in both the College Catalog and the Student Handbook. It should be noted that in dealing with the outcomes of student academic appeals, faculty members and administrators have the same right to appeal the decisions of the supervisor or the VPAA as do the students. The same appeal process and timetable is followed as outlined in the Catalog for student appeals.

**XVI. STUDENT WORKERS**

Student workers are classified as either "Student Assistant" or "CWSP Student" (College Work/Study Program) according to the definitions and criteria listed below. Student Assistants must be hired through the Human Resources Office using a "Recommendation for Employment" form (available on the CCGA Human Resources webpage) and the employing unit must have funds available in the budget. Prior to hiring a Student Assistant, consideration must be given to providing work opportunities for CWSP students. CWSP students are also requested through the Office of Human Resources online recruitment system (CGEMS).

**Student Assistants**

A "Student Assistant" is a CCGA student who is employed at CCGA, and who is paid directly from the college budget (generally from "student assistant" funds in the budget of the department, school or office that employs them), and is enrolled in six (6) credit hours or more at CCGA, and whose relationship with the College is not as a Regular Employee. Student Assistants are paid according to the CCGA salary structure for CWSP students and student assistants. Depending on the funds available in the department, school or office budget, the Student Assistant may work up to 19.5 hours per week and may work during breaks in the academic term if the break is five (5) weeks or less. A student assistant CANNOT work during the summer semester unless he/she is enrolled in six (6) credit hours or more. The Human Resources Office will monitor the number of hours enrolled each semester and will terminate a student’s employment if he/she drops below six (6) credit hours. Student Assistants cannot work during scheduled classes even if the class has been cancelled or dismissed early. Student Assistants are automatically terminated from employment at the end of each academic year unless a new Recommendation for Employment form is initiated by the supervisor for employment to resume in the following academic year.
CWSP Students

A "CWSP Student" is defined as a student who receives federal financial aid under the College Work Student Program, and is paid directly from CWSP funds. CWSP students are selected for a position by a representative from the school/department office. CWSP students are allowed to work up to 19.5 hours per week depending on the amount of financial aid awarded to the student. CWSP students may not work between semesters without the approval of the Financial Aid Office. CWSP students cannot work during scheduled classes even if the class has been cancelled or dismissed early.

Other Student Employment

Students who are not eligible to work as a Student Assistant or a CWSP Student in any given semester may be hired as temporary, part-time staff with the approval of the Human Resources Director in consultation with the Vice President for Business Affairs, provided a new Recommendation for Employment form is completed to initiate the change in employment status. The employment of students in this temporary, part-time capacity is governed by the personnel policies and procedures for part-time and temporary employees and is subject to the same six-month employment limitation as other temporary staff.

The employment of students as part-time, temporary staff must be done through the Human Resources Office by submitting a “Recommendation for Employment” form in advance of the requested date of hire or change in status. Funds must be available in the college budget. (As a part-time, temporary staff person, an individual must contribute into the Georgia Defined Contribution Plan, which is refundable when the employment ends). In addition, they must contribute to FICA and Medicare.

XVII. COMPUTER LOCATION AND INVENTORY

All instructional computers and computer peripherals must be freely moveable to support the educational program. However, it is important that the institution be able to account for its inventory. Faculty members should not move computing equipment without the approval of the School Dean. A “Request for Equipment Transfer” form should be filled out and signed by the School Dean.

Also in special cases, faculty may be approved to take computers home or on official travel for college related use. Such arrangements are handled through the respective School offices.

XVIII. GRANT PROPOSALS

It is desirable for faculty to pursue the development of grant proposals seeking outside funding for projects and equipment/materials which cannot be funded through the regular budget. Any faculty interested in submitting a grant proposal must FIRST access Grants and Contracts on the College Intranet to complete required documents. [See the following links: Grants and Contracts and, if applicable, Institutional Review Board (IRB)]
It is important that all such grants fit within the mission of the college and the goals of the administrative unit of which the faculty member is a part. Supervisors should be involved in the process from the beginning. All grant proposal opportunities must have the prior approval of the VPAA to ensure appropriateness of the project, acceptability of any reassignment of faculty workload, and the availability of any required matching funds. The grant proposal must be circulated at least ten days prior to the deadline date in order to receive final approval by the Vice President for Academic Affairs and the President.

**XIX. INTELLECTUAL PROPERTY**

“Intellectual Property” is defined by Board of Regents policy 6.3 to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets. It is the policy of the College of Coastal Georgia to: 1) encourage the creation of intellectual property by members of the institutional community; 2) facilitate the utilization of such discoveries and materials for the benefit of the public, the institution, and the members of the institutional community; and 3) provide for the equitable sharing of any proceeds derived from the commercial exploitation of intellectual property in which the institution is determined to have an interest. Intellectual property rights will be governed by the following procedures:

1. The President will appoint an Intellectual Property Committee under the Faculty Senate Advisory Committee on Learning Resources to be composed of five members. One member of the Committee must be a representative of the Office of Business Affairs of the college. The chair of the Committee will be designated by the President. This Committee shall meet as necessary and report its findings to the VPAA.

2. Faculty, staff and students of the institution must promptly report to the Intellectual Property Committee in written form, through the appropriate channels, all intellectual property invented or created by them which are reasonably likely to have commercial value.

3. The Committee will review and investigate the information submitted and recommend to the VPAA any rights and equities in intellectual property which may have been created by faculty, staff, or students of the institution through the materials in question. The Committee will conduct its deliberations in accordance with “Section 6.3, Intellectual Properties” of the Board of Regents Policy Manual and comply with all definitions and guidelines found therein.

4. Based on the recommendations of the Committee, the VPAA will issue a judgment on the ownership and use of the intellectual property in question.

If there is a disagreement with the decision of the VPAA, a written appeal may be filed directly with the President of the College.
SECTION FOUR

PROFESSIONAL AND PERSONAL RESPONSIBILITIES AND OPPORTUNITIES

I. FACULTY ORIENTATION

Orientation for new faculty is held annually during the week prior to the beginning of classes for the fall semester. Each new faculty member will meet with Human Resources to complete the necessary employment forms and enroll in the benefits plans of choice. Each faculty member is responsible for reading and familiarizing himself or herself with the contents of the Regulations and other appropriate policy and/or procedures located on the Website or in other College publications. The appropriate School Dean may supply additional information as needed. Each new employee shall be specifically responsible for obtaining information regarding the following work-related issues:

- Personnel policies and procedures;
- Leave benefits, as applicable;
- Insurance benefits, as applicable;
- Retirement benefits;
- Faculty roles in teaching, service, professional development, and scholarship
- Professional development.

II. FACULTY WORKLOAD

The following policies and procedures related to workload are established for the guidance of faculty members at the College of Coastal Georgia:

The total workload of each faculty member includes not only the hours spent in the classroom, but also the hours spent in supervising laboratory work, in grading, in advising, in sponsoring student activities, in attending meetings of the faculty, participating in committee work, and engaging in scholarly and creative activities as appropriate.

1. The normal teaching workload for a non-tenure track faculty member is 30 semester hours for the academic year. The normal teaching workload for a tenure track faculty member is 24 semester hours for the academic year. Non tenure track faculty members are expected to teach, engage in advisement, service to the college and community, and relevant professional development. Tenured and tenure track faculty members have a reduced teaching load and are expected to engage in the same actions with the addition of scholarly activities.

2. The load of faculty members teaching laboratory courses, activity courses, and health related courses falls within the limits defined in number one above. Workloads may be equated to clock hours as needed in certain situations with the approval of the VPAA.

3. Specific adjustments are made in the teaching load of faculty members who have administrative duties or research responsibilities supported by external funding.
4. In some instances, faculty members are asked to teach an overload.

5. Overloads of scheduled classes that cannot be compensated by release time later in the contract year are paid at overload salary rates during the semester taught.

6. Faculty members' normal workload may in some instances include a single class for independent study. This must be done in keeping with procedures found in Section VIII, “Independent Study.”

7. Faculty class assignments are made by respective lead instructors, Department Chairs, and School Deans. As a matter of standard practice, all faculty members are subject to being assigned to night classes, off-campus classes, and/or distance learning classes as appropriate based on the needs of the College in a given semester.

8. Teaching loads will be adjusted based on other duties with approval of School Dean/Department Chair. For example, Department Chair, Director of programs or grant funded professional development, etc.

9. Only one (1) overload per academic semester will be allowed unless there is an extreme extenuating circumstance. The Vice President for Academic Affairs must approve in writing.

III. ONLINE CLASSES

The College has developed certain guidelines and requirements supporting the assignment of faculty to on-line classes and the teaching of on-line classes from off-campus locations. This information is found on the website.

IV. DAILY SCHEDULES

The daily work schedule of an instructional faculty member is necessarily varied. Each semester of the academic year, each faculty member must build his or her work schedule according to assigned classes, regular office hours, advising, committee work, registrations, etc. At the beginning of the semester, a copy of the faculty member’s work schedule must be submitted to the School Dean by no later than the end of the first week of class.

In building the daily schedule, the following must be considered:

1. Each schedule must indicate the times and places where the faculty member will be (i.e. class times, student conference hours, etc.). At times when the faculty member is working on class preparation, grading, etc., the place of work should be one at which he or she can be reached by telephone at the times designated on the schedule.

2. Office hours designated for face to face conferences for full time faculty should be no less than eight hours per week. Office hours must be posted on the faculty member’s office door during each week of the semester. Posted hours during final exam week are
not required, however, faculty should inform students of ways for them to contact their faculty during final exams if there is a need for the student to do so.

3. At times when faculty members plan to deviate from their schedule, they should notify their School Dean/Department Chair, the Department Coordinator and post the change for the convenience of those seeking to reach them.

4. Of necessity, student access to part-time instructors must be encouraged by different procedures than those utilized by full-time faculty members. Full-time faculty members have as part of their duties the keeping of office hours during which students may come for additional assistance. Evening students typically arrive just in time for class and because of the lateness of the hour may be uninterested in remaining after class for help. For this reason, part-time faculty members who teach at night are asked to keep only minimal office hours before and after class. However, part-time faculty members must list in their syllabus a telephone number and/or e-mail address at which they can be reached (home, work, or coordinator's number). Students should be encouraged to call that number to make special appointments for help or for assistance provided by telephone.

V. ABSENCE OF FACULTY MEMBER

Each faculty member is responsible for meeting his or her classes every scheduled period for the full class time and being consistent in following his or her established work day schedule. No faculty member has the authority to cancel a class without administrative approval. It is expected that faculty will meet with their classes during final exam week for exams or final presentations.

When a faculty member is authorized by the School Dean/Department Chair to be away from classes for any purpose, the faculty member must make appropriate arrangements for his or her classes. Arrangements, when possible, should be made for another faculty member in the same or a related discipline to cover the classes. Other arrangements might include a scheduled examination which may be proctored by another faculty member or a coordinator. Situations in which students are given library assignments to be completed during the class hour should be avoided whenever possible, but may serve as a last resort. When a faculty member has to be away from classes because of illness or some other circumstances beyond his or her control, he/she should notify the School Dean, Department Chair and Department Coordinator at the earliest possible moment. Only in cases of emergency should there arise occasions when classes cannot be notified of the absence of a professor in advance of the scheduled class.

Faculty members on twelve-month contracts who wish to take vacation leave are expected to schedule vacation hours during times when classes are not in session. Prior approval of all vacation leave must be obtained from the immediate supervisor.

VI. REPORTING SICK LEAVE AND VACATION

Each University System institution is held accountable for the proper reporting and usage of leave. If a faculty member is absent for reasons other than college-related travel or business, the
faculty member must request leave for the absence, and it must be approved through administrative channels, starting with the School Dean. For both fiscal and academic-year faculty, if the absence is due to illness or other medical reasons, the faculty member must enter the absences electronically within ADP immediately upon his or her return to work. For absences of more than five (5) consecutive days, the entry of the absence electronically to ADP must be completed no later than the 5th day of the absence and a medical certification from the employee’s doctor must be provided to the Human Resources Office. (See additional requirements in Section 7, “Leave Policies”)

In reporting sick leave, the Board of Regents stipulates that “academic year faculty will report leave based on the number of whole hours sick, with a full day being eight (8) hours, a half day being four (4) hours, and less than a half day based on whole hours missed, with a full week being the equivalent of a forty-hour work week.”

Since all faculty members’ schedules vary, the following guidelines are given for CCGA faculty:

- An absence that lasts an entire five-day workweek should be reported as 40 hours.
- An absence that spans an entire day during the workweek should be reported as 8 hours. For example, if a faculty member will not be on campus and will not be available to meet any classes, see any students, or attend any meetings in a given weekday, he or she should report eight (8) hours leave. With regard to twelve-month faculty, if a faculty member has no Friday classes and completes his or her equivalent workweek in four (4) ten-hour days, a full-day absence for vacation or sick leave will be counted as ten (10) hours.
- For partial-day absences, it is appropriate to refer to the faculty member’s schedule on file in the School office to determine how much leave to report. If the absence coincides with a time in which the faculty member's schedule indicates he or she is on campus or is performing or available to perform any college-related work, the faculty member should report leave for the equivalent number of hours missed from his or her schedule for that day. If the faculty member failed to provide a daily schedule at the beginning of the semester, the number of hours to be reported will be determined by the School Dean.

VII. PROFESSIONAL DEVELOPMENT

The Board of Regents of the University System of Georgia is committed to the continued professional growth and development of System personnel. The College of Coastal Georgia encourages its faculty, staff, and administrators to participate in development activities and study. Board Policy 8.3.14, Faculty Development, directs that each institution will establish faculty development plans which shall emphasize enhancement of scholarship, especially teaching, as a major goal. Faculty members may review the following Board of Regents Policies regarding professional development opportunities:

- 8.2.7.4 Educational and Professional Leave
- 8.2.17 Career Development
- 8.2.19 Tuition Assistance Program
- 8.2.19.1 Employee Auditing of Courses
- 8.3.14 Faculty Development
In keeping with the University System of Georgia’s commitment to excellence, each institution shall have a campus-wide professional growth and development program that supports continuous improvement of all faculty in their roles as teachers; scholars/researchers; and professionals engaged in service to the institution, the community and the profession. Each institution’s program must be intentionally aligned with the institution’s mission, key initiatives, and strategic plan. The program must cultivate and sustain a culture in which faculty professional development is valued and pervasive.

The program should specify how faculty development is incorporated into each area of faculty performance evaluations. Each institution’s program should be grounded in best practice for faculty development (BOR Academic Affairs Handbook) to inform faculty of opportunities, empower them to stay current, and reward them for enhancing their skills. The program should be goal-driven, include a mechanism to evaluate effectiveness, and explain how the information gathered will be used to enhance faculty development. Programs must be endorsed by the appropriate faculty governance process and the institution’s president.

The College of Coastal Georgia provides financial support for faculty development through department funding and through internal grants awarded by the Office of Academic Affairs upon the recommendation of the Faculty Senate’s Faculty Development Committee. The Office of Academic Affairs provides additional funding as available for faculty who present at major conferences. Funding is also available for presentations related to faculty-student research. Finally, a Summer Fellowship program (See Appendix B of this handbook for details) was established to encourage faculty research and grant activity outside of the academic year when faculty may have more time to devote to scholarship.

VIII. TUITION ASSISTANCE PROGRAM

Faculty, staff, and administrators who have been employed at least six months in a benefits-eligible position at the College of Coastal Georgia may be eligible to participate in the Tuition Assistance Program (TAP). Tuition remission is available for attendance at University System of Georgia institutions.

Under the TAP Program, courses must be taken on a space available basis, and student status is secondary to employee status. Employees may enroll in up to nine academic semester credit hours for each of the three designated semester periods, provided space is available in the classes selected.

Persons interested in the Tuition Assistance Program should contact the CCGA Human Resources Office and review the information available on the USG website in Section 8.2.19 of the BOR Policy Manual and in the Employment/Employee Benefits section accessed through the USG home page. Questions regarding this policy may be directed to the Director of Human Resources.
IX. PROFESSIONAL MEETINGS

Each faculty member is encouraged to participate in professional organizations in his or her field. A travel budget has been established in the academic schools to enable a limited number of faculty members to attend professional meetings. The travel budget is also designed to enable the institution to be represented on system-wide committees within the University System. In addition, the College of Coastal Georgia Foundation funds are allocated annually for support of professional development activities and are administered by the Faculty Development Committee and the VPAA.

To qualify for any of these travel allowances and to be reimbursed for travel expenses, each faculty member must have completed a Travel Authorization Form and be approved by the School Dean, the VPAA, and the Vice President for Business Affairs. The Prior Approval to Travel must include:

(1) a statement of the purpose and date(s) of the trip
(2) an explanation of arrangements made to cover the faculty member’s classes
(3) projected expenses

When the faculty member returns, he or she will give a report of the meeting/conference attended to the school or department, or, if appropriate, to a larger group of the faculty.

Each faculty member must become familiar with the University System’s and the College of Coastal Georgia’s policies governing state travel. This information is provided by the Vice President for Business Affairs’ Office and is found on the website. Upon his or her return, the faculty member must submit a travel expense statement to receive reimbursement for authorized travel.

X. TRAVEL TO INSTRUCTIONAL SITES

Under certain circumstances faculty and staff are entitled to mileage reimbursement for travel to various off-campus instructional locations. Part-time faculty members are eligible for mileage reimbursement depending on the location where they teach. The current guidelines for travel to instructional sites are found on the website. Any questions on interpreting these guidelines should be addressed to the Business Office.

XI. PUBLIC RELATIONS

Faculty members are among the best public relations representatives of the college. They are encouraged to participate in civic affairs and to make contributions to community life in every possible way. All proposed news releases and advertisements must be released through the Institutional Advancement Office. A publicity request form is available on the faculty/staff network drive and in paper copy from School offices. This form may be used to specify when and where news and/or advertisements should be disseminated.
XII. FUNDRAISING

The Institutional Advancement Office must be informed in advance about all planned fundraising activities by student organizations, academic programs, offices or schools, or other groups or activities on campus. Student organizations must have the approval of the Office of Student Life prior to initiating any fundraising activities. Any fundraising that might involve solicitations from external community members or businesses must be approved by the Vice President for Advancement.

XIII. OUTSIDE ACTIVITIES

An employee of the University System should avoid actual or apparent conflict of interests between his or her college obligations and his or her outside activities. (See Policy on “Conflicts of Interest” below in this section.) It is possible for a full-time faculty member to engage in outside employment, consulting, and certain political activities under certain circumstances, with the approval of the College.

Requests for approval to conduct outside activities may be denied should such activity: (1) involve the use of College resources or facilities for private purposes or personal gain; (2) create a conflict of interest with the College; or (3) entail liability or responsibility on the part of the College.

A. Outside Employment and Consulting Work:

1. An employee shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.

2. All full-time faculty, administrators, and other professional staff employed by the College are expected to give full professional effort to their assignments of teaching, research, and service.

3. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (a) is a means of personal professional development; (b) serves the community, state, or nation; (c) is consistent with the objectives of the institution.

4. For all activities, except single-occasion unpaid activities, the employees shall report in writing through official channels the proposed arrangements and secure the approval of the President and immediate supervisors prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

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

6. For purposes of this policy, conflict of interest shall be defined to include outside work for personal compensation involving: (1) the State of Georgia or any of its agencies, institutions, or subdivisions; (2) any private organization or consultant with respect to any business done by it or him/her with any of the agencies described above; (3) a consultant or training service duplicating a service provided by the public service program of the College for any organization within the service area of the College; (4) compensation received directly by an employee from sources outside the College in connection with a college-sponsored activity.

7. No independent consultative activity will be undertaken for outside compensation if that activity might put the individual performing it in competition with the College or might tend to discredit the College or might create a conflict between the individual's duty to his or her College clients and to his or her private client, or might violate a relationship of trust between the College and one of its clients. When engaging in activities for outside compensation, the faculty or staff member will make it clear to his or her client and to those with whom the staff member deals directly that he or she is acting in a private capacity and not as a representative of the College and that the College is in no way responsible for the performance of the activity to which he or she has made the commitment.

For College sponsored non-credit training or consultative activities, extra compensation may be paid when all four of the following conditions exist: (a) the work is carried in addition to a normal full load; (b) no qualified person is available to carry the work as part of his normal load; (c) the work produces sufficient income to be self-supporting; (4) the additional duties must not be so heavy as to interfere with the performance of regular duties. When extra compensation is paid, it shall be in line with compensation paid for performance of the employee's regular duties (BOR 803.1404) and in accordance with the approved College pay schedule for non-credit activities which is in effect at the time of training.

8. The provisions of the outside employment policy apply to all teaching done for other educational institutions, with the additional stipulation that the President of the other educational institution must request permission from the CCGA President for the services of the faculty member.

9. In seeking approval for other employment, a faculty member should submit the appropriate form for employment within or employment outside the University System, which can be found on the website.

B. Political Activities
Employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the System.
Therefore, the following policies, from the Board of Regents Policy Manual, Section 8.2.15.3 governing political activities, have been adopted by the College.

- Employees may not manage or take an active part in a political campaign which interferes with the performance of his or her college duties or services for which he or she receives compensation from the College;

- Employees may not hold elective political office at the state or federal level;

- A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at an institution of the System, with or without compensation;

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

- Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee’s duties and responsibilities to the institution or the System.

XIV. CONFLICTS OF INTEREST

A. Gifts and Gratuities Prohibited

Employees shall not directly or indirectly solicit, receive, accept, or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his or her performance or failure to perform any official action. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence an employee in the performance of his or her official functions is a felony under O.C.G.A. §§ 16-10-2.

An employee of the University System of Georgia or any other person on his or her behalf, is prohibited from knowingly accepting, directly or indirectly, a gift from any vendor or lobbyist as those terms are defined in Georgia statutes (O.C.G.A. 21-5-70(6) and 45-1-6(a)(5)b). If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization. A gift may be accepted by the employee on behalf of the institution subject to reporting requirements of the Board of Regents. If the gift is accepted, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.

For purposes of this policy a gift is defined as lodging, transportation, personal services, a gratuity, subscription, membership, trip, loan, extension of credit, forgiveness of debt, advance or deposit of money, or anything of value. A gift shall not include:
• Food or beverage consumed at an occasional meal or event, provided the value is reasonable under the circumstances but in no event exceeds $100 per person;

• Food, beverages, and registration at group events to which substantial numbers of employees of an institution are invited;

• Food, beverage, or expenses afforded employees, relatives or others that are associated with normal and customary business or social functions or activities;

• Actual and reasonable expenses for food, beverages, travel, lodging and registration provided to permit participation in a meeting, demonstration, or training related to official or professional duties if participation has been approved in writing by the Chancellor, the President, or his or her designee;

• Promotional items generally distributed to the general public;

• Textbooks, software, and instructional materials to be reviewed by teaching faculty;

• An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional, private or public service or achievement;

• Legitimate salary, honoraria, benefit, fees, commissions, or expenses associated with the recipient's non-public business, employment, trade, or profession;

• Gifts from a person or entity who is neither a lobbyist nor a vendor as those terms are defined in State Statutes, nor a student or patient at an institution;

• Consulting fees, honoraria, or financial benefits from sponsors or foundations, received in conformance with University System, campus policies, and Georgia law;

• Gifts to or from University System foundations or other separately incorporated, charitable entities.

B. Appearance of Conflicts of Interest
An employee shall make every reasonable effort to avoid even the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person will conclude from the circumstances that the employee's ability to protect the public interest or perform public duties is compromised by personal interest. An appearance of conflict can exist even in the absence of a legal conflict of interest. Employees are referred to State Conflict of Interest Statutes O.C.G.A. §§45-10-20 through §§45-10-70 and Board of Regents Policies 802.13 and institutional policies governing professional and outside activities.
C. Other Rules of Conduct
Every employee shall make a due and diligent effort to determine whether he or she has a conflict of interest or appearance of conflict before taking any action.

Every employee shall continually monitor, evaluate, and manage his or her personal financial and professional affairs to ensure the absence of conflicts of interest and appearance of conflicts.

D. Violations
A violation of this policy may subject an employee to disciplinary action, including termination of employment.

XV. COOPERATION IN INTERNAL INVESTIGATIONS
All faculty members shall cooperate to the fullest extent possible in any internal investigation conducted by CCGA when directed to do so by the VPAA or such other persons who have been given investigative authority by the President.

XVI. EMPLOYEE USE OF COLLEGE EQUIPMENT
Materials and equipment owned by the college must be available at all times for institutional use; therefore, no employee is permitted to remove college property from the campus for personal use.

XVII. EMPLOYEE PURCHASING
Employees shall not purchase goods or services for personal use through channels used in the purchase of goods and services for the operation of the institution.

XVIII. REPORTING A WORK-RELATED INJURY OR ILLNESS
All employees of the College of Coastal Georgia shall be covered under provisions of the Worker’s Compensation Act. Any injury or illness suffered by the employee due to a work-related cause must be reported to the employee’s supervisor and to the Human Resources Office as soon as possible, but no later than five (5) days from the date of injury or onset of illness. Campus police may be called to complete an investigative incident report if deemed necessary and appropriate, but notification to the Human Resources Office is still required. If the injury or illness requires medical attention, the employee must consult a physician from the list of physicians for this purpose. This list is available in Human Resources. Illness or injury deemed to be an emergency may be treated at an emergency facility, but follow-up treatment must be received from an approved physician on the posted workers’ compensation panel of doctors.

From time to time the college sponsors intramurals and other activities designed to facilitate employee socialization. Participation in these activities is encouraged but not required. An injury or illness resulting from participation in voluntary activities may not be covered by workers compensation, but should still be reported to Human Resources. Usually, such medical bills should be filed with the employee’s health insurance provider.
XIX. MAINTENANCE OF PERSONAL DATA

It is the faculty member’s responsibility to promptly notify Human Resources and the Office of Academic Affairs of any changes in personal data such as changes in home address, telephone number, number and names of dependents, beneficiaries, and other such information. Changes in family status must be reported within 30 days, particularly if the employee has group health and life insurance coverage through the College. Persons who marry or divorce are reminded to consider whether or not tax withholding forms or beneficiary information should be updated.

A person whose name changes due to a change in marital status are required to request a new card from the Social Security Administration, and provide Human Resources evidence of the request. Employee personnel and payroll records will not be changed otherwise.

The employee’s personnel file must contain the home telephone number regardless of whether it is published or unpublished. The employee’s supervisor must be able to contact the faculty member in an emergency and for other reasons when needed.

SECTION FIVE

STUDENT GUIDANCE AND SUPERVISION

I. ACADEMIC ADVISEMENT OF STUDENTS

The VPAA, the School Deans, and the Faculty Senate’s Advisement Committee direct academic advisement. It is expected that each faculty member should be engaged in advising students as part of their normal faculty workload. In addition, the campus Center for Academic Advising is staffed with professional advisors and several faculty who are reassigned time to devote a significant part of their workload to advising. The Center reports to the Assistant/Associate VP for Academic Affairs.

Advisement of students is an integral part of the educational program and is broader in scope than merely assisting students to schedule classes. The academic advisement program of the College of Coastal Georgia is based on a developmental approach which orients students to college life and assists them in the clarification of their life and career goals.

To the best of his or her ability, the advisor assists each student with his/her academic curriculum and career plans, and as appropriate, makes referrals to other resources on and off-campus.

One of the faculty member's best opportunities for teaching is in the advising of students. Each faculty member should schedule specific hours in the weekly schedule when he or she is available in his or her office for student advising conferences. The faculty member should indicate these hours on his or her daily work schedule, post them on the office door, inform the students in his or her classes of the times he or she is available to see them, and assure students of the advisees strong interest in working with them.
[The faculty member should seek assistance from any administrative officer in the guidance of students and refer students to any officer from whom he or she thinks the student might receive help to meet particular needs.]

The importance of academic advisement is stressed in the Board of Regents Policy Manual (see Policy 3.9 Academic Advisement) where it is stated that "Effective advisement shall be credited toward retention, tenure, and promotion...[and that it] should be a specific topic of faculty evaluation."

II. STUDENT AFFAIRS

The College of Coastal Georgia offers a variety of services to its students through Student Affairs. The Division of Student Affairs consists of the following departments: Residence Life, Student Life, Counseling and Disability Services, Career Services, Diversity and Inclusion, Recreation and Wellness, Volunteerism, and Judicial Programs.

Faculty members are encouraged to make students aware of the short-term personal counseling, academic, career, and diversity services available on campus. College students often feel overwhelmed, confused, and anxious, which can negatively affect their academic performance. Student Affairs offers students the opportunity to receive short-term personal counseling services through a licensed counselor to help students increase their sense of well-being and enhance learning at the College of Coastal Georgia. Counselors provide confidential short-term personal counseling and referrals to community agencies for long-term personal counseling if necessary. In addition, each semester Student Affairs departments sponsor a series of personal, social, recreational, volunteer and educational development programs and academic skills workshops for students.

Student Affairs personnel also provide accommodations to students with learning, psychological, physical and/or medical disabilities who choose to self-identify as having a disability and provide appropriate documentation of their disability to the Office of Disability Services. This assistance includes institutional and University System approved reasonable accommodations for disabled students, serving as liaisons to faculty, and providing assistance to faculty regarding academic support to students with disabilities.

Career Development for prospective students, enrolled students, alumni, and community members is also provided. Assistance is provided to students in gaining an understanding of themselves and in making rational career decisions. Assistance with developing resumes and interview skills is provided as well as support in job searches following graduation.

III. OFF-CAMPUS ACTIVITIES

The following procedure shall govern all college-sponsored, off-campus trips and meetings including field trips, trips to athletic events, club meetings, and social events:

1. Each event must be authorized in writing by the Department Chair (if relevant) and/or the Dean of the School and Vice President of Academic Affairs.
2. Each event must be attended by one or more faculty members or administrative officers (the number to be designated by the authorizing person) who will assume the responsibility for the actions of the group.

3. Student signatures must be obtained on Waiver Liability Form to participate in any activity.

4. Events that require students to be absent from classes should be avoided. However, when there is no alternative, the sponsoring faculty member or coach should make clear to the students before each event that each student must bear the full responsibility for work missed during each absence.

5. Off-campus events sponsored by any registered student organization connected with the College must be approved by the Office of Student Life.

6. Any academic event that involves the collection of, the expenditure of, or any obligation for funds not already allocated in the College budget must be authorized by the Vice President of Academic Affairs, the Vice President for Business Affairs and, in some cases, the Vice President for Advancement.

7. Any event involving expenditure of student activity funds which have been allocated to a registered student organization must be approved in advance by the Vice President for Student Affairs. Faculty advisors should follow the policies and procedures outlined by the Student Life Office.

IV. DISCIPLINE PROCEDURE

As a responsible member of the college community, each faculty member should participate in enforcing the rules and regulations of the College in all situations. When a rule violation is observed in a College-sponsored activity on or off campus, or if conduct is observed on the part of a student that is likely to reflect unfavorably on the individual student, the student body, or the image of the College, the infraction should be reported to the Dean of Students or Vice President for Student Affairs. In the case of academic dishonesty, the faculty member will determine an appropriate sanction and will follow the procedures outlined in the Student Code of Conduct for academic dishonesty. If the violation is behavioral in nature and occurs within the classroom, the instructor of the class may impose a penalty on the student appropriate for the offense or refer the violation to the Dean of Students. However, faculty members are encouraged to make the Office of Student Affairs aware of student discipline issues in the classroom. Faculty who are concerned about the behavior of a student, feel threatened by the student, or who are made aware of criminal or dangerous activity, should immediately report the information to Campus Police or the Behavioral Intervention Team.

Behavioral Intervention Team

The mission of the College’s Behavioral Intervention Team is to provide a proactive and supportive multi-disciplinary team approach to prevention, assessment and intervention with situations or individuals that may pose a threat to the safety and well-being of the College.
community. If you are concerned that an individual is an imminent threat to any person’s personal safety, including their own, call the College of Coastal Georgia Police Department at 912.258.3133 (Brunswick) or 912.552.5277 (Camden).

Members of the Intervention Team:
• Dean of Students (Chairperson)
• Associate Vice President of Academic Affairs
• Director of Counseling and Disability Services
• Director of Residence Life and Housing
• Director of Public Safety
• Other College officials, as appropriate
• Community mental health professionals, as appropriate.

Students/Faculty/Staff may make referrals in one of three ways:
1. Referrals can be made by calling the Chairperson of the BIT at 912.279.5970.
2. Through the referral form available HERE for faculty/staff
3. Students wishing to report may do so through the Chairperson of the BIT or through a faculty/staff member who has access to submit a report through the intranet.

All referrals and any supporting documentation will be forwarded to the Chair of the BIT, the Dean of Students. For more information contact the Office of Student Life 912.279.5802.

Mission
The mission of the College’s Behavioral Intervention Team is to provide a proactive and supportive multi-disciplinary team approach to prevention, assessment and intervention of situations or individuals that may pose a threat to the safety and well-being of the College community.

Purpose
The College of Coastal Georgia is concerned about the safety and health of all of its students, faculty, and staff, and has policies regarding the well-being for all members of the College community. Specifically, the policies address behaviors that are disruptive to the mission of the College, as well as any suicidal or self-injurious threats or behaviors.

The presence of demonstrated distress, disruptive, or dangerous individual behavior, can be a predictor of future harm to self, others, and the larger College community. While we acknowledge that no one can predict with any degree of confidence whether an individual will eventually progress to acts that are harmful to themselves or others, there are behaviors indicative of higher risk. These behaviors may require further assessment by appropriate professionals to promote the safety of the student and College community.

Accordingly, and as a result of growing national trends on college campuses regarding mental health issues and the increase in hospitalizations and deaths due to alcohol consumption, the College has created the Behavioral Intervention Team (BIT). The BIT is a group of qualified and dedicated professionals charged with upholding these policies and maintaining a healthy environment for the entire College. The BIT is expected to serve as a central network focused on
prevention and early intervention in situations involving faculty, staff or students experiencing serious distress or engaging in harmful or disruptive behaviors. The BIT’s charge is to:

- Balance the individual needs of the student and those of the greater campus community;
- Provide a structured positive method for addressing student behaviors that impact the College community and may involve mental health and/or safety issues;
- Formalize a protocol of instructions for communication, coordination and intervention;
- Serve as a resource for faculty, staff and student to address the needs of those within the College community experiencing significant behavioral disturbances;
- Manage each case individually;
- Provide on-going professional development and educational programs;
- Recommend and initiate collaborative, purposeful and appropriate interventions aimed at helping students achieve success without resorting to punitive measures;
- Eliminate “fragmented care;” and
- Coordinate follow-up to ensure that services, support, and resources are deployed effectively.

The BIT process does not replace faculty classroom management, disciplinary processes and/or public safety responses to incidents.

**Protocol**

All College and University BITs have similar, if not identical, protocols established. For that reason, it seems safe to adopt those without dramatic modification. Accordingly, we would suggest the protocol for the College’s BIT be as follows:

**Types of Incidents.** There are four (4) key categories which provide the parameters for which a campus incident may warrant the attention of the BIT:

- Self-injurious behavior (i.e., suicidal ideation/attempt, self-harm, dangerous alcohol/substance consumption, etc.);
- Disruptive behavior that violates campus community safety (i.e., homicidal threats, stalking, assault, email/Blackboard bullying, carrying weapons, etc.);
- Unusual behavior (i.e., changes in personality, depressive symptoms, shifts in mood, unexplained irritability and/or lethargy, hopelessness, etc.); and
- Involuntary transportation to the hospital for alcohol and drug use/abuse.

**Making a Referral**

Faculty, staff or students can make referrals to the BIT in three ways:

1. Referrals can be made by calling the Chairperson of the BIT at (912) 279-5970.
2. Through the online referral form available on the College’s intranet.
3. Through the anonymous reporting form available on the Campus Police website.
If anyone is concerned that an individual is an imminent threat to any person’s personal safety, including their own, they are asked to call the College of Coastal Georgia Police Department at (912) 258-3133 (Brunswick) or (912) 552-5277 (Camden).

Faculty members are encouraged to read and review the Student Code of Conduct and Student Handbook found online through the Office of Student Affairs webpage to become familiar with the student conduct policies and procedures.

V. SERVICES FOR STUDENTS WITH DISABILITIES

The Office of Disability Services coordinates and provides a variety of services for students with physical, psychological and learning disabilities. Our aim is to ensure that students with disabilities have equal access to all programs offered at College of Coastal Georgia.

To qualify for services, students must self-disclose by filling out a Voluntary Disclosure Form (available online, in the Office of Disability Services, and in the Student Services Office of the Camden Center). Students must provide current documentation (within 3 years) of their disability from a qualified health professional. CCGA does not offer separate classes for students with disabilities. Through the assistance of the Office of Disability Services and other support services on campus, CCGA strives to provide a quality educational experience for all qualified students with disabilities.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that post-secondary institutions provide reasonable accommodations to otherwise qualified students with disabilities to ensure that they have equal access to course content and equal opportunity to demonstrate that they have mastered the material. Students with disabilities must meet all admission requirements and academic standards. “Disability” is defined as a physical or mental impairment that substantially limits one or more major life activities and may include learning disability, ADHD, acquired brain injury, psychological disorders and pervasive developmental disorders, sensory impairment, mobility impairment and chronic medical illness.

The University System of Georgia sets standards for documentation of disability. The Regents’ Center for Learning Disorders at Georgia Southern University is one of three regional centers created by the University System of Georgia to assist disability service offices at institutions in the southern part of the state. RCLD staff review documentation of learning disability, ADHD, acquired brain injury, and psychological disorders and pervasive developmental disorders to ensure that it meets system requirements and approve accommodations. The RCLD also provides comprehensive psycho-educational assessments to students for a reduced fee.

Available Accommodations

Some examples of frequently used accommodations are:
• Extended time on tests
• Reduced distraction testing environment
• Use of word processor with spell-check for essay exams
• Use of calculator for math exams when it does not conflict with an essential course function
• Permission to record lectures
• Assistance finding a peer note taker in class
• Enlargement of printed materials
• Alternate format textbooks
• Assistive listening devices
• Relocation of inaccessible classrooms
• Priority seating in the classroom
• Special desk
• Access to adaptive technology

Accommodations vary with the type of disability and the student’s individual accommodation needs. The college provides accommodations to the student at no charge. Accommodations must be supported by appropriate disability documentation. Accommodations do not provide a guarantee of academic success, only equal access.

All students who have been approved for accommodations receive an Accommodation Letter. The Accommodation Letter outlines the student's approved accommodations.

Procedure for Receiving Academic Accommodations

**Student Responsibilities:**
• Self-identify as a person with a disability to the Office of Disability Services (ODS).
• Provide current (dated within 3 years), sufficient documentation of the disability that meets Board of Regents standards for documentation. ODS can assist with obtaining documentation.
• Participate in an intake interview with ODS.
• Pick up accommodation letter from ODS at the beginning of each semester.
• Make an appointment with your instructor to discuss classroom accommodations.
• Give instructor the accommodation letter.
• If you receive test accommodations, discuss and decide how tests will be handled for each class.
• Return the signed Faculty Academic Accommodation Form to ODS.
• Coordinate testing with ODS or your instructor.

**Faculty Responsibilities:**
• Understand that campus compliance with the ADA is a shared responsibility.
• Understand that some students are uncomfortable discussing their disabilities. Be respectful and keep the information confidential.
• Carefully read the accommodation letter and sign the Faculty Academic Accommodation Form.
• Keep your copy of the accommodation letter.
• If a student approaches you and requests accommodations for a disability, but does not have an accommodation letter from ODS, refer them to ODS.
• Add a disability statement to your class syllabus.

Handling Testing Accommodations:
• Faculty should review the accommodation letter with the student. If the student is approved for testing accommodations, discuss how the tests will be handled for your course. If instructors want to provide classroom test accommodations they may. ODS encourages problem solving.
• If the student needs test accommodations that an instructor cannot provide, ODS can proctor the test during office hours.
• A Test Accommodations Form, provided by the student, should be completed. Include specific directions such as how the test will be received by ODS and returned to you. Include a list of any approved materials that can be used, such as formula sheets, calculator, periodic table, etc.
• The student is responsible for returning the Test Accommodations Form to ODS to schedule testing.

VI. COUNSELING SERVICES

A Licensed Professional Counselor is available for short-term personal counseling at no cost to CCGA students enrolled in 4 or more credit hours of study. Counseling may assist students to develop personal awareness and coping skills to manage life challenges that are interfering with their ability to be academically successful. Personal counseling may cover a wide range of issues and may be brief or longer term in length. Typical counseling goals may include: coping with test anxiety, coping with depression, or managing relationship difficulties.

Counseling sessions are by appointment. To schedule an appointment, students should call (912) 279-5806 or stop by the Student Health Center on the second floor of the Campus Center.

SECTION SIX

SERVICES AND SUPPLIES

I. CLERICAL SUPPORT

Coordinators and Assistants are employed to assist the faculty in college-related work. Coordinators/Assistants are assigned specifically to each of the departments or schools. Clerical support positions are under the supervision of the respective School Deans, and they perform the clerical work of the School Dean/Department Chair and the faculty members within the respective schools/departments.
To provide the most efficient service for the faculty, the faculty clerical support positions are instructed to complete work requests according to the following priority system:

1. Materials directly related to classroom instruction including examinations, syllabi, bibliographies, assignments, course outlines, reproductions of various materials for classroom distribution, and other similar items.

2. Reports related to faculty activities including minutes of committee meetings, requisitions, travel authorizations, monthly and annual reports, and other similar matters.

3. Correspondence directly related to college and professional responsibilities of the faculty.

4. Studies made for college projects such as accreditation reports, proposals for new facilities, and other similar items.

5. Brief announcements or instruction material for faculty sponsors of student organizations. Extensive projects designed for student organizations, involving several pages or multiple copies, should be submitted to the Student Affairs Office.

6. Copy for articles or research papers for publication or presentation to professional societies.

Coordinators and Assistants should not accept work from anyone other than members of the Corps of Instruction, their respective Dean/Department Chair or the VPAA.

The academic year operation imposes a very heavy work load on the clerical support positions during the weeks preceding the first week of the semester, mid-term, and the final examination period. To secure the best clerical assistance the following guidelines should be followed:

1. All projects should be submitted to the Coordinators or Assistants with complete instructions.

2. Items of priority 1 and 2 should be submitted at least two days before needed, and one week in advance during the three weeks mentioned in the preceding paragraph. Items of lower priority will be completed when time allows.

3. Each faculty member should proofread copy that contains technical or complicated information. Coordinators or Assistants should not be expected to be responsible for this kind of information.

4. Complex diagrams or charts should be given in a form that can be typed easily and reproduced by the copier.
Generally, work is done on a first-come, first-served basis. However, unscheduled and unexpected work may be given priority when necessary. The respective School Dean/Department Chair will determine individual priorities when needed.

II. SUPPLIES FOR OFFICE AND CLASSROOM

Faculty members should consult with their School Dean or Department Chair concerning their need for equipment and supplies.

Small items such as paper, stationery, file folders, pencils, pads, ballpoint pens, etc., may be secured by faculty members through the respective school offices. Supplies used in duplicating classroom materials, tests, syllabi, bibliographies, course outlines, etc., are provided by the School Coordinators/Assistants and charged against the school budget.

Supplies for personal projects including graduate theses cannot be provided by the college. These materials may be purchased by the faculty members through the bookstore or some other outlet.

III. SUPPLIES AND EQUIPMENT REQUISITIONS

It is very important for all college personnel to realize that the only office of the College authorized to make purchases and/or to commit the college to any financial obligation whatsoever is the office of the Vice President for Business Affairs. Unauthorized purchases made by faculty members will not be reimbursed. The purchasing manual located in the School offices addresses proper purchasing procedures.

Requests for supplies and equipment should be typed on the "Purchase Requisition" and submitted to the Procurement Office as far in advance of need as possible. Items to be purchased through the State Department of Administrative Services (Purchasing Department) should be given at least a sixty-day lead time. All purchase requisitions must be approved by the appropriate supervisor(s).

Schools should attempt to have orders for academic needs placed as early in the academic year as is feasible. This will enable the Business Office to prepare budget amendments if necessary and to insure spending of budgeted funds by the end of the fiscal year.

As part of the College’s sustainability program, printing should be done on recycled content paper and supply purchases should include consideration of bio-preferred products and products made from recycled materials to the maximum extent possible.

IV. PRINTING REQUESTS

When there is a need for printing that cannot be accomplished within the School or Department, please prepare a purchase requisition with detailed specifications. The Printing Specifications Sheet should be used as a guide in developing specifications for all print jobs. The specifications sheet, camera ready copy, and electronic copy (in PDF or Word format) should be submitted with a Purchase Requisition to your Dean or Department Chair for approval.
Upon receipt from the School Dean, the Coordinator will enter and verify the account number, budget, specifications, and dean give final approval. The Coordinator will submit the Purchase Requisition to a representative of Business Services. Business Services will forward your request to Purchasing for processing by a local printer.

Please remember to allow adequate processing times for outsourced print jobs. Depending on the complexity of the printing and exceeding $4999, competitive bids may be required for some print jobs which will require longer processing times.

V. MAIL SERVICE

Incoming mail will be delivered to each School in a large zippered mail pouch. Coordinators or Assistants will distribute mail to faculty in their respective areas. Large items will be delivered to the Coordinator or Assistant and may be picked up there. Outgoing mail should be placed in the large zippered outgoing mail pouch prior to noon each day.

VI. USE OF COLLEGE FACILITIES (By outside individuals or groups)

Permission to use college facilities for any events and activities other than regular academic and established programs of the college must be approved by the School dean, secured through the Director of Auxiliary Operations, and approved by the Vice President for Business Affairs. If this is a faculty sponsored event, approval for outside groups to use the College of Coastal Georgia facilities will also be contingent upon the approval of the VPAA.

Contact your Coordinator to have your requested entered into FS Direct reservation system.

VII. SCHEDULING COLLEGE FACILITIES (For use by college personnel)

If meetings other than regularly scheduled classes and instructional activities are to be scheduled in classroom (instructional) facilities, Coffin Building, conference rooms and/or athletic facilities is requested, room assignments must be cleared in advance through the Office of the Vice President of Academic Affairs. Events to be scheduled in the Campus Center must be cleared through the Office of Student Affairs. Requests to use the small President’s Conference Room or the President’s Conference Room must be cleared through the Office of the President. Use of the Information Commons (Library) should be cleared with the Dean of Library Services. Use of meeting rooms in the Southeast Georgia Conference Center must be arranged through the Director of Auxiliary Operation.

VIII. CALENDAR OF CAMPUS EVENTS AND ACTIVITIES

A central college calendar is maintained in FS Direct. All School Deans, Department Chairs, activity sponsors, and others responsible for meetings or events occurring in non-academic spaces are required to use FS Direct to reserve space and to request support services. Please contact School/Department or the Vice President for Business Affairs for further details.
IX. FACULTY PARKING AND AUTO DECALS

The Bursar’s Office furnishes each faculty member with an automobile identification decal at no cost. These decals are issued for the use of the faculty member only. Each faculty member is requested to keep his or her automobile registration card current in the Bursar’s Office. The decals are to be placed and be visible from the rear of the vehicle and should be removed when the car is sold or traded. New decals are issued every year.

Faculty members are expected to observe all driving and parking regulations and to practice safe driving habits. Flagrant or habitual violation of campus driving and parking regulations can lead to disciplinary action. Faculty members should utilize the main faculty parking lot behind the Nunnally and Hargett Building or parking facilities near the Howard Coffin Gymnasium.

Be sure to acquire a “temporary” sticker from the Bursar’s Office should you drive a rental or optional vehicle to campus.

X. OTHER SERVICES

Campus Newsletter - The Office of Institutional Effectiveness publishes a campus newsletter entitled The Campus Connection. Employees are expected to read the newsletter/calendar to stay informed. Individuals who wish to submit a news item or publicize an event must submit the information to the Advancement Office at least one week in advance.

Credit Union – College employees are eligible to become members of the State Employees Credit Union. Contact the Human Resources Office for further information.

Direct Deposit – Employees are required to have their pay deposited directly into their bank accounts by providing written authorization to the CCGA Payroll Office or by signing up for direct deposit through employee self-service accessed via the CCGA website. Faculty can also have funds placed on a College MAC card.

Mariner’s Mates - Occasional discounts for theme parks, restaurants, lodging, eyeglasses, and other incidentals or services are available to employees of the College of Coastal Georgia. The Human Resources Office maintains a supply of discount coupons and promotional materials. Employees are encouraged to stop by and pick up items of interest. Please check the website for a list of available discounts.

Mariner Access Cards - All faculty regular employees (more than half-time and not temporary) should have a valid Mariner Access Card (MAC) employee identification card. The MAC card is the official College of Coastal Georgia identification card and the key to the campus. With it, you can access services, attend events, and make purchases on campus without the hassle of carrying cash. This card is processed in the Bursar’s Office. For additional information regarding the MAC card, stop by the Bursar’s Office or access the following link on the CCGA website. http://www.ccga.edu/CardOffice/. If employment ceases, the card must be surrendered to the Human Resources Office or to the Business Office Cashier when the last paycheck is rendered.
Office/Building Keys - Office and building keys are issued by Plant Operations with the authorization of the employee’s supervisor. An employee must sign a release at the Plant Operations Office before picking up a key. This key becomes the responsibility of the employee and may not be duplicated, loaned, or transferred to another individual. The key must be surrendered to the Plant Operations Office if no longer needed or if employment ceases.

SECTION SEVEN

GENERAL PERSONNEL POLICIES, LEAVE, AND BENEFITS
The following general policies on personnel, leave, and benefits apply to faculty, administrators, and staff. The source for most of the policies and procedures in this section is Section 800 of the Board of Regents Policy Manual and the Human Resources Administrative Practices Manual (HRAP). Faculty members are encouraged to read the full contents of Section 8.0 Personnel. All items in this section are subject to change in accordance with personnel policies adopted by the Board of Regents.

A. General Personnel Policies

Age Criteria
The employment of all persons under the age of 18 years of age shall be in compliance with the regulations of the U.S. Department of Labor and with applicable State law.

Employment of Relatives
No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing.

Employees should also be aware of the Consensual Amorous Relationships Policy found on the CCGA Administrative Policies on the CCGA website.

These requirements will not apply to:
- temporary or part-time employment of children under age 25;
- any individual employed as of February 14, 1990, where a relative of such individual holds a superior position in any line of authority; or
- exceptions approved by the Board of Regents upon recommendation of the Chancellor as being clearly in the best interest of the Institution and the University System.

Employment of Foreign Nationals
The employment and/or payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions. The Office of Human Resources should be consulted regarding the hiring of nonresident foreign nationals.
Employment of University System Retirees
When a person has been retired from the University System and is receiving benefits from the Teachers Retirement System of Georgia (TRS), the Board of Regents Optional Retirement Plan (ORP), or the State Merit Employees Retirement System (ERS), employment in the University System in any capacity is prohibited without prior approval from the appropriate authority. Prior to making an employment offer to any such retiree, the prospective CCGA hiring unit must send to the CCGA Director of Human Resources a request to hire such an individual. The request should state the desired length of employment, working hours, the recommended salary, and the expected duties. The Office of Human Resources will seek approval of the Board of Regents, and if appropriate, submit approval request to TRS. It is the retiree’s responsibility to seek approval from his/her retirement plan administrator if the retirement plan has policies which restrict the retiree’s eligibility to work after retirement.

Faculty members who are hired to teach beyond retirement will be welcome to but not required to participate in departmental, school and full faculty meetings.

Such persons will not be eligible to be appointed to standing committees or councils.

Employment of Retirees of a Georgia Public School System
When a person has been retired from any other public system in Georgia (i.e., a public school system, regional library, county library, etc.) and is receiving benefits from the Teachers Retirement System of Georgia (TRS), employment at CCGA in any capacity is prohibited without prior approval of the CCGA Office of Human Resources. Prior to making an employment offer to any such retiree, the prospective CCGA hiring unit must send to the CCGA Director of Human Resources a request to hire such an individual. The request should state the desired length of employment, working hours, the recommended salary, and the expected duties. The Office of Human Resources must provide notice of such employment to the Teachers Retirement System. It is the retiree’s responsibility to seek approval from his/her retirement plan administrator if the retirement plan has policies which restrict the retiree’s eligibility to work after retirement.

Garnishment of Pay
CCGA is required by law to deduct any garnishment against an employee upon receipt of a garnishment subpoena. The University System of Georgia and CCGA consider the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Employees who fail to meet their personal financial obligations cause discredit to the institution. All garnishments are forwarded to the Payroll Department for processing.

Personnel Files
The Office of Human Resources maintains the official personnel file on each employee except for faculty. Official faculty files are maintained by the Office of Academic Affairs and contain the employee’s Letter of Application, job application, documents verifying employment status and wages, CV, official transcripts, performance evaluations, all documents related to tenure and promotion, and copies of contracts and letters of intent. The personnel file for other employees includes the employee’s job application, performance evaluations, documentation of any personnel actions, documents verifying employment status and wages, and other employment-
related records which should be part of the permanent file. The Office of Human Resources does maintain a file for faculty that contains other employment related records. Personnel files and official faculty files maintained by the Office of Academic Affairs are the property of CCGA and are maintained in a private, confidential manner with restricted access. No person shall have access to information from the files or records of an employee without the employee’s consent unless such access or disclosure is: (1) necessary for the orderly conduct of personnel-related matters, (2) required by law, or (3) in response to a properly issued subpoena.

With reasonable advance notice, employees may review their own personnel files in the Office of Human Resources or, in the case of faculty, in the Office of Academic Affairs in the presence of an individual who maintains the files. An employee may, at personal expense, copy or duplicate all or any portion of the personnel file during the review.

When the Human Resources Office or the Office of Academic Affairs receives “commendation letters” written about an employee’s noteworthy action or job performance, the letter shall be sent directly to the individual’s supervisor and a copy will be sent to the employee. The supervisor may wish to retain the letter indefinitely or until the next performance review, but such letters may be maintained in the personnel file.

**Employment References**

Human Resources will respond to all external requests for information about current and former employees or take other actions to ensure that appropriate guidelines are followed. Human Resources will determine what employment data will be released and will require a written authorization and release signed by the individual who is the subject of the inquiry. Responses will normally confirm only dates of employment, wage rates, and position(s) held.

Furthermore, if you as a current CCGA employee are contacted by any agency or individual to provide an employment reference on another current or former CCGA employee, you (the employee providing the reference) are NOT authorized to provide an official statement on behalf of the College. If you choose to respond to the request for information, you are cautioned to provide facts only and to avoid providing your personal opinions.

**Service Recognition Program**

A service recognition program exists to provide an annual ceremony which recognizes regular employees with continuous years of service. Employees retiring from the College through the established retirement processes are also recognized through this program.

**Emeritus/a Recognition**

A faculty member with the title of Associate Professor or Professor who has 10 or more years of honorable and distinguished USG Service who is considering retirement by the end of the academic year may request consideration for the title of Associate Professor Emeritus/a or Professor Emeritus/a. This request must be in writing in a letter which contains a synopsis of what the person considers as his/her honorable and distinguished USG services. The faculty member should also submit his/her three most recent annual evaluation reports.

Once this letter and copies of the annual evaluation reports are prepared, the materials will be submitted to the Dean who will provide a letter of recommendation regarding this request and
the materials to the Office of Academic Affairs. The Dean’s letter and candidate’s materials will then be submitted to a subcommittee of three individuals to include the Chair of the Faculty Senate, the Chair of the Tenure and Promotion Committee and the Vice President or his/her designee. This subcommittee will review the material and make a recommendation to the Vice President for Academic Affairs.

The Vice President for Academic Affairs will review the recommendation of the subcommittee, the Dean’s letter, the annual evaluation reports and the letter from the candidate. Based on this review, he/she will make a recommendation to the President.

The President may, at his/her discretion, confer the title of Emeritus/a, or deny the request. The current pay rate for faculty with the Emeritus/a status is $1200 per credit hour but may change due to budget.

**Computers, E-mail, and Internet Usage**

Technology resources provided by College of Coastal Georgia, both hardware and software, are made available to students, faculty, and staff as tools for enhancing and facilitating teaching, learning, scholarly research, communications, and the operation and administration of the institution. Uses which are not directly related to these purposes shall be considered secondary activities which may or may not be permissible under the College’s Acceptable Use of Computers Policy or the University System of Georgia’s Appropriate Use Policy.

Employees must read these policies to be very clear on the acceptable uses of the College’s technology resources.

As the computers, e-mail, and internet systems are intended for business use, the College reserves the right to monitor the systems from time to time to ensure compliance with this policy. The College cannot guarantee the privacy of computer files, electronic mail, or other information stored or transmitted. It shall never be an acceptable use of the College’s resources to download, view, copy, or retrieve materials that may be deemed, by the reasonable person standard, to be pornographic in nature. Nor shall it be acceptable to use the College’s resources to harass any individual or group.

There are penalties for persons who misuse the College’s computers, e-mail systems, or who inappropriately use the Internet. There are also penalties for employees who use the system illegally or who engage in practices designed to operate to the detriment of the College user community.

Depending on the type and severity of misuse, the minimum penalty for employees who violate the College’s “Acceptable Use of Computers Policy” will be the suspension of services to the employee; the maximum penalty may include termination of employment.

**Children on Campus**

It is the goal of the College of Coastal Georgia to provide a safe and effective learning environment for all students. Any action which interferes with this goal will not be permitted. Children under the age of sixteen (16) who are not a currently enrolled CCGA student must not be left unattended at any time on campus, including in campus building, on campus grounds, or
in a vehicle, and must be under the direct supervision of a legal guardian at all times. Parents or guardians of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

The College acknowledges that family needs and responsibilities may in some circumstances require the presence of a child on the campus for a limited amount of time. At the same time, any individual who makes the decision to bring a child onto the College campus should be aware and respectful of the needs of others to have a quiet educational and work setting. To provide specific guidance on having children on campus, stipulations are provided on our Children on Campus Policy located in the Administrative Policies on the Intranet.

**Drug-Free Workplace**

College of Coastal Georgia, in order to comply with the Drug Free Workplace Act of 1988, enforces the following policy:

No employee of College of Coastal Georgia may illegally engage in the manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol at the workplace. Such activity will be considered sufficient grounds for a serious adverse personnel action, including dismissal from employment.

Any current employee charged with a crime (other than a minor traffic offense) shall report being charged with such crime to the Hiring Office 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, up to and including termination of employment. The Hiring Office 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 the Director of Human Resources within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, up to and including termination of employment. The BIC (Background Investigation Committee) 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.

**Voluntary Disclosure of Drug Use**

If an employee has a problem with drugs or alcohol, he/she is encouraged and expected to seek help. If the employee decides to seek treatment, the Office of Human Resources can provide more information regarding employment rights. Employment protection under certain conditions is available for an employee who voluntarily seeks help.

**Workplace Violence**

Violence or the threat of violence will not be tolerated on the CCGA campus. All threats, actual violence, or suspicious individuals or activities should be reported as soon as possible to Campus Police. Any person guilty of violence or suspected of potential violence will be promptly
removed or asked to leave the premises by a Campus Police Officer. If the person asked to leave the campus is an employee of the College, the Campus Police Officer will notify the Director of Human Resources of the incident as soon as possible.

Following a thorough investigation, if it is determined that an employee committed an act of violence, or demonstrates the potential for violence, the employee will likely be terminated within the provisions of due process.

Possession of firearms, weapons, and other dangerous and unauthorized devices or substances in or about CCGA facilities will not be tolerated. Possession of such items by employees shall be grounds for termination.

A supervisor may promptly suspend an employee with or without pay if the employee commits an act of violence or threatens the supervisor or another individual. The supervisor will then immediately report the suspension to the Director of Human Resources for the consideration of further action against the employee, up to and including termination.

Employees are encouraged to notify their supervisor, the Director of Human Resources, or the Campus Police of serious problems with others before they escalate into violent situations. Efforts will be made to resolve disputes and employees will not be disciplined for raising such concerns.

**Disruptive Behavior**
Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged and held on any campus of the University System is considered by the Board of Regents (see BOR Policy 8.3.9 to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

**Emergency Closing**
The President of the College (or his/her designee) serves as the overall Emergency Director and is responsible for making the decision to close the college during any major emergency such as, but not limited to, inclement weather.

If the decision is made to close, persons who are actively at work at the time will be notified by their supervisor or another administrator. If time permits, supervisors will also attempt to telephone employees who are not actively at work to notify them not to come in. The closing will be announced very quickly through a variety of news media, including local television and radio stations. When possible, the specific dates of the closing will be given; however, it may not be possible to predict with certainty when the College will reopen, depending on the nature of the emergency. Therefore, when a specific reopening date has not been given, the reopening will also be announced through local radio and television stations. An employee is expected to check with local radio stations in the event he/she is not within the radio frequency area to hear the announcement.
**College Safety/Emergency Guide**
The College has a published “Emergency Guide” that has been issued to all employees. This guide was created for the College of Coastal Georgia to provide guidance and procedures to responding to critical incidents that might occur on campus. Copies of this guide are available to all employees in the Office of Human Resources. Any employee may also see a copy of College of Coastal Georgia’s Emergency Management Plan located on our website within the public safety section.

**Reporting an Emergency**
In the event that an employee is the first to learn of an emergency and is unsure of what to do, he/she must notify the supervisor immediately. If the supervisor is not available, the employee should contact Campus Police or Plant Operations, depending on the nature of the emergency. All contact numbers for emergencies and services are available in CCGA Emergency Guide.

**Hazardous Chemicals Protection**
The State of Georgia enacted the “Public Employee Hazardous Chemical Protection and Right-to-Know Act of 1988” to protect employees from the dangers of hazardous chemicals they may encounter in the workplace. CCGA has a program to assure that all employees receive training and information about hazardous chemicals present in their work areas. A Material Safety Data Sheet (MSDS) is available on each hazardous chemical which may be used in the work area. All employees should receive orientation on what hazardous materials are in their work areas, where the MSDS sheets are located, and how to read these sheets. All employees whose jobs involve the handling of hazardous chemicals must receive additional training in the safe use, storage, and disposal of the chemicals they use. The College Campus Safety Manager is responsible for the administration of the hazardous chemicals protection program.

**Grievances, Complaints, or Disputes**
The purpose of this Grievance Procedure is to provide a fair and efficient process to resolve employee grievances. The grievance procedure is available to those employees who are no longer in their six month provisional period and are considered regular employees. The grievance procedure consists of:

- Informal Grievance Procedure
- Campus Conflict Resolution Committee – Mediation
- Formal Grievance Procedure

At the informal stage, an employee should first seek resolution with his/her supervisor or first-line manager consistent with our philosophy of resolving disputes at the lowest possible level of the College. If the grievance involves the employee’s immediate supervisor, the employee may have another employee present as a witness. If the issues remain unresolved, the employee may then grieve the matter to the next level supervisor.

**Campus Conflict Resolution Committee - Mediation**
If the matter remains unresolved after an informal grievance, CCGA offers employees the option of using the Campus Conflict Resolution Committee (CCRC) Program as an alternative to filing a formal grievance. CCRC often saves time and allows disputes to be resolved in a more effective, expedient, and amicable manner. The CCRC program at CCGA involves
communication, negotiation, and sometimes may involve mediation. Mediation is a voluntary, informal process in which a trained third-party serves as a facilitator to assist the parties in settling their dispute. The mediator has no authority to impose a settlement but will help the parties reach an agreement which is acceptable to both parties. A mediation session is a confidential proceeding, to the extent allowed by law. Initiating or participating in mediation does not waive a person's right to proceed with other formal methods of resolution, such as filing a formal grievance. The Director of Human Resources can provide more information on this program.

**Formal Grievance Procedure**
Faculty members may pursue a formal grievance to the Faculty Affairs Committee through the procedure outlined in the Faculty Senate Bylaws. In cases of suspension, discharge, or salary disputes, the following procedure should be followed:

In cases where mediation has been determined to be inappropriate or an agreement has not been reached in mediation, employees in the conflict may file a formal grievance. Also, persons who prefer not to use the CCRC program may file a formal grievance. A Formal Grievance by a regular employee may only be filed if:
- The employee has been suspended: or
- The employee had be discharged; or
- The employee had been demoted, or his/her salary has been reduced.

An employee may not file a grievance, even in the above circumstances, if:
- The discharge occurred during the six (6) month provisional period
- The employee has been adversely affected by a reorganization, program modification, or financial exigency (such employees may apply to the Board of Regents for review);
- The issue underlying the grievance is a charge of discrimination on the basis of race, sex, age, disability or religion.
- The issues being grieved have been previously heard by an administrative panel at the institution.

Strict deadlines are imposed for filing a formal grievance, depending on whether or not the employee first uses the CCRC Program.

Unless there is good cause for delay, an employee must file an appeal using the Grievance Appeal Review Form to the Director of Human Resources within 10 working days after receiving notice of a demotion, suspension, or dismissal, or after ending the informal grievance process without resolution, whichever date is later. The President will have 10 working days to select the Board of Review Committee. The Board of Review Committee will be made up of 3 members, including the Chair. The Chair will be responsible for the organization and preparation of the hearing procedures, conducting the hearing, and the presentation of the Committee’s findings and/or recommendation to the President. Any time after filing the grievance but prior to the hearing, the employee may seek to use mediation if appropriate.

Once the Committee is selected, all parties will be informed of the names of the persons appointed to the panel and given three (3) working day to controvert the appointments, stating the reason for their objection. Should either party question an appointment, the President will
have the final decision concerning the change after examining the request. Otherwise, the Committee will stand as appointed.

Notice of the time and date set for the hearing will be provided, and the Chair has the discretion to change the date of hearing if needed.

The evidentiary hearing shall be informal in nature and shall not be conducted under strict rules of evidence or procedures applicable to proceedings in a court of law. The hearing shall be conducted in a private setting and remain confidential. An employee can be accompanied by an advisor who may be an attorney, work colleague, support person, etc.; however, these persons may not participate in the hearing.

Both parties will have the opportunity to present witnesses and supporting evidence at the hearing. Both parties shall be given adequate time to present their case, although all efforts should be made to expedite the procedure in the interest of time and clarity of purpose. Both parties will be asked not to exceed one hour.

Following the appeal hearing and any additional fact-finding, the Board of Review Committee shall issue a written recommendation to the President within 10 working days. The President shall issue a final written, institutional decision to the employee within 10 working days after receipt of the recommendation.

If the employee wishes to appeal the President’s decision, an appeal may be made to the Board of Regents within 20 working days after receiving the decision, provided such appeals meet the criteria of 8.2.21 of the Board of Regents Policy manual.

**Solicitations**
Salespersons may not solicit business from employees on campus without permission from the Vice President for Business Affairs. Employees must notify the Vice President for Business Affairs if a salesperson cannot produce the VPBA’s solicitation authorization upon the employee’s request. Employees are not to conduct business on campus without this form being presented by the salesperson.

Employees may not hold raffles or sell anything on campus without approval of the Vice President for Business Affairs. Approval is also required to distribute advertising material or other printed matter.

**B. HOLIDAYS AND LEAVE POLICIES**

In each of the circumstances described in the leave policies below (except holidays), the faculty member must complete an electronic Leave Form in Employee Self-Service. The Office of Human Resources is responsible for the administration of the leave program. Detailed policies on all types of leave can be found on CCGA’s intranet under “Administrative Policies.” For a review of the process for requesting and reporting vacation and sick leave, faculty members should return to Section IV and review “Absence of Faculty Member” and “Reporting Sick Leave and Vacation.”
**Holidays**

CCGA observes 12 holidays per calendar year during which the College is closed. Every effort is made to save as many holidays as possible throughout the year to be applied toward the winter break closing so as to reduce the number of vacation days necessary during that time. Holidays that are to be taken will always be observed on a week day. Temporary employees are not eligible for holiday pay.

Regular employees who are benefits-eligible are also eligible for holiday pay with the following exceptions:

1. Employees on unpaid leave of absence will not be paid for a holiday which occurs during the unpaid leave;
2. Employees on leave without pay on the business day before and on the business day after the holiday will not receive pay for the holiday;
3. A new employee will not be paid for any holidays that occur before the first day of employment;
4. An employee who is terminating employment will not be paid for any holidays that occur after the employee’s actual last day at work, except in the case of a person who is retiring on January 1 and whose actual last day at work is the last business day before the Christmas holidays begin; and
5. Part-time, benefits-eligible employees whose work is seasonal (i.e. academic year only, no work between semesters, etc.) will not be paid for holidays or holiday hours which fall outside their regular working period.

Holiday pay can never exceed 8 hours.

More information can be found in CCGA’s Administrative Policies Manual on the intranet.

**Vacation**

Twelve-month full-time faculty members, including professional and administrative officers with academic rank and/or status, shall earn vacation at the rate of fourteen (14) hours per month. Faculty members employed on an academic year basis do not earn vacation time.

The liability the College assumes for an individual’s vacation is a maximum of 360 hours (45 working days). Therefore, on January 1 of each year, an employee who has a vacation balance of more than 360 hours will have his/her leave balance adjusted back to 360 hours. Then, as leave hours are accrued each month during the calendar year, the leave accruals are added and available for the employee’s use in that year through December 31. The leave record of an individual employee may show a balance of more than 360 hours during the calendar year, but on January 1, the employee’s balance will be adjusted back to 360 hours before the New Year’s accruals begin.

A terminating employee shall not accrue vacation after the last working day of employment, nor can the employee use vacation leave after the last working day of employment. A terminating employee’s separation date shall be the last working day of employment. He/she shall be compensated for all accrued vacation time up to 360 hours upon termination of service from the University System of Georgia. Such compensation shall be based on information from
institutional vacation leave records. (Note: Employees who transfer to another University System institution in Georgia are not considered terminating employees, and other rules apply for vacation and sick leave processing.)

Earned vacation shall be taken at times mutually acceptable to the employee and the immediate supervisor.

Paid leave cannot be granted before it is earned. However, when it is earned, the employee should wisely allow several days to accrue rather than using up all the leave as it is earned. Requesting “leave without pay” is not acceptable unless a compelling reason exists.

Employees requesting vacation leave must submit a request through the electronic format with supervisor’s approval.

The employee’s supervisor may refuse to approve vacation leave if the requested time off will cause a hardship to the department, if the leave is not requested with reasonable advance notice, or if there are other justifiable and defensible reasons. If the requested time off qualifies for leave under FMLA, the employee may use paid vacation during the FMLA event, but the employee must provide medical documentation to support the request. Vacation and/or sick leave will run concurrently with the FMLA leave. Being absent from work when vacation leave has been denied will be viewed as insubordination, and appropriate disciplinary action will be taken unless the employee provides documented evidence of a medical emergency.

In situations where the employee may lose vacation leave because of the maximum accrual, the employee and supervisor are expected to work together to plan time off for the employee prior to the end of the calendar year.

Faculty members changing from a fiscal year contract to an academic year contract shall be paid their accrued vacation time subject to the 360 hours maximum payment restriction upon termination of the fiscal year contract.

Sick Leave with Pay
The sick leave accrual rate for full-time faculty is 8 hours (one working day) per month. Sick leave shall be cumulative. Academic-year faculty will accrue sick leave in the summer if they teach eight (8) semester hours or more. Unused sick leave may be converted into service credit with the Teachers Retirement System (TRS) if the employee has at least 480 hours (60 days) of unused sick leave at the time of retirement and if the employee meets other eligibility criteria established by TRS. An employee who transfers to another institution within the University System without a break in service shall be eligible to transfer all accumulated, unused sick leave.

A terminating employee shall not accrue sick leave or be entitled to use sick leave after the last working day of employment. An employee’s last working day of employment shall be his/her separation date. (i.e. If an employee submits notice of his/her resignation to be effective June 30, but is not actively at work June 30, the employee’s termination date will be amended in the record to be the last day he/she was at work, and sick leave cannot be claimed after that day. Similarly, an employee who leaves early on his/her last day of work may not claim sick leave and be paid sick leave wages after he/she leaves that day.)
Sick leave is a privilege and is to be used for legitimate, qualifying reasons only. Fraudulent use of sick leave shall be a serious matter and repeated instances of abuse may be grounds for disciplinary action up to and including termination.

Employees requesting sick leave must submit a request through the electronic format with supervisor’s approval. If the sick day has already occurred, a request for past dated absences cannot be submitted. Instead, the employee must add the time directly to his/her timecard, then have the supervisor approve.

For absences of five (5) days or less, the employee must complete the form immediately upon his/her return to work. For absences that will last longer than 6 or more days, a leave form must be submitted to the Office of Human Resources by the 6th day, and medical certification is required. If the employee is unable to provide the leave form, the supervisor should submit it for the employee.

A physician’s statement shall always be required for absences due to illness that exceed five (5) continuous working days. However, a physician’s statement may be required at other times and for other reasons at the discretion of the supervisor or the Office of Human Resources.

Upon approval of sick leave by the supervisor, if the employee has no accrued sick leave available, the leave will be charged against the employee’s vacation. If the employee exhausts all paid sick and vacation leave and is still unable to return, the Director of Human Resources will designate that the employee be placed on Family/Medical Leave if the employee is eligible, and if the reason for the absence is an event which qualifies for Family/Medical Leave. The employee may also wish to apply for Sick Leave Without Pay.

Sick Leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee’s absence for any of the following reasons:

**Illness or injury of the employee**
An ill or injured employee who claims sick leave for a period in excess of five (5) continuous working days is required to provide a physician’s statement to the supervisor or the Office of Human Resources to permit further claim of sick leave rights by the employee. If the employee is not able to return to work after the five days, the physician’s statement should include an estimate of how long the employee will likely be out of work. It is the employee’s responsibility to provide updated medical certification if the employee is not able to return to work at the expiration of the current certification. In addition, it is the employee’s responsibility to provide medical documentation to the Office of Human Resources prior to his/her return to work if there are any limitations or restrictions on the employee which will affect his/her working hours or which will prevent him/her from performing any of the job duties.

**Medical and dental treatment or consultation**
Sick leave may be claimed for the actual time necessary for the treatment or consultation. If the treatment or consultation is for a spouse, minor child, or elderly parent, such treatments or consultations may be claimed against sick leave when the employee’s presence is necessary. At the supervisor’s discretion, supporting documentation may be required.
Quarantine due to a contagious illness in the employee’s household.

Supporting medical documentation will be required to substantiate the need for quarantine.

Illness or injury in the employee's immediate family requiring the employee's presence.

It is difficult to set hard and fast rules in defining immediate family and in deciding when the employee’s presence is required. Therefore, the only hard and fast rule that must apply here is that if the employee requests sick leave for more than five (5) consecutive work days, a medical certification from the patient’s physician is always required. However, supervisors have the discretion to require supporting documentation at any time. The supervisor may also deny the leave or allow the employee to use vacation instead of sick leave. With this in mind, the following shall be a guide for both employees and supervisors:

a. It may be considered reasonable that an employee’s presence will be necessary to care for the employee’s young child in the event of the child’s illness or injury. For minor illnesses, it should be considered unusual to need more than 2 consecutive work days per occasional episode. Frequent absences due to illness may need to be substantiated with supporting medical documentation.

b. It may be considered reasonable for an employee’s presence to be required for short periods (up to 3 days) in the event of the major illness or injury of the employee’s minor child, unmarried child, spouse, or parent, to assist with the care of the individual during the recuperation period. In the event of a terminal illness or life-threatening injury of these same relatives, it may be reasonable to need longer periods of sick leave or to need frequent and regular short periods of sick leave to assist with the care of the individual; however, supporting medical documentation may be necessary.

c. In the event of a terminal illness or life-threatening injury of the employee’s grandparent, parent-in-law, son-in-law, daughter-in-law, brother or sister, the supervisor may use discretion in allowing a minimal amount of sick leave per individual occurrence to provide emotional support to the family (up to 8 working hours if local; up to 24 working hours if distance travel is necessary).

d. At the supervisor’s discretion, for the situations described in (a), (b) and (c) above, the following persons may also be interpreted as immediate family: step-parent, step-child, or step-sibling, depending on the current nature of the relationship.

e. In the event of the serious illness of a close friend or a family member not previously mentioned, the employee may request vacation.

Death in the employee's immediate family.
If the employee has accrued sick leave available for use, the employee may request paid sick leave in the event of a death in the immediate family for the purpose of making arrangements for and/or traveling to and attending the funeral. For purposes of this policy, immediate family shall usually be defined as the employee’s spouse, child, parent, brother, sister, grandparent,
grandchild, parents-in-law, son-in-law, and daughter-in-law. At the discretion of the supervisor, “immediate family” may also include a step-parent, step-child, or step-brother, or step-sister, depending on the current nature of the relationship.

Sick leave may be allowed for 1 - 5 consecutive work days, but in no event shall sick leave extend beyond the day after the funeral. The length of sick leave allowed shall be at the supervisor’s discretion and will be based on such factors as the time required for traveling, the relationship of the deceased to the employee, whether or not the employee is a decision-maker with regard to making the funeral arrangements, and any other factors the supervisor deems relevant. To determine the appropriateness of the time requested, the supervisor reserves the right to inquire about the nature of the employee’s relationship to the deceased and the time, date, and location of the funeral.

The maximum amount of sick leave which may be granted is five (5) days. Any additional time desired may be granted as vacation at the discretion of the supervisor.

**Sick Leave Without Pay**

Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year, subject to the approval of the President. The employee must request the leave in writing through the employee’s supervisor or the Director of Human Resources, stating the length of the desired leave. The employee must also have his/her attending physician provide supporting medical certification to the Office of Human Resources Office which confirms approximately how long the employee will be unable to work.

Some factors which may be considered in approving or denying the leave are: (1) how long the individual has been continuously employed at CCGA or within the University System; (2) how long the employee has already been away from work, if applicable; (3) whether or not the employee is eligible for Family/Medical Leave not yet taken; and (4) whether or not the College can hold the employee’s position until he/she is able to return.

If the President approves such leave, the employee has the right to continue his or her group insurance benefits.

**Family and Medical Leave Act (FMLA)**

In accordance with the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to 12 work weeks of leave during a rolling 12-month period for one or more of the following reasons:

a. the birth and care of a newborn child of the employee (Certification is required from healthcare provider);

b. the legal placement of a child with the employee for adoption or foster care; (The employee shall provide prior notice of such expected birth or adoption in a manner which is reasonable and practical.)
c. the care of an immediate family member (defined as the employee’s spouse, child, or parent) with a serious health condition; (Certification is required from the healthcare provider of the relative who is the patient.) or

d. a serious health condition of the employee himself or herself, which renders the employee unable to perform the duties of his or her job. (Certification of the serious health condition is required from the healthcare provider of the employee.)

If the Family and Medical Leave is due to the illness of the employee, the employee will not be permitted to return to work without furnishing the College a certification from the healthcare provider that the employee is able to resume work. If the employee is not able to return to full duty, the return to work certification must clearly indicate any physical limitations. His/her restrictions will be reviewed on a case by case basis. The employer will attempt to accommodate but only when a position is available and is financially affordable.

To be eligible for FMLA, the employee must have worked for the University System of Georgia:

a. at least 12 months total, and
b. at least 1,250 hours during the 12-month period immediately preceding the commencement of such leave.

If the employee is approved for FMLA, he/she generally has a right to return to the same position, or an equivalent position in terms of pay, benefits, and working conditions. Certain “key employees” may be denied job restoration if they are among the highest-paid 10% of employees and if such denial is necessary to prevent substantial and grievous economic injury to the operations of the employer.

Family and Medical Leave allows the employee to maintain his/her employee insurance benefits during the period of leave with employer participation in the payment of premiums. No vacation or sick leave will accrue during the term of the Family and Medical Leave if the employee is in an unpaid status. If the employee has sufficient sick and/or vacation time to continue to receive payment while out on leave, the standard accruals will continue.

If the employee desires to use Family and Medical Leave, he/she should complete three forms listed below and return to Human Resources:

1. CCGA Personnel Action Form (PAF) - complete the “Leave of Absence” section. Found on the CCGA website under Human Resources Forms.
2. FMLA request form: Found through the following link: [http://www.usg.edu/hr/benefits_docs/fmla_leave_request.pdf](http://www.usg.edu/hr/benefits_docs/fmla_leave_request.pdf)
3. Medical certification for healthcare provider to complete:
   a. For employee’s serious health condition: [http://www.usg.edu/hr/benefits_docs/WH-380-E.pdf](http://www.usg.edu/hr/benefits_docs/WH-380-E.pdf)
The Director of Human Resources may designate that an employee be placed on FMLA (if he/she is eligible for the leave) without the employee’s express request. The employee has the right to appeal any decisions made by the employer regarding the use of Family and Medical Leave by contacting the Office of Human Resources for more details.

General information on FMLA from the Board of Regents website, as well as the CCGA Administrative Policies Manual:

Human Resources - University System of Georgia
College of Coastal Georgia: Administrative Policies

Educational and Professional Leave

Leave of Absence Without Pay
The President of the College is authorized to grant unpaid leaves of absence to individuals for up to one year for educational purposes or for personal reasons. Persons who wish to apply for a leave of absence for either of these reasons must submit a written request to the supervisor or the Office of Human Resources. The President, in conjunction with the respective department head and vice president, will determine whether or not to grant the leave. If the leave is approved, the employee may have the right to continue group insurance benefits.

Specific dates for the leave must be included in the request and should be made as far in advance as possible.

No leaves of absence will be granted to USG retirees and who are drawing retirement benefits from the Teachers’ Retirement System of Georgia or from the USG.

Educational and Professional Leave with Pay Policy
Educational and Professional Leave with pay is an institutional compensated leave of absence for professional growth and development. The College of Coastal Georgia shares with other universities the traditional responsibilities to discover, develop, preserve and disseminate knowledge. Much of this mission is realized through the professional, scholarly and creative activities of faculty members and their interactions with students. Faculty development, therefore, is a critical element in reaching the college’s goal of achieving educational excellence.

Eligibility
Any tenured faculty with six (6) years or more of instructional service at CCGA is eligible to apply for an Educational and Professional Leave with pay. Ordinarily, a faculty member whose project is funded by an external agency shall be ineligible for a concurrent Educational and Professional Leave with pay, unless the college warrants additional compensation is justified.

Application Procedures
1. Applications are due on or before January 15 for the following academic year.
2. Applications are submitted to the Department Chair and/or Dean for recommendation. Applications must include a current curriculum vita and a description of activities to be accomplished. The proposal should include a clear statement of the nature, significance and objectives of the project, specific plans for
completing it, the tangible results expected, and a statement of how this project will benefit the faculty member’s department or school and the College as a whole. Proposed activities should focus on research, creative endeavors, and/or specific activities aimed at significant improvements in pedagogical practices and student learning.

3. The Dean will forward all applications and recommendations to the Office of Academic Affairs. Materials will be forwarded to the Educational and Professional Leave Advisory Committee – a faculty group selected by the Faculty Senate for their recommendation. The committee will provide their recommendations to the Vice President for Academic Affairs who will provide the President his/her recommendation. The President will make a final decision on all Educational and Professional Leave requests.

**Awards**

Eligible faculty members may be granted an Educational and Professional Leave with pay for a semester or an academic year every seven (7) years. Compensation, typically, will be a faculty member’s full salary for one semester or half salary for one year. Salary as used in this context means compensation received as a full-time teaching member of an academic department or school and is not to include stipends received for conducting extra-curricular activities. Alternative arrangements which better meet the needs of the individual faculty member’s project may also be considered. Educational and Professional leaves will depend upon the availability of institutional resources to fund the hiring of part-time or replacement faculty and upon the merit of the faculty member’s proposal.

At the time of the award, the faculty member will be asked to sign an agreement that stipulates:

1. Upon completion of the Educational and Professional Leave with pay, the faculty member must return to the college duties for a period of time at least equal to that of the Educational and Professional leave.
2. In the event that the faculty member does not return to the institution for the full amount of time specified in the agreement, he or she agrees to reimburse the College for the amount of compensation while on leave, as well as any other expenses paid by the College during the leave.
3. The faculty member granted an Educational and Professional Leave with pay must file a report within three (3) months to the Department Chair and/or Dean and Vice President of Academic Affairs indicating what was accomplished during his/her leave. A public presentation is also required when the faculty member returns to teaching and/or other duties that academic year.

Persons approved for an Educational/Professional leave of absence shall be allowed to continue group insurance benefits.

No leaves of absence will be granted to USG retirees and who are drawing retirement benefits from the Teachers’ Retirement System of Georgia or from the USG.
Military Leave With Pay

1. **Ordered Military Duty** - For the purpose of this policy, “ordered military duty” shall be defined as any military duty performed in the service of the State or the United States, including but not limited to, service schools conducted by the armed forces of the United States. Such duty, performed for a period or periods not exceeding a total of 30 days in any one calendar year, shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee.

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

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

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

More information can be found on CCGA’s Administrative Policies Manual located on the intranet.

Miscellaneous Leave

**Court Leave**
Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court. Any employee seeking court leave should notify his / her supervisor to coordinate with Departmental scheduling.

**Organ Donor and Marrow Donor Leave**
Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty days.

Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven days. Leave taken under this provision shall not be
charged against or deducted from an employee’s accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits.

This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

**Voting Leave**
Employees of the College are encouraged to exercise their constitutional right to vote in all federal, state, and local elections.

If election polls are not open at least two (2) hours before or two (2) hours after an employee’s normally scheduled work shift, sufficient leave time must be granted to permit the employee to vote. In this instance, an institution should grant the employee a two (2) hour block of time in which to vote, if needed.

Time off under this provision is with pay. Any employee wishing to take voting leave should notify his / her supervisor to coordinate with Departmental scheduling.

**Leave for Emergency Closings**
In the event of severe weather or any other emergency which requires the college to close its normal operations, the President of the College may declare leave with or without pay for the closing. Eligible employees who may be considered for Paid Emergency Leave are regular employees. “Regular employees” are defined as benefits-eligible employees and part-time employees who are not classified as temporary.

Paid leave for emergency closings shall be administered for eligible employees in the following manner:

1. Eligible employees whose normal work schedule falls within the closing period, and who have not been previously approved for other leave, and who would have been at work were it not for the emergency closing, will be placed on Paid Emergency Leave for their normally scheduled working hours which fall within the emergency closing period.

2. Eligible employees whose normal work schedule falls within the emergency closing period, but who are already approved to be out for other leave (either paid or unpaid) for any part of the closing period, will continue on the approved leave as scheduled, but will be placed on Paid Emergency Leave for any part of the closing period which was not already covered by the other leave.

3. Eligible employees who are already approved to be out on other leave (either paid or unpaid) which coincides with the entire period of the closing, will continue on the approved leave as scheduled. No Paid Emergency Leave will be granted.

4. Bi-weekly paid eligible employees who are asked to work during the closing period (known as “essential personnel”) will be compensated at double their regular hourly rate for the hours worked during the closing, and they will be placed on Paid Emergency
Leave at their regular hourly rate for the hours they do NOT work during the closing, but which are part of their normal work schedule.

5. Monthly-paid employees (exempt from overtime) who must work during the closing will not receive any additional compensation other than their regular salary.

6. Paid Emergency Leave shall not be granted to any individual after the campus is reopened. Employees who wish to leave town during an emergency are expected to be available to return to work when the campus reopens. Those who do not return may be placed on vacation or unapproved leave (without pay), depending on the circumstances.

**Other Leave**

In addition to other types of leave previously mentioned, the University System allows the College to provide benefits-eligible employees paid time off for Selective Service or military physical examinations, organ and marrow donation, and voting in federal, state, and local elections when an employee’s normal work schedule coincides with voting hours. The employee must discuss the details surrounding the leave circumstances with his/her supervisor before leave is taken. For more details on the specific regulations of these types of leave, please refer to the CCGA’s Administrative Policies Manual located on the intranet.

**Benefits**

**Medical Insurance**

CCGA provides the opportunity for medical insurance to regular employees who work 30 hours a week or more. Medical insurance coverage is available at the level of employee only, employee plus spouse, employee plus child, or employee plus family. The employee may choose between two plans: PPO (Open Access POS PPO) or High Deductible (HSA Open Access POS). Employees who choose medical insurance coverage pay a small percentage of the premium cost, and the College contributes the major percentage of the premium cost. The employee’s share is deducted from the paycheck on a pre-tax basis. Upon employment, an employee may enroll within 30 days. Coverage will begin the first of the month following the finalization of elections, unless the employee begins employment on the first working day of the month. If the employee finalized elections by the end of the start date (which is the first of the month), benefits can begin on that day. Otherwise, an employee may enroll during the annual open enrollment period. Changes in coverage due to family status or employment status may be possible during the year, but the employee must complete a change request form with Human Resources within 30 days of the qualifying event. A Summary Plan Description of the medical plans are available in Human Resources, as well as on the CCGA HR website.

Any employee whose employment ends, who has a reduction in hours to less than 30 hours a week, or who is terminated for any reason other than gross misconduct, may be eligible to continue the medical coverage for himself/herself and eligible dependents for a limited time under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. COBRA coverage is also available to dependents who are no longer eligible for coverage due to divorce or death of the employee. Dependents who lose coverage because of not maintaining full-time student status or who reach maximum age may also participate in COBRA. COBRA, the employee pays the full cost of the premium, plus a 2% administration fee. The employer does not
contribute. It is the employee’s responsibility to notify Human Resources within 30 days when a dependent is no longer eligible for coverage. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

**Dental Insurance**
Group dental insurance is available to regular employees working 30 hours a week or more. These benefits are also available to the employee’s eligible dependents. The employee and his/her eligible dependents, if any, must enroll in the plan within the first 30 days of employment. If the employee does not enroll within the first 30 days of employment, he/she may choose to elect this coverage during the annual enrollment period. The employee pays the full cost of the monthly premium with pre-tax dollars. A description of the dental plan coverage is available in Human Resources, as well as on the CCGA HR website.

Any employee whose employment ends, who has a reduction in hours to less than 30 hours a week, or who is terminated for any reason other than gross misconduct, is eligible to continue the dental coverage for himself/herself and eligible dependents for a limited time under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. COBRA coverage is also available to dependents who are no longer eligible for coverage due to divorce or death of the employee. Dependents who lose coverage because of not maintaining full-time student status or who reach maximum age may also participate in COBRA. Under COBRA, the employee pays the cost of the premium, plus a 2% administration fee. It is the employee’s responsibility to notify Human Resources within 30 days when a dependent is no longer eligible for coverage. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

**Life Insurance**
All regular, benefits-eligible employees working 30 hours a week or more are covered by life insurance with accidental death and disability (AD&D) provisions. Each eligible employee will have $25,000 in basic life insurance coverage with AD&D provisions. Such coverage is provided by the College at no expense to the employee.

Employees may choose to purchase supplemental life insurance on themselves for options of 1, 2, 3, 4, or 5 times their base salary. Life insurance is also available for dependents. Spouse life can be elected in increments of $10,000 up to $250,000. Child life insurance can be elected for qualifying dependents with a policy amount of $10,000. Evidence of Insurability and application process may apply for supplemental and/or spouse life.

Employees must make sure to maintain their own beneficiary data through the ADP Benefits website or through the Office of Human Resources.

Upon separation from employment, the basic, supplemental, and spouse life coverage has a portability or conversion option which allows the employee and/or spouse to continue the coverage through a private policy. This process must be done within 30 days of coverage ending. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.
### Short-term Disability Insurance
CCGA makes available an optional short-term disability protection plan to provide a weekly income, should the employee become totally disabled for a period of at least 14 days while employed by CCGA. The options for this plan consist of 40%, 50%, or 60% of the employee’s regular weekly pay which would continue (if approved) for up to 11 weeks or 20 weeks. This plan is available to regular employees working 30 hours a week or more. Short-term disability is a voluntary plan offered through The Hartford, with all premiums paid by the employee on a post-tax basis. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

### Long-term Disability Insurance
CCGA makes available an optional long-term disability protection plan to provide a monthly income should the employee become totally disabled for a period of at least 90 days or 150 days while employed by CCGA. If approved, the employee would receive 60% of the regular monthly pay. This plan is available to regular employees working 30 hours a week or more. Long-term disability is a voluntary plan offered through The Hartford, with all premiums paid by the employee on a post-tax basis. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

### Insurance for Retired Employees
Employees who wish to retire from the University System of Georgia must meet eligibility requirements based on the Board of Regents policy. The policies on retirement eligibility and continuing benefits into retirement can be found here:

- **BOR retirement eligibility:**
  [http://www.usg.edu/policymanual/section8/C224/#p8.2.8_retirement](http://www.usg.edu/policymanual/section8/C224/#p8.2.8_retirement)

- **Continuing benefits into retirement:**
  [http://www.usg.edu/hr/manual/benefits_continuation_into_retirement](http://www.usg.edu/hr/manual/benefits_continuation_into_retirement)

Although an employee might meet Teachers Retirement System of Georgia retirement qualifications, the employee must meet the Board of Regents requirements in order to be deemed an official University System of Georgia retiree and continue benefits into retirement.

To be eligible to continue Supplemental Life and Dependent Life Insurance into retirement, there are varying criteria which must be met, as explained in the group life insurance plan booklet. This booklet can be accessed on the Board of Regents benefits website and is available in the Office of Human Resources.

[http://www.usg.edu/hr/benefits_docs/Life_insurance_plan.pdf](http://www.usg.edu/hr/benefits_docs/Life_insurance_plan.pdf)

The University System shall continue to pay its portion of the cost of group insurance for retirees. The retiree shall remit his/her share of the monthly premiums to ADP Billing by means of automatic debit from an authorized bank account. In some instances, a monthly payment can be made by mail.

If a retiree dies, the retiree’s eligible dependents may continue in the group medical, dental, and dependent life insurance plans. The spouse may remain covered for life, except in the event of
Insurance upon Death or Disability
The Board of Regents provides for different levels of insurance for employees and their dependents if the employee dies or becomes disabled while actively employed. Please refer to the Board of Regents policy which can be accessed here: http://www.usg.edu/hr/manual/dependents_of_deceased_employees_disabled_employees_or_retirees

The Office of Human Resources can provide additional information on this matter.

Tax-Savings Plans

Section 125 Plan
Section 125 of the Internal Revenue Code authorizes University System institutions to withhold employee premiums for health and dental plans on a “before-tax” basis. Allowing premiums to be paid with “before-tax” dollars means that you will pay no federal, state, or social security taxes on the premium amounts that are withheld, which will increase your total take home pay.

Flexible Spending Accounts
The College provides benefits-eligible employees the opportunity to participate in a Healthcare Flexible Spending Account (FSA) and/or a Dependent Care Flexible Spending Account (FSA). These accounts allow the employee to designate money to be withheld from pay on a before-tax basis to pay for certain medical and dependent care expenses. The money that is withheld is not subject to federal, state, or social security taxes. Employees who elect these plans will utilize Optum Bank to access their account, track their balances, submit their reimbursements, and provide additional information on existing claims. Employees who elect a Healthcare FSA will be issued a debit card from Optum Bank which can be swiped at participating merchants, such as doctors’ offices, pharmacies, medical supply companies, laboratories, etc. In addition to swiping the card for eligible expenses, reimbursements can be submitted online if a personal bank account is used instead. Those employees enrolled in the Dependent Care FSA are not issued a debit card and must submit all reimbursements online. These Flexible Spending Accounts are excellent ways to reduce your taxable income. However, under IRS rules, any money left in your account(s) at the end of the plan year and not claimed during the following 2 ½ month grace period is forfeited. Details are available in the Office of Human Resources, as well as the CCGA Benefits website.

SECTION EIGHT

EMERGENCY PROCEDURES

I. GENERAL EMERGENCY PLAN

A comprehensive Safety Management Plan/Emergency Response Manual for the College of Coastal Georgia is available in all administrative offices and the Information Commons. EmergencyMgtPlan Each faculty member is encouraged to become familiar with this document. The following summary is intended to provide basic safety/emergency response information.
The Director of Campus Safety/Chief of Police is responsible for the safety and security of the college campus and should be notified immediately when any situation arises that may pose a threat to individuals on campus or to college property. The telephone numbers for notification are as follows:

All Emergency Calls
258-3133 (Brunswick Campus)
552-5277 (Camden Campus)

Calls for Service or Assistance
Ext. 5820* (Brunswick Campus) 8:00 a.m. - 5:00 p.m.
Ext. 3306* (Camden Campus) 8:00 a.m. - 5:00 p.m.
(* 279-5820 and 510-3306 from off campus phone)

Calls for Service or Assistance after 5:00 p.m. & Weekends
Urgent needs that cannot wait until the next business day
258-3133 (Brunswick Campus)
552-5277 (Camden Campus)

*Note: If need is not immediate, please leave a message before calling 258-3133 (Brunswick Campus) or 552-5277 (Camden Campus).

Contingency plans for fires, severe weather, bomb threats, and accidents/illnesses are outlined below. Any other occurrences of a crisis nature for which there is no detailed plan should be reported immediately to the Campus Police for proper instructions on how to proceed.

A. FIRE

IN AN EMERGENCY
Dial
258-3133 (Brunswick Campus)
552-5277 (Camden Campus)
This will reach the on-duty CCGA Police Officer.

In all cases of fire, the College of Coastal Georgia Campus Police Department must be notified immediately.

- Know the location of the fire extinguishers, building exits and alarm system in your area and know how to use them. Training and information are available through the Campus Police Department at extension 5820 (Brunswick Campus) and 3306 (Camden Campus).
- If a minor fire appears controllable, remove a fire extinguisher from its holder, pull the pin, aim the nozzle at the base of the fire and squeeze the lever to emit the extinguishing agent. The Campus Police Department must be notified immediately.
- If an emergency exists (or the fire is apparently not containable), activate the building alarm and contact the Campus Police Officer immediately.
- Caution: Each building’s alarm sounds only in that building.
• When the building evacuation/fire alarm is sounded, walk quickly to the nearest EXIT and alert others to do the same. Close all doors to confine the fire. Take all personal items with you.
• Assist the disabled in exiting the building. DO NOT USE ELEVATORS DURING A FIRE. Smoke is the greatest danger in a fire. If needed, stay near the floor and crawl to the exit.
• Once outside, move to a clear area at least 500 feet away. Keep streets, fire lanes, hydrants and walkways clear for emergency personnel.
• If requested, assist emergency crews as necessary.
• A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
• Do not return to an evacuated building unless authorized by a college official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

B. SEVERE WEATHER

1. Lightning Storm Response
   • If outside, get inside the nearest building.
   • If no shelter is available, get inside closed vehicle. If you are caught in an open area, get prone or stay as low as possible and stay away from trees
   • Avoid the use of telephones and electrical equipment
   • Stay away from windows, doors and electrical appliances

2. Tornadoes
   • Campus Police/Public Safety will notify faculty and staff of tornado watches or warnings via e-mail
   • Tornado Watch means conditions are favorable for tornadoes to develop.
   • Tornado Warning means a tornado has been sighted in the area.
   • If a tornado develops on or near the campus, go to the first floor interior hallways
   • Stay away from windows.
   • If you are outdoors and have no available shelter, lie flat in nearest ditch, ravine or culvert with your hands shielding your head.
   • If you are in a vehicle, trailer, or temporary building, evacuate immediately and move to a more substantial structure or ditch, ravine or culvert.

3. Hurricanes
   In a time of crisis you have a responsibility to yourself and to your family to take appropriate precautions to secure your property, make plans for evacuation if the order is given, determine in advance how you would treat pets, and generally have available a supply of food which does not require cooking, bottled water, gasoline in your vehicle, and batteries for your flashlight and your radio. Please read carefully the information regarding Hurricane Preparedness which can be found in the local telephone book. The key is that you need to think about these concerns
NOW and not wait until a Hurricane Watch or Warning is issued for this region. Only if you begin to think through these issues will you be prepared when a storm arrives in this area.

Any decision to close the campus will be made and announced by the President. This would occur late in Hurricane Readiness Operating Condition 3 when estimated landfall by the storm is between 24 and 36 hours. By that time the campus should be prepared, depending on updated wind speeds and storm direction. All employees will be off the campus within twelve hours of the decision to close the campus, except those designated as part of the Command Post to be set up by Plant Operations.

C. BOMB THREAT

If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT. Clear the area and immediately call the Campus Police Department.

Dial
258-3133 (Brunswick Campus)
552-5277 (Camden Campus)

This will reach the on-duty CCGA Police Officer.

Volunteer, trained bomb sweepers will conduct a detailed bomb search. Employees are requested to make a cursory search of their area for suspicious objects and if found, to report the location to the Emergency Command Post which will be located in an area a safe distance from the object. DO NOT TOUCH THE OBJECT.

Do not open drawers, cabinets or turn on/off lights. Instructors and office personnel should instruct students and visitors to take all personal items with them during evacuation. Upon notice of a bomb threat, bomb sweepers will meet at the Emergency Command Post to receive instructions and updates.

Any person receiving a phone call concerning a bomb threat should ask the caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of call (exact time if possible).
- Age and gender of caller
- Speech pattern, accent, possible nationality.
- Emotional state of the caller.
- Any background noise.
- Phone number of receiving site and caller number if ID is possible.
Then immediately notify the Campus Police Department duty officer at 258-3133 (Brunswick) or 552-5277 (Camden Center).

If an emergency exists, do not activate the building alarm. Walk quickly to the nearest EXIT and alert others to do the same. Assist the disabled. Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel. Do not return to an evacuated area/building until instructed to do so by authorized personnel.

If a suspicious object is found, well trained personnel from the GBI, Kings Bay Naval Base or Ft. Stewart will be summoned to extricate the object and dispose of it.

D. ACCIDENT, ILLNESS, ETC.

The following procedures should be used in the event of an emergency (accident, illness, etc.) occurring on campus:

1. The first person at the scene of the emergency is to remain at the site and is to send someone to notify the Campus Police (258-3133 Brunswick) or (552-5277 Camden Center). Please give your name, the nature of your call and the exact location of the emergency. If unable to notify the Campus Police immediately and the victim has a life threatening symptom, call the 911 Center and give the nature of the incident and the exact location on campus. As soon as possible, continue attempting to notify the Campus Police to allow them to lead the Emergency Squad to the site and document the incident. If the first person at the scene is a student, he or she should contact a staff or faculty member or a Campus Police Officer to provide help for the victim.

2. Notification to Campus Police should include type of emergency (i.e., illness, accident, etc.) and whether or not an ambulance should be or has already been called.

3. The person responding to the injured or ill person should wear latex gloves while offering assistance. The gloves may be obtained from the nearest secretary’s office or custodial closet.

4. In case of spills of blood or body fluids, DO NOT ATTEMPT TO CLEAN UP THE SPILL. Call Plant Operations to send a custodian who has been trained in the proper methods of clean up.

5. The Vice President for Student Affairs, or his or her designee, should report to the scene, if available, if the emergency involves a student. (ext. 7220)

6. If the victim is taken to the hospital, if possible, the individual who was on the emergency scene first or the person from Student Affairs should accompany the ambulance to the hospital to help provide information to the medical staff, the emergency contacts of the victim, and campus authorities.
EMERGENCY TELEPHONE NUMBERS

Campus Police (emergency)  258-3133 (Brunswick)  552-5277 (Camden)
Campus Police Office Number:  5820 (Brunswick)  3306 (Camden)

Ambulance  911

Dial from campus phones  
Student Affairs  5800
Academic Affairs  5710
President’s Office  5705
Camden Center Director  510-3303
Plant Operations (for clean-up)  5830

Dial from public or off-campus phones  
Student Affairs  279-5800
Academic Affairs  279-5710
President’s Office  279-5705
Camden Center Director  510-3303
Plant Operations (for clean-up)  279-5830

NOTE: Please call Campus Police at 279-5820 (Brunswick) or 510-3306 (Camden Center) for non-urgent or non-emergency requests.

REGULATIONS

STATEMENT OF EQUAL OPPORTUNITY

CCGA is an equal opportunity, affirmative action institution committed to cultural, racial, and multi-ethnic communities and compliance with the Americans with Disability Act. CCGA does not discriminate on the basis of race, color, national origin, sex, age, disability, veteran’s status, or any other protected category in its educational program, activities, and employment.

The Affirmative Action/Equal Opportunity/504 Officer for employees and applicants at CCGA is the Director of Human Resources, located in the Hargett Administration Building. Employees and applicants for employment may identify themselves and state what assistance, if any, is needed to provide reasonable accommodations.

Affirmative action shall be taken to ensure fulfillment of this policy including, but not limited to, the following personnel actions:

• Recruitment, enrollment and educational practices;
• Hiring, placement, upgrading, transfer or promotion;
• Treatment during employment;
• Recruitment, advertising or solicitation for employment;
• Rates of pay or other forms of compensation;
• Selection for training;
• Layoff or termination;
• Fringe benefits.

The College's objective is to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job related standards of education, training, experience or personal qualifications.
For all employees and applicants for employment, and students with a disability, CCGA will provide reasonable accommodations when requested.

POLICY AGAINST HARASSMENT

It is the policy of College of Coastal Georgia (CCGA) that all employees and students have the opportunity to work and attend classes in an atmosphere and environment free from any form of harassment or retaliation based on race, color, religion, gender, sex, national origin, age, or disability. Such forms of harassment or retaliation constitute discrimination under various state and federal laws and will not be tolerated by the College.

The College’s Non-Discrimination and Harassment Policy is found in CCGA’s Administrative Policies Manual on the intranet.

All employees are expected to read this policy and be familiar with its contents. Persons who are found to have committed violations of the policy may be subject to disciplinary action, up to and including termination. Employees who perceive they are being harassed, whether it be sexual harassment or other forms of harassment covered in the policy, are encouraged and expected to report the harassing behavior using the “Complaint Procedures” outlined in the policy. The policy and procedures apply to all employees, both full-time and part-time, including faculty, staff, administrators, and student workers. Failure to read the full contents of the Non-Discrimination and Harassment Policy will not release the employee from his/her obligations to comply with all aspects of the policy, nor will it release the employee from having disciplinary action taken against him/her for violations of the policy.

It is the responsibility of the supervisor or administrator who receives a report or complaint of harassment to immediately notify the Director of Human Resources so that an investigation may be conducted. In addition, if a supervisor or administrator observes conduct which he or she believes to be harassment, such conduct must be reported to the Director of Human Resources. Failure to report such conduct may result in serious consequences for the College, as well as disciplinary action against the supervisor or administrator.

CCGA expects that employees and students will act in a responsible and professional manner to establish a working and learning environment that is free of discrimination and harassment.

OPEN RECORDS POLICY

CCGA complies with the Georgia Open Records Act, as amended by the 1999 General Assembly. This Act pertains to providing access, upon request, within three (3) business days, to certain public records. For the purposes of this Act, the term “public records” shall mean all documents, papers, letters, maps, books, tapes, photographs, computer-based or generated information, or similar materials prepared and maintained or received in the course of operation.
of a public office or agency and such items received or maintained by a private person or entity on behalf of a public office or agency which are not otherwise subject to protection from disclosure. Items that are protected from disclosure are specifically mentioned in the Act.

The College has designated the Vice President for Business Affairs (for personnel and business records) and the Registrar/Director of Admissions (for student records) as the College’s Open Records Officers. A supervisor or any other employee who receives a request, whether oral or written, for inspection and/or copying of any records or documents should refer the request immediately to the appropriate Open Records Officer. Written requests received by the designated Open Records Officer will receive a response within three (3) working days of when it is received.

**TOBACCO-FREE CAMPUS POLICY**

Smoking or the use of any other form of tobacco products is not permitted on the Brunswick Campus or at the Camden Center. An employee who violates this policy will be warned. Repeated warnings may result in further disciplinary action. More information can be found in the CCGA Administrative Policies Manual on the intranet.

**PROHIBITION OF WEAPONS ON CAMPUS POLICY**

Subject to certain specified exceptions, all faculty, staff, students and visitors to the College of Coastal Georgia are prohibited from carrying or possessing any weapon or explosive compound while on College grounds or in College buildings.

Violations of this policy will result in prompt disciplinary action up to and including termination of employment or expulsion, in accordance with College employee or student disciplinary policies, as applicable.

Actions in violation of this policy are also a violation of Chapter 11 of Title 16 of the Official Code of Georgia Annotated (O.C.G.A.), Section 127.1, which may result in criminal prosecution.

**COLLEGE WEBSITE STANDARDS**

The College of Coastal Georgia maintains a public access website at [http://www.ccg.edu](http://www.ccg.edu). The purpose of the Website is to provide information about the college to the general public, students, and faculty/staff and to provide faculty and students access to special resources and processes. Visual identity standards have been adopted and are available on the Office of Advancement website.

**FACULTY HANDBOOK UPDATES**

The Faculty Handbook may be updated as needed under the direction of the Vice President for Academic Affairs with the approval of the President. When changes are made to the Faculty Handbook, faculty will be informed within a reasonable time frame. In relationship to expectations and criteria for tenure and promotion, faculty members normally will be required to meet the standards defined in the Faculty Handbook at time of application. Faculty Handbooks
from 2013 forward are available in the Office of Academic Affairs. Editions prior to 2013 may be found in the Library archives.
APPENDIX A

Tenure and Promotion Committee Guidelines

1. Responsibilities of the Tenure and Promotion Committee regarding Promotion and/or Tenure Applications

a. The purpose of the Tenure and Promotion Committee is to recommend disposition of faculty applications for promotion to Associate Professor and Professor, and/or for tenure. Each member of the committee is expected to vote according to his/her unbiased judgment and in light of the criteria listed in the Faculty Handbook and consistent with the policies of the Board of Regents. The committee as a whole is expected to give each candidate adequate consideration of the material submitted by the faculty member and to make its recommendation with fairness, honesty, and justice as guiding principles.

b. The committee serves the best interests of the College of Coastal Georgia by making its recommendations about the merit and the quality of the faculty member’s application for promotion and/or tenure. This may take the following forms:

(1) the committee recommends that the candidate’s application be approved;

(2) it recommends that a candidate’s application not be approved;

(3) or, in regard to applications for promotion only, it may make a recommendation to not approve at this time, and identify specific areas of development for the candidate to attend to prior to a future application.

Recommendations are to be based on the criteria for promotion and/or tenure described in the Faculty Handbook.

All votes by the committee should include the rationale for the vote. The chair of the committee is a voting member of the committee.

c. The Committee makes a recommendation on the professional merits of a particular candidate’s application material.

d. Once the candidate submits his/her portfolio of all material, no additional material should be submitted or considered without prior approval of the Vice President for Academic Affairs.

e. The Committee must maintain confidentiality concerning all of its deliberations, except as required under law. Members of the Committee who must recuse themselves due to an apparent conflict of interest should not be involved in the review of the candidate under consideration and not informed about the deliberations of the
candidate under consideration. Confidentiality does not mean that the Committee must operate in an atmosphere of isolation. The Committee may, for example, confer with the Vice President for Academic Affairs about technical questions concerning the application process. Also, the Vice President for Academic Affairs may confer with the committee for clarification of its recommendations.

f. By the end of each academic year, all formal committee material must be turned over to the Office of Academic Affairs for appropriate storage.

g. The Tenure and Promotion Committee is elected by full-time tenured and tenure-track faculty as described below.

2. Membership and eligibility

a. There shall be seven members on the Tenure and Promotion Committee. This number may change depending on the approved academic structure.

b. Only members of the Full-Time Faculty with tenure and with the rank of Associate Professor or Professor may serve on the Tenure and Promotion Committee. Deans are not eligible for service on this committee in that the Deans provide a separate recommendation to the Office of the Vice President for Academic Affairs.

c. Associate Professors may not run for election to the Tenure and Promotion Committee and may not be Alternates or Substitutes during the academic year when they are applying for promotion. If they are already on the Tenure and Promotion Committee when they apply for promotion, they are automatically removed from the committee and replaced by a substitute. (See below for the definition of Alternate and Substitute.)

d. No two faculty members assigned to the same area, (see 3 b, below) may serve simultaneously on this committee.

e. The integrity of the role suggests that any committee member unable to render an impartial judgment for any of the candidates for any reason should voluntarily remove him/herself from that judgment process and associated discussion and ask to be replaced by an alternate. The Tenure and Promotion Committee, with the simple majority vote of its members, excluding the person being considered for removal, may recommend to the Vice President for Academic Affairs that a committee member be removed prior to or during the review of any candidate if information is received that suggests the member is unable to render an impartial judgment. The decision to remove a member rests with the Vice President for Academic Affairs. If such a removal occurs, the member will be replaced by an alternate. The removal of a member of the committee that is considered to be unable to render an impartial judgment is only during all deliberations for the specific candidate(s) involved.
3. **Election and terms**

a. As part of their service to the College and to their colleagues, eligible tenured Professors and tenured Associate Professors are encouraged to make themselves available for election to the Tenure and Promotion Committee and also to make themselves available as alternates and substitutes, whenever possible.

b. Elections to the Promotion and Tenure Committee shall be held in the following areas of study with one member elected from each area:

   Arts and Humanities
   Social Sciences
   Math
   Natural Sciences
   Business and Public Management
   Education and Teacher Preparation
   Nursing and Health Sciences

c. As the College continues to grow, these areas may change (with approval of the Vice President for Academic Affairs) depending on the structure of the academic areas of the college or the various schools. Each area will hold an election for one representative from its area. The elections should be by secret ballot. Only tenured or tenure-track faculty of the specific area are eligible to vote. Only tenured Associate Professors and tenured Professors are eligible to serve. Tenure and rank at Associate Professor or Professor remains as a requirement.

d. The term of membership shall be two years. A term shall begin on September 1 and shall end on August 31. Terms may not be consecutive. A member who has served a two-year term must wait at least two years before running for another election to this Committee. A Committee member who has completed a term, however, may serve as an alternate following the completion of a term.

(For the year in which this procedure is established, the following areas first election will be for a two-year term: Arts and Humanities, Education and Teacher Preparation, Social Sciences, and Natural Science; the following areas first election will be for a one-year term: Business and Public Management, Math, and Nursing and Health Sciences. Once established, all terms at future votes will be for two years.)

e. The elections to the Tenure and Promotion Committee will be held in August of each year during the faculty orientation week.

f. A simple majority is needed for election to the Tenure and Promotion Committee. If an election to a vacancy does not result in a simple majority, runoff elections will take place until a simple majority is possible.

g. The substitutes for the Tenure and Promotion Committee are taken from the pool of eligible candidates within the area requiring a substitute and usually will be the
faculty member who received the second highest vote of the area in the previous election.

4. Alternates and substitutes

a. An alternate replaces a member of the Tenure and Promotion Committee who due to an apparent conflict of interest does not deliberate on a particular candidate. The alternate’s term lasts only as long as the deliberations on that candidate. The Tenure and Promotion Committee is responsible for the appointment of the necessary alternates. The Chair, after consultation and agreement from the Tenure and Promotion Committee, seeks an alternate from former members of the Committee who have served in the previous four years, beginning with the most recent former members. If one of these former members is not available, the full-time tenured and tenure-track faculty of the area of study represented shall elect an alternate.

b. A substitute replaces a member of the committee who is not available or eligible because of illness or some other reason when the committee must deliberate. The method for appointing substitutes is described in 2.g above. The substitute replaces a member until the end of the current year of service; i.e. August 31. If the current year of service is the first year of the two-year term, the member who was replaced cannot resume his/her term until the beginning of the second year. If the member who was replaced in the first year cannot serve in the second year of his/her term, the full-time tenured and tenure-track faculty of the area of study represented shall elect a substitute who will serve during the second year of the term.

c. In the event that the Committee member who was replaced by a substitute becomes available again during the first year of their term, s/he must wait until September 1 to complete the second year of the two-year term.

5. Procedures for the Tenure and Promotion Committee

a. The Vice President for Academic Affairs or designee convenes the first meeting of the Tenure and Promotion Committee in September of each year.

b. As soon as is practical (but before September 30), the incoming Committee elects its Chair and establishes its own procedures, which must be consistent with these rules. The Chair remains a voting member of the committee.

c. The Committee follows the schedule for Tenure and Promotion as presented by the Vice President for Academic Affairs.

d. The repository of the candidate’s portfolio for Tenure and/or Promotion is the Office of the Vice President for Academic Affairs. The repository for the Committee’s internal correspondence is the office of the current committee Chair and is kept locked and secured.
e. The committee, after consultation with the Vice President for Academic Affairs or Assistant Vice President for Academic Affairs, may seek clarifications concerning the application material from appropriate sources.

f. All of the Tenure and Promotion Committee’s decisions must be accompanied by the rationale and must include the vote of the Committee.

g. Discussion and voting. The Chair shall make sure that the meetings are efficiently run and that discussion is kept relevant to the topic. When discussion of a candidates application has reached its limit (i.e., when all germane issues have been covered, the discussion shall be considered to be at an end). The Chair shall then summarize for the committee the criteria described in the Faculty Handbook and shall relate the candidate’s material to the criteria. The Chair shall then ask for a vote on the committee’s recommendation. Voting on each candidate’s application is by secret ballot. The breakdown of the vote is recorded (i.e., how many Yes votes, and No votes).

h. Individual rationales. When the vote is taken, each member of the Committee provides an individual rationale for his/her vote on a separate piece of paper. The name of the Committee member is not placed on this sheet of paper. The individual rationales are then shared by the entire Committee.

i. Committee rationale. After consulting these individual rationales and conferring with the members of the Committee, the Chair or Committee member(s) designated by the Committee develop(s) the Committee report including the vote and the rationale. Each rationale for each application must refer to appropriate criteria.

j. Committee Reports. A designated Committee member, or members, as noted above, shall prepare a Committee Report on each candidate. (A member of the Committee who is disqualified from voting on a particular candidate does not see the report for that candidate.) Each individual report shall contain the following on its own sheet or sheets of paper:

1. the Committee’s recommendation on the request by the candidate;
2. the record of the vote;
3. the specific Committee rationale for the Committee’s recommendation.

The Committee’s report is submitted to the Vice President for Academic Affairs with a copy to the candidate. Within five working days of receiving the report from the Committee, the candidate may submit a response to the Tenure and Promotion Committee Report directly to the Vice President for Academic Affairs for consideration by the Vice President. This response by the faculty member may be to clarify, rebut, or affirm any part of the Committee’s report.
APPENDIX B

Summer Fellowships for Research and Grants

Overview:
As a new initiative to continue our interest to further support faculty in their development, the College of Coastal Georgia will be offering Summer Fellowships for faculty, who are tenured or on tenure track, to engage in research, to seek external grant funding or to apply for internal grants for innovative projects. Faculty members, tenured or on tenure track, may apply for fellowships for which they will earn a summer stipend of up to the equivalent of 1 (one) summer pay 3-credit assignment to engage in research with a specific outcome for submission to a peer-reviewed publication within one’s field or related discipline, to apply for external funding from a recognized funding source, or to develop and implement an innovative project supportive of the College mission and funded internally. Fellowship recipients may combine Fellowships and teaching assignments to earn up to four maximum assignments for the same summer pay as the current standard for four assignments.

Fellowships for Research and External Grant Funding:
Fellowships will be granted for the following:

- Research that will result in writing a peer-reviewed submission. The proposal must include a description of the research being proposed or developed and identify the scholarly peer-reviewed publication(s) being considered.
- Development of an external grant application. The proposal must describe the plans for the grant activity, identify the recognized funding source, and indicate the amount of funding being considered. If the grant involves Human Subjects Research, Institutional Review Board (IRB) approval is required prior to submitting to the funding source.

Fellowships for Innovation Projects (Internal Funding):
Fellowships will be granted for the following:

- Innovation grants will be considered for those faculty members, tenured or tenure track, whose proposed project promises to support the mission and goals of the College with innovative ideas, concepts and direction. The proposal for this grant must include the specific plan for implementation including timelines and specific measurable outcomes that show promise of sustainable growth or unique contribution.

Application and Review Procedure for Research or External Grant Funding:
Your application for a Summer Fellowship related to research and external grant funding should be presented on the Research and External Grant Funding Application form and submitted to your Chair and Dean by no later than April 15 in FY2016 and March 1 beginning in FY2017. Once reviewed and approved by Chair and/or Dean, the application will be submitted to the Faculty Development Committee. The Faculty Development Committee will review all applications and present recommendations for each application received to the Vice President for Academic Affairs. The Vice President for Academic Affairs, after consultation with the Deans Council, will decide whether to give final approval for each of the applications.
Application for Internal Grants for Innovative Projects:
Your applications for a Summer Fellowship related to Innovative Internal Grants should be presented on the Internal Grants for Innovative Projects Application form and submitted to your Chair and/or Dean by no later than April 15 in FY2016 and March 1 beginning in FY2017. Once approved by the Chair and/or Dean, the application will be submitted to the Deans Council. The Deans Council will make a recommendation to the Vice President for Academic Affairs, who after consultation with the Cabinet and the President, will decide whether to give final approval to each of the applications.

Guidelines for awards:
For each summer, the total number of grants funded across both areas of (1) research/external grants and (2) internal grants for innovative projects will be dependent on available funds as determined by the Vice President for Academic Affairs. A faculty member may be awarded a Summer Fellowship in no more than three consecutive years. After a third consecutive fellowship, recipients should be well-positioned to develop and submit grant proposals designed to receive external funding from a recognized funding source.

Equitable distribution:
The Deans Council will submit a process for selecting Fellowship recipients that insures that opportunities for the Fellowships are equitably distributed across all disciplines and faculty ranks (Assistant, Associate, and Professor).

Post-summer responsibilities:
By no later than November 1 following the summer fellowship, each candidate will present a report in writing to his or her Chair and/or Dean and the Vice President of Academic Affairs.

For research:
The report must include a copy of the piece submitted for publication consideration and the recognized peer-reviewed destination.

For external grant applications:
The report must include a copy of the grant application (including IRB approval if Human Subjects Research) that was submitted along with the approval forms including the signatures of the Dean, the Vice President for Academic Affairs and the Vice President for Business Affairs.

For internal innovation grants:
The report must include a description of the innovative summer project, the implementation plan and the assessment of the outcomes.