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# Armstrong Atlantic State University Faculty Handbook

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**AASU**

ARMSTRONG ATLANTIC  
STATE UNIVERSITY

## **FACULTY HANDBOOK**

LAST EDITED: MAY 2006

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA  
SAVANNAH, GEORGIA



## **Armstrong Atlantic State University Bylaws**

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### **ARTICLE I. NAME**

The name of the body constituted in these Bylaws shall be the Faculty of Armstrong Atlantic State University (hereinafter referred to as the Faculty).

### **ARTICLE II. MEMBERSHIP**

The membership of the Faculty of the university shall consist of the president, the vice president and dean of faculty (hereinafter referred to as dean of faculty), the deans, the registrar, the vice president for business and finance, the vice-president for student affairs, other personnel designated by the president as holding faculty status, librarians, and full-time faculty members holding appointment in the ranks of professor, associate professor, assistant professor, and instructor.

### **ARTICLE III. OFFICERS**

SECTION A. The presiding officer of the Faculty shall be the president. In the event the president does not preside, the order of succession of the presiding officer shall be the dean of faculty, the vice chairman of the Executive Committee, followed by the other members of the Executive Committee by descending order of seniority as Faculty of the university. (Revised 10/01)

SECTION B. A person designated by the president shall keep accurate records of all meetings and actions of the Faculty, and upon Faculty direction shall transmit in writing, all motions passed, or actions taken, to the persons or bodies concerned. A copy of the minutes of each meeting of the Faculty shall be sent through the president to the chancellor and to the Faculty in a timely manner. (Revised 10/94)

SECTION C. The president annually shall appoint a parliamentarian.

#### **ARTICLE IV. DUTIES AND JURISDICTION**

SECTION A. The Faculty (subject to the approval of the president, chancellor, and Board of Regents) shall make rules and regulations for its governance and procedure, and for that of the students; provide such committees as may be required; prescribe regulations regarding admissions, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation; and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs. The Faculty may also make recommendations concerning policies governing the aforementioned affairs of the university.

SECTION B. The Faculty shall consider any matter referred to it by the president, the dean of faculty, the committees of the faculty, or any member or members jointly of the Faculty.

SECTION C. Each main motion that is approved by the Faculty and that would effect changes on matters within the Faculty's jurisdiction shall be communicated as a recommendation to the president. The president shall have the right to veto any recommendation of the Faculty. Such action is to be communicated to the Faculty at the time of decision and announced at the next faculty meeting in accordance with Article V., E. of these Bylaws. By a two-thirds majority vote of those present and voting at its first meeting following formal communication of a veto, the Faculty may request, with stated reasons, presidential reconsideration of the veto.

#### **ARTICLE V. MEETINGS AND PROCEDURES**

SECTION A. *Robert's Rules of Order* shall govern the conduct of the Faculty's meetings, except as otherwise provided in these Bylaws.

SECTION B. Regular meetings of the Faculty shall convene in August, as scheduled by the president, and on the second Monday of each month, September through April, unless postponed by the president, in which case the Faculty shall meet on the next Monday. If a regular meeting is continued, the Faculty shall reconvene the following Monday. (Revised 10/01)

SECTION C. Special meetings maybe called by the president, the dean of faculty, the Executive Committee, or by petition of one-fourth of the Faculty, presented in writing to the president, who will convene a meeting within three school days of receipt of the petition. Unless a matter requires action by the Faculty during the summer session, it shall be deferred to the fall semester session when the full faculty may consider it.

SECTION D. Written notice shall be sent to each faculty member at least five calendar days in advance of each regular meeting and reasonably in advance of each special meeting. This notice shall contain the agenda for the meeting and such other information as may be appropriate for advance study by the Faculty.

SECTION E. The order of business for each meeting shall be:

1. Approval of the minutes of the previous meeting.
2. Announcement by the president or his designee of Faculty recommendations that have received presidential veto since the previous meeting.
3. Unfinished business.
4. Reports of committees of the Faculty and consideration of related business.
5. New business.
6. Announcements.

SECTION F. New business intended for discussion by the Faculty may be presented in writing to the president, or to the appropriate committee, and members of the Faculty shall have the right to present proposals from the floor.

SECTION G. No business shall be conducted at any meeting of the Faculty unless a quorum is present. A majority of the Faculty, as defined by Article II, shall constitute a quorum.

SECTION H. Voting at all meetings of the Faculty shall be by voice, by show of hands, by rising vote, or by ballot, as decided by the presiding officer. It shall be in order, however, to move for a vote by any of the aforementioned methods. Voting may not be done in absentia or by proxy.

SECTION I. The president, the dean of faculty, or the Faculty, by vote, may designate persons not defined as members of the Faculty in Article II of the Bylaws who shall have the privilege of discussion at meetings of the Faculty, but not the privilege of voting.

## **ARTICLE VI. FACULTY CONFLICT RESOLUTION PROGRAM**

SECTION A. The Faculty shall have full access to the applicable components of the University Conflict Resolution Program, in the aggregate termed the Faculty Conflict Resolution Program.

SECTION B. The Faculty Conflict Resolution Program delineated in this Article is available for any faculty member who is experiencing work place conflict. Conflict arising from perceived harassment, as defined in the University Harassment Policy and including sexual harassment, shall be addressed in accordance with that policy. All other conflict deemed unacceptable by a faculty member shall be addressed in accordance with the following procedures.

SECTION B.1. A faculty member experiencing unacceptable conflict should ordinarily go to the person(s) he or she considers the source of the conflict to attempt informal resolution at the lowest level possible. If a faculty member rejects this option as inappropriate under the circumstances or in the event an attempt at resolution pursued under this option proves unsatisfactory, the faculty member should then contact the Judicial Affairs Officer (JAO).

SECTION B.2. Once contacted, the JAO will discuss the matter with the faculty member and explain the range of informal and formal conflict resolution mechanisms available in the Program. On the basis of that discussion and any derivative informal inquiry undertaken by the JAO, the JAO will decide which mechanism would be most appropriate for recommendation to pursue. In that determination, informal mechanisms and mediation, whenever practicable, shall ordinarily be deemed preferable to more formal options such as formal administrative appeal or appeal to the University Grievance Committee. The JAO will recommend the determined mechanism to the faculty member, explaining its advantages, but the decision how to proceed will then made by the faculty member.

SECTION B.3. The JAO will coordinate and monitor the progress of any informal conflict resolution mechanism pursued by the faculty member. If mediation is pursued, the JAO will assign the mediator(s) from among the trained mediators on campus or will procure the mediation services of trained mediator(s) from outside campus. If at any time during pursuit of an informal process or mediation, the faculty member seriously considers terminating conflict resolution processes altogether or seeks termination of informal processes or mediation in favor of formal administrative appeal (either as a multilevel administrative appeal or as a limited appeal preliminary to appeal to the Grievance Committee, as described below), the faculty member will consult with the JAO. After discussion with the JAO, the faculty member shall decide and proceed accordingly.

SECTION B.4. Recourse to formal administrative appeal, whether as the option initially selected by a faculty member or as the option selected by a faculty

member who has first pursued less formal approach(es), shall be made in accordance with University Regulations, Article IV.C., "Formal Appeals Procedures." After discussion with the administrator one level above that of the faculty member's immediate supervisor, the faculty member may decide either to terminate that process altogether, to continue the multilevel administrative appeal to the next level, or, provided the subject matter of the conflict lies within the jurisdiction of the Grievance Committee, to appeal to that Committee.

SECTION B.5. Recourse to the University Grievance Committee, whether as the option initially selected by the JAO or as the option selected by a faculty member who has first pursued less formal approach(Es), shall be made in accordance with Article VII.B.9. of these Bylaws, "Grievance Committee."

SECTION B.6. Upon completion of the process pursued by the faculty member, the JAO will interview the faculty member and, perhaps, others who had been involved, to determine satisfaction level both with the result(s) of the process and with the process itself. The JAO will then consider making recommendations, as appropriate, for final disposition of the matter and for improvement in the process.

SECTION C. Strictly protecting the anonymity of parties and the confidentiality of proceedings, the Judicial Affairs Officer shall report on both the operation of the Conflict Resolution Program and the role of conflict at the University as impetus for positive change to the University Committee on Conflict Resolution. The Committee shall in turn submit an annual report to the President regarding campus conflict, effectiveness of the Conflict Resolution Program, and any recommendations for change. (Added 10/01)

## **ARTICLE VII. COMMITTEES OF THE FACULTY**

### SECTION A. RESPONSIBILITIES AND COMPOSITION OF COMMITTEES

SECTION A.1. Committees of the Faculty shall make recommendations to the Faculty concerning matters within the Faculty's jurisdiction consistent with Article IV of these Bylaws. Only by authority delegated by these Bylaws shall committees make recommendations to administrative officers and otherwise advise and assist officers in the name of the Faculty. Any decision made by such officers contrary to committee recommendations will be reported immediately and in writing by the officer concerned to the chairman of the appropriate committee.

The Executive Committee and the University Curriculum Committee of the Faculty are empowered by this article to "act for the faculty" on certain specified matters. (Revised 10/01)

Such actions shall always be in the form of recommendations made to the president in the name of the Faculty. Each such action must be reported to the

Faculty at its first meeting following the committee meeting at which the action was taken. Any such action by the Executive Committee or the University Curriculum Committee that is not so reported is null and void. No such committee action shall become effective until such a report has been made and until the day after the next regularly scheduled meeting of the Faculty or ten working days, whichever is greater. Any such action is subject to annulment by the Faculty (by a majority of those present and voting) at any time prior to its date of effectiveness.

SECTION A.2. Committees may receive matters referred to them by individual faculty members, the Faculty, the Executive Committee, or administrative officers. Committees may also initiate recommendations consistent with their bylaw descriptions. They shall consult with the appropriate administrative officers before making recommendations, and may invite anyone from the Faculty or administration to participate in discussions in which he or she has a particular concern. Any personnel record which concerns university faculty, students, or employees which is utilized by a committee in its deliberations must be held in confidence by committee members.

SECTION A.3. Committees shall submit reports from the floor at regular meetings of the Faculty and shall submit annual reports in writing to the Faculty in April. Committee reports shall give special attention to exceptions to standing policies and regulations, to actions of administrative officers contrary to committee recommendations, and to the substance of both previous and pending business and activities. Committee reports which include any recommended change in policy should be circulated in writing to the Faculty and the president with the agenda for the meeting at which the report is to be presented.

SECTION A.4. Faculty members of committees shall be elected by the Faculty. Except as otherwise provided in these Bylaws, the Executive Committee shall nominate candidates for membership on all standing and special committees. Guidelines for nominating members of committees other than the Executive Committee and the University Curriculum Committee are as follows:

- a. Each committee should have at least one faculty member carried over from the previous year and at least one new member.
- b. Except as otherwise specified in the committee descriptions given in these Bylaws, each nomination shall be for a two year term of service commencing at the time of election.
- c. Except as otherwise authorized in the committee descriptions given in these Bylaws, no person should be nominated for a term of membership on a committee that would cause the tenure of consecutive years of service as a member of that committee to exceed four years.



- d. To the extent permitted by the provisions of the committee descriptions given in these Bylaws, each committee's nominees should, collectively, reasonably reflect the diversity of the Faculty. No two members of the same department shall serve simultaneously on the same committee.
- e. Unless there are extraordinary reasons to act otherwise, faculty members should not be nominated for committee membership that would cause them to be members of more than one standing committee of the Faculty simultaneously. (Section A.4.b and c Revised 10/01)

SECTION A.5. Student members of committees shall be elected by the Student Senate and will be voting members unless otherwise provided in these Bylaws.

SECTION A.6. Any other members of committees shall be selected and given voting privileges as provided by these Bylaws.

SECTION A.7. The Executive Committee will appoint a convener for each committee for which a chairman is not designated by bylaw. The convener shall, within one week of the designation as convener, call the first meeting of the committee with the first order of business being the election of a chairman. The chairman of each committee must be a member of the Faculty as defined in Article II hereof, and shall be chosen from the voting membership of the committee, except as otherwise provided in Section VI., B. Any other officers of a committee shall be appointed as provided for by bylaw or, in the absence of such provision, as deemed desirable by the committee. (Revised 10/01)

## SECTION B. STANDING COMMITTEES OF THE FACULTY

### SECTION B.1. Executive Committee

#### SECTION B.1.a. Membership (Revised 2/2006)

- (1) The Executive Committee of the Faculty shall consist of the dean of faculty as chair and twelve other members of the faculty. The Faculty shall elect six members each year for two-year terms, each term lasting from June 1, following the election, to May 31, two years hence. No more than one member from any department or program may serve at one time on the committee. There shall be four faculty members elected from the College of Arts and Sciences (including the library), two members elected from the College of Education, two members elected from the College of Health Professions, one member elected from the School of Computing and three members elected from the Faculty at-large with no more than two members elected from any one college/school. Members of the Faculty are not eligible to serve during their first year of faculty membership. Committee members are not eligible to

succeed themselves within one year after a term of service. The word "program" refers to stand-alone academic programs comprised of faculty not housed in any other academic department.

- (2) Prior to the February faculty meeting, the dean of faculty shall solicit one nomination from each department/program which is not represented on the committee for the following academic year. All eligible departments/programs shall elect their nominee.
- (3) The election of members of the committee, whose terms will begin the following academic year, shall begin with the February faculty meeting and shall be continued, if necessary, from a ballot prepared by the dean of faculty. The balloting shall take place in accordance with the following procedure:
  - (a) Each faculty member shall cast no more than the same number of votes as there are vacancies on the committee in the first and subsequent ballots.
  - (b) The candidates who receive a majority of votes cast in the election shall be elected to the committee provided their membership is in accordance with the provisions of the above paragraph. Election shall first be to the program representation seats, then to the at-large seats, in order of the number of votes received provided the number is at least a majority of the votes cast.
  - (c) In case of run-offs, the number of candidates shall be reduced to no more than twice the number of remaining vacancies. Candidates receiving the lowest number of votes shall be dropped from the subsequent ballot.
  - (d) A special election shall be held to fill any vacancy of an unexpired term of the Executive Committee. The Faculty shall vote from a ballot containing nominations sensitive to the vacancy being filled; to wit: a nominee from each arts and sciences program/department not currently represented on the committee for an arts and sciences vacancy; a nominee from each teacher education program/department not currently represented on the committee for a teacher education vacancy; a nominee from each health professions program/department not currently represented on the committee for a health professions vacancy; a nominee from each School of Computing department/program not currently represented on the committee for a School of Computing vacancy; and a nominee from all departments/programs not

currently represented on the committee for an at-large vacancy. The dean of faculty shall solicit nominations and prepare the ballot. Procedures of voting outlined above shall be followed.

- (e) The entire annual nomination and election process should be completed prior to April 30 following the February meeting of the Faculty at which it begins. Under unusual circumstances, the vice president and dean of faculty may call for a May meeting to complete the election process.
- (f) Elections to unexpired terms shall not be held simultaneously with regular elections of Executive Committee members. Elections for vacancies may be held sequentially at the same meeting in an order determined by the dean of faculty. Any vacancy that occurs prior to the regular annual election shall be filled before that election; any vacancy that occurs during that election period shall be filled after it is completed.

#### SECTION B.1.b. Officers

The dean of faculty shall be chair of the Executive Committee. At the conclusion of the last meeting of the academic year, the new committee shall elect a vice-chair by private ballot. The dean of faculty shall ensure that accurate records of meetings and actions are kept, and that copies of the agenda and minutes are distributed to the committee. The chair (or, when the vice-chair is unavailable, any other member of the Executive Committee designated by the vice-chair) shall – at the invitation of the president – attend the monthly meetings of the president's staff, and shall at the invitation of the Vice President and Dean of Faculty – attend the monthly meetings of the Dean's Council. At these meetings, the vice-chair (or his or her designee) will report on the activities of the Executive Committee and will serve as a representative of the faculty. (Revised 03/04)

#### SECTION B.1.c. Meetings

The Executive Committee shall hold monthly meetings on the Monday preceding the regular faculty meetings. Special meetings of the committee may be called by the dean of faculty, the president or a majority of the members of the committee. A faculty member may make a request to the chairman for a special meeting. Two-thirds of the elected membership of the committee shall constitute a quorum. (Revised 10/01)

#### SECTION B.1.d. Functions

- (1) The Executive Committee may receive, study, or initiate any proposal and recommend to the faculty action upon it.
  - (a) The Executive Committee shall refer each proposal received, regardless of where initiated, to the appropriate standing committee of the faculty for study and recommendation, provided there is a standing committee charged with issues of that type.
  - (b) The Executive Committee shall receive the recommendations of the standing committee prior to acting upon the proposal.
  - (c) The Executive Committee shall notify the standing committee chair if the proposal and recommendation are to be acted upon by the Executive Committee.
  - (d) The Executive Committee may recommend to the Faculty action on the proposal and recommendation and, if so, shall summarize for the Faculty any significant changes made to the committee recommendations.
  - (e) The Executive Committee may recommend to the Faculty action on a proposal without referring the proposal to a standing committee on questions that unavoidably require immediate action.
  - (f) The Executive Committee shall publicize its agenda at least five days prior to its meeting.
- (2) The committee shall act for the Faculty on questions that need immediate decisions between meetings of the Faculty and submit such decisions to the Faculty at its next regular meeting for information, consideration, and any action desired by the Faculty.
- (3) After consultation with each current chair and/or other appropriate individuals, the Executive Committee shall nominate candidates for membership on each of the other Standing Committees of the Faculty for approval by the Faculty, unless the committee membership is otherwise specified by the committee description. In formulating the nominations, the Executive Committee shall make every effort to choose individuals whose interests and abilities are commensurate with the committee responsibilities.

The Executive Committee may recommend to the faculty changes in the membership of the standing committees to which it nominates members due to one or more of the following circumstances:

- (a) Resignation of a member.
- (b) Recommendation by a majority of the committee to the vice-chair of the Executive Committee. (Revised 03/04)
- (4) The committee may make recommendations to the faculty concerning changes in Statutes, Bylaws, and other policies approved by the Faculty.
- (5) The committee shall review annually the Statement of Purpose for the university.
- (6) Reports of the committee shall be made by the vice chair at faculty meetings.
- (7) The committee, in consultation with the president, shall assemble the agenda for the faculty meetings. (Revised 3/02)

## SECTION B.2. Faculty Activities Committee

[Mission] The mission of the Faculty Activities Committee is to promote and develop a sense of faculty community through intellectual, social and aesthetic extracurricular activities.

[Duties] The committee shall promote various faculty enrichment activities and/or resources and shall advise on how best to foster a sense of faculty community via enrichment concerns and activities and/or resources.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report and make recommendations to the Executive Committee.

[Membership] The committee shall be composed of four faculty representatives from the College of Arts and Sciences, two each from the College of Education and the College of Health Professions and one each from Lane Library and from the School of Computing. In addition, the assistant vice president of academic affairs will serve as an ex officio, nonvoting member. At its first meeting of each year, the committee will elect a chair from members who have at least one year of prior experience on the committee. (Revised 4/02)

### SECTION B.3. Committee on Admissions and Academic Standing

[Mission] The mission of the Committee on Admissions and Academic Standing is to recommend to the Faculty policies concerning admissions and academic standing of students, such as honors, probation, suspension and dismissal.

[Duties] The committee shall be engaged in the regular review of admission standards.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report annually the results of its review to the Executive Committee.

[Membership] The committee shall be composed of the six faculty members, the vice president for student affairs or his/her designee, the director of admissions (ex officio, nonvoting) and one student. (Revised 4/02)

### SECTION B.4. University Curriculum Committee

This committee shall recommend to the Faculty general curricular policies affecting the undergraduate academic programs offered by the university (e.g., core curriculum, exit examinations, etc.). The committee shall consider all proposals for new degree programs, majors, and/or minors, and make its recommendations to the Faculty for action. The committee shall review all actions of the college/school curriculum committees, and shall be the organ of the university to which any college/school or autonomous department/program (a department/program that reports directly to the dean of faculty) may make recommendations concerning undergraduate curricular matters. The committee may also make recommendations on curricular matters to the Graduate Council. The committee shall act for the Faculty on any routine, undergraduate curricular matters (e.g., changes in course numbers, changes in course descriptions, etc.) which have been referred to it by the Faculty, a college/school, or an autonomous department/program. In exercising this latter function for the Faculty, the committee shall declare such matters as "routine" by a three-fourths majority vote of members present and voting.

The committee shall meet on the third Wednesday of September, October, November, December or January, February, March, and April. Its minutes shall be attached to and distributed with the agenda of the next regularly scheduled faculty meeting.

The University Curriculum Committee shall consist of the dean of faculty as chair and twelve other members of the Faculty. At the beginning of the first meeting of the academic year, the committee shall elect a vice chair by private ballot. At the discretion of the chair, reports of the committee may be made by the vice chair at faculty meetings. No more than one member from any one department/program may serve at one time on the committee. There shall be four faculty members

elected from the College of Arts and Sciences (including the library), two members elected from the College of Education, two members elected from the College of Health Professions, one member elected from the School of Computing and three members elected from the Faculty at-large with no more than two members elected from any one college/school. Faculty terms shall be two years; no more than two successive terms shall be served by any person.

Prior to the February faculty meeting, the dean of faculty shall solicit one nomination from each department/program which is not represented on the committee for the following academic year. All eligible departments/programs shall elect their nominee.

The election of members of the committee, whose terms will begin the following academic year, shall begin with the February faculty meeting and shall be continued, if necessary, from a ballot prepared by the dean of faculty. The balloting shall take place in accordance with the following procedure:

- a. Each faculty member shall cast no more than the same number of votes as there are vacancies on the committee in the first and subsequent ballots.
- b. The candidates who receive a majority of votes cast in the election shall be elected to the committee provided their membership is in accordance with the provisions of the above paragraph. Election shall first be to the program representation seats, then to the at-large seats, in order of the number of votes received provided the number is at least a majority of the votes cast.
- c. In case of run-offs, the number of candidates shall be reduced to no more than twice the number of remaining vacancies. Candidates receiving the lowest number of votes shall be dropped from the subsequent ballot.
- d. A special election shall be held to fill any vacancy of an unexpired term of the University Curriculum Committee. The Faculty shall vote from a ballot containing nominations sensitive to the vacancy being filled; to wit: a nominee from each arts and sciences program/department not currently represented on the committee for an arts and sciences vacancy; a nominee from each teacher education program/department not currently represented on the committee for a teacher education vacancy; a nominee from each health professions program/department not currently represented on the committee for a health professions vacancy; a nominee from each School of Computing department/program not currently represented on the committee for a School of Computing vacancy; and a nominee from all departments/programs not currently represented on the committee for an at-large vacancy. The dean of

faculty shall solicit nominations and prepare the ballot. Procedures of voting outlined above shall be followed.

Interpretations of the rules governing the election process shall be decided by majority vote of the members of the Executive Committee. (Revised 3/02)

#### SECTION B.5. Evaluation Committee

[Mission] The mission of the Evaluation Committee is to make recommendations to the Faculty concerning evaluation policies and procedures.

[Duties] The committee shall provide input on the development, administration and analysis of the evaluation system. It shall give technical assistance when requested in the assessment of the job performance of the Faculty and administrative officers and report the results of such evaluations to the individual faculty members and administrative officers assessed and to those officials responsible for the evaluations process of the university.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report and make recommendations to the Executive Committee.

[Membership] The membership shall consist of eight faculty members, two of whom shall be academic department heads. (Revised 4/02)

#### SECTION B.6. Faculty Welfare Committee

[Mission] The mission of the Faculty Welfare Committee is to promote and protect the welfare of the Faculty of the University as a crucial aspect of the university's long-term well-being.

[Duties] The committee shall consider issues and proposals related to faculty welfare. The committee shall be involved in issues of policy and shall not consider individual cases.

[Meeting and Reporting] The committee shall meet at least once each semester. Additional meetings may be scheduled by the chair at the request of a committee member. The committee shall make recommendations to the Executive Committee.

[Membership] The committee shall consist of seven faculty members. (Revised 4/02)

#### SECTION B.7. Grievance Committee

The committee shall be accessible to all members of the Faculty as a formal avenue of appeal for the redress of grievances. The committee shall have the



authority to conduct inquiries into faculty grievances and to present, to the President of the University, its recommendations for appropriate responses to the grievances it has considered. However, prior to filing a formal complaint with the Grievance Committee, as provided in the University Regulations, Article IV, the aggrieved faculty member shall have attempted to resolve the grievance at the appropriate administrative level, that is, by appeal to administrative officers through and including (at least) one level of authority higher than the grievant's immediate supervisor. If after such appeal, the faculty member deems the grievance unresolved, he or she shall next consult with the judicial affairs officer for determination of what alternative dispute-resolution mechanism, if any, would be appropriate. Thereafter, the faculty member may choose formally to file the grievance with the Grievance Committee. The committee may advise the grievant on a more appropriate venue for the grievance, or may seek to bring about a settlement by appeal to the appropriate dean, the vice president for academic affairs, or the president, whomever is appropriate, if the committee chooses not to pursue the case.

#### SECTION B.7.a. Jurisdiction

The Grievance Committee may consider the grievance of any faculty member which is reasonably related to the terms and conditions of her/his employment and which is supported by an affidavit of the grievant or other evidence which is filed in a timely manner, according to the procedures set forth in Article VIII of the Bylaws of the Board of Regents. The Grievance Committee shall consider any grievance referred to it for consideration by the president of the university or by the Board of Regents of the University System of Georgia. The committee may also make recommendations to the President and other persons directly involved concerning grievances growing out of administrative actions taken on the basis of recommendations formulated by the Student Conduct Committee or the Student Activities Committee. Types of grievances appropriate for review by the Grievance Committee include, but may not be limited to:

1. Complaints of alleged discrimination pursuant to:
  - (i) Titles VI and VII of the Civil Rights Act of 1964, including sexual harassment and racial discrimination;
  - (ii) Title IX of the Education Amendments of 1972;
  - (iii) the Equal Pay Act of 1963;
  - (iv) the Age Discrimination in Employment Act of 1967;
  - (v) Sections 504 and 505 of the Rehabilitation Act of 1973;

- (vi) the Vietnam Era Veterans Readjustment Act of 1974;
  - (vii) the Americans with Disabilities Act of 1990.
2. Complaints alleging deviation from official university policy.
  3. Employment related grievances.
  4. Complaints alleging abridgment of academic freedom.

#### SECTION B.7.b. Exclusions

The Policy Manual of the Board of Regents (Section 803.11) states, the president of the university may at any time terminate any faculty member for cause. Cause and grounds for dismissal are set forth in the tenure regulations of the Policy Manual of the Board (Section 803.09.K.) Accordingly, the Grievance Committee may not consider grievances which concern salary, tenure, promotion, non-renewal or dismissal of a faculty member unless it is reasonably alleged that the grievance is the result of discrimination based on age, color, creed, handicap, national origin, race, religion, sex or sexual orientation. The committee may not consider any grievance concerning which the president has made a final decision, unless requested to do so by the president, the chancellor or the Board of Regents.

Grievances based on judgment of academic qualifications such as salary, tenure, promotion and non-renewal may be appealed at the Institution level through established channels to the president of the university, and thereafter, to the Board of Regents of the University System of Georgia, pursuant to the provisions of Article VIII of the Bylaws of the Board of Regents.

Grievances relating to the dismissal of tenured faculty, or of non-tenured faculty during a contract term are governed by Section 803.11 in the Board of Regents' Policy Manual.

#### SECTION B.7.c. Membership

The committee shall consist of ten faculty members and four alternates. Of these members, one shall be elected chair, and one vice chair. Subcommittees which are consistent with the operational procedures may hear cases and make recommendations for the committee. The committee shall be guided by the procedures set forth in the Regulations (Article IV. Section A.). These procedures must be approved by the Faculty. (Revised 4/02)

## SECTION B.8. Library Committee

[Mission] The mission of the Library Committee is to make recommendations to the Faculty concerning library policies and to act in an advisory capacity to the university librarian.

[Duties] The committee shall consider the library budget, library allocation policies and other new library policies. It will also help promote library-related communication throughout the university. It shall be the duty of the committee to select the winner of the Brockmeier Award for Outstanding Junior Faculty Member.

[Meeting and Reporting] The committee will meet at least once each semester and make recommendations to the Executive Committee.

[Membership] The committee shall be composed of two students, the university librarian (ex officio, nonvoting) and seven faculty members chosen so that each of the colleges/schools of the university has at least one representative. (Revised 4/02)

## SECTION B. 9. Research and Scholarship Committee

[Mission] The mission of the Research and Scholarship Committee is to promote and support research endeavors of faculty and students of Armstrong Atlantic State University.

[Duties] The committee shall participate in the following events: review of the Faculty Research and Scholarship Grants, the Student Research and Scholarship Exhibition, the Faculty Research and Scholarship Magazine, and the annual judging of the Alumni Award for Distinguished Faculty Service to the Discipline.

[Meeting and Reporting] The committee shall meet at least once each semester. The committee reports to the Executive Committee.

[Membership] The committee shall be composed of eight faculty members from a variety of disciplines. In addition, the director of the Office of Sponsored Programs sits as an ex officio, nonvoting member. (Revised 4/02)

## SECTION B. 10. Student Conduct Committee

[Mission] The mission of the Committee on Student Conduct is to foster the ideals of honor, integrity and responsible citizenship in students' academic endeavors and in students' personal actions on and off-campus.

[Duties] The committee shall recommend policies relating to the Academic Honor Code and the Code of Conduct and shall interview and select members for the Student Court. Additionally, the committee may provide guidance to faculty, staff and students on the intent and implementation of the Student Codes.

[Meeting and Reporting] The committee shall meet at least once each semester. The committee shall report and make recommendations to the Executive Committee, the vice president and dean of faculty, and the vice president for student affairs on policies relating to student conduct. Additional meetings shall be held as necessary and may include consultations by telephone and e-mail in lieu of personal meetings.

[Membership] The committee shall be composed of five faculty members, from whom a chairperson shall be elected at the beginning of each academic year, and the vice president for student affairs. Four students shall be named to the committee by the vice president for student affairs to represent the student body and shall include the president and vice president of the Student Government Association. (Revised 4/02)

#### SECTION B. 11. Academic Appeals Committee

[Mission] The committee shall hear appeals on such matters as admission and progression that have been addressed to the vice president and dean of faculty and make recommendations to the vice president and dean of faculty thereto.

[Duties] Specifically, the committee shall act on readmission appeals after suspension (not to include final suspension) and appeals regarding graduation requirements.

[Meeting and Reporting] The committee shall meet at least once each semester. All reports and recommendations shall be sent to the vice president and dean of faculty.

[Membership] The committee shall be composed of six faculty members, the dean of graduate studies or his/her designee, the vice president for student affairs or his/her designee, and the registrar (ex officio, nonvoting). The presence of four members at an appeals hearing shall constitute a quorum. (Revised 4/02)

#### SECTION B. 12. Committee on Student Recruitment, Advisement and Retention

[Mission] The mission of the Committee on Student Recruitment, Advisement and Retention is to help develop a campus-wide awareness of the role each administrator, faculty and staff member plays in the retention and academic success of students.

[Duties] The committee shall define and evaluate advisement goals, objectives and procedures; evaluate the relationship between academic advisement and retention; review both current and proposed policies concerning advisement and recommend changes to the faculty; identify recourse needs for advisement and retention; and develop, assess and help to implement an annual plan.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report and make recommendations to the Executive Committee.

[Membership] The committee shall be composed of seven faculty representatives, one representative from the Student Government Association, and one representative from the Graduate Student Coordinating Council. Ex officio, nonvoting members are the director of academic orientation and advisement, the director of minority affairs, the executive director of marketing and the registrar. (Revised 4/02)

#### SECTION B.13. Committee on International Programs and Activities

[Mission] The mission of the Committee on International Programs and Activities is to assist the Office of International Education in the development of its programs and activities.

[Duties] The committee works with the faculty and students international exchange programs, the study abroad programs and visiting professors and students; establishes study abroad opportunities in global perspectives; and improves campus and community awareness of available international programs.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report and make recommendations to the Executive Committee.

[Membership] The committee shall be composed of four faculty representatives; the campus representatives to the European, Asian, African and Americas Council of the University System of Georgia; a member of the European Union Certificate Program; a member of the Latin-American Certificate Program; and representatives from the study abroad programs. The director of International Education shall serve as chair. (Revised 4/02)

#### SECTION B. 14. Committee on Financial Aid and Scholarship

The membership shall consist of seven faculty representatives, the registrar, the director of recruiting, the director of minority affairs, the director of academic advisement and orientation, and the honors program coordinator. The director of financial aid (or designee), the dean of graduate studies, and the vice president of external affairs (or designee) shall be ex officio non-voting members.(Revised 10/04)

### SECTION B.15. Committee on Writing

[Mission] The mission of the Committee on Writing is to promote student achievement in writing and to foster campus-wide support for the principle of effective writing in all academic disciplines.

[Duties] The committee shall sponsor workshops and conduct an annual campus-wide forum. These activities will address writing strategies that are generic and discipline specific. The committee will also assist the director of the Writing Center in recruiting qualified students to serve as writing tutors and in encouraging greater faculty participation in the work of the Writing Center.

[Meeting and Reporting] The committee shall meet at least once per term during the academic year and make recommendations specific to its mission and purpose to the Executive Committee.

[Membership] The committee shall consist of the director of the Writing Center, seven additional faculty membership and two students (one Honors Program student nominated by the Executive Committee of the Honors Program and one student nominated by the director of the Writing Center.) (Revised 4/02)

### SECTION B.16. Honors Advisory Committee

[Mission] The mission of the Honors Advisory Committee is to serve in an advocacy role for the Honors Program among students and faculty and to aid the administration of the program.

[Duties] The committee shall monitor adherence to guidelines and policies, update and clarify policies and resolve requests for exceptions to policies, invite and review proposal for Honors Program courses.

[Meeting and Reporting] The committee shall meet at least once per semester during the academic year. Reports and recommendations shall be directed to the Executive Committee.

[Membership] The committee shall consist of nine faculty members, the director of the Honors Program, the assistant director of the Honors Program and one student representative. The director of the Honors Program shall serve as chair. In choosing members, attention should be paid to departments/programs and faculty members who are offering honors courses. (Revised 4/02)

### SECTION B.17. Committee on Faculty Development

[Mission] The mission of the Committee on Faculty Development is to facilitate, coordinate and oversee activities directly related to the professional development of faculty.

[Duties] The committee shall help to develop, maintain and promote the services and resources provided by AASU's Teaching and Learning Center; administer internal teaching and learning grants for faculty; oversee the operations of the Faculty Associates Program; sponsor and co-sponsor workshops for forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; co-sponsor the annual Presidential Symposium on Teaching and Learning; and propose, initiate, and promote other activities and services that provide a supportive environment for the professional growth and development of AASU faculty.

[Meeting and Reporting] The committee shall meet at least once each term and make recommendations to the Executive Committee.

[Membership] The committee shall be composed of seven faculty representatives, the faculty associates and the director of Faculty Development. A representative from Faculty Support and the director of Sponsored Programs shall serve as ex officio, nonvoting members. The committee shall be chaired by the director of Faculty Development. (Revised 4/02)

#### SECTION C. Ad Hoc Committees of the Faculty

The Faculty, in consultation with the president, may create such ad hoc committees as it deems necessary. The tenure of such committees shall be limited to one year.

### **ARTICLE VIII. COLLEGE/SCHOOL FACULTIES**

SECTION A. Full-time faculty members holding academic appointments in the College of Arts and Sciences shall constitute the faculty of that college. Full-time faculty members holding academic appointments in the College of Health Professions shall constitute the faculty of that school. Full-time faculty members holding academic appointments in the College of Education shall constitute the faculty of that college. Full-time faculty members holding academic appointments in the School of Computing shall constitute the faculty of that school.

Each college/school faculty is authorized by this article to organize as a deliberative assembly, with or without committees, for the purpose of making recommendations to the University Faculty through an appropriate committee of the University Faculty on matters within the Faculty's jurisdiction. (Revised 10/04)

#### SECTION B. College/School Curriculum Committee

The College of Health Professions, the College of Arts and Sciences, the College of Education and the School of Computing shall each have a standing curriculum committee. Each College/School Curriculum Committee shall be composed of the dean

of the college/school as chair and at least one faculty member from each department or program of the college/school to be elected by the department or program faculty.

The College/School Curriculum Committee, upon receiving recommendations on curricular issues from departments or programs within the respective college/school, shall take appropriate action and/or make recommendations to the University Curriculum Committee and/or Graduate Curriculum Committee as appropriate. Curricular issues are defined as issues pertaining to program or curriculum development, change, or implementation and issues that significantly and broadly affect the nature and quality of instruction in a program. Any action of the College/School Curriculum Committee shall be in accordance with the general curriculum policies established by the University Faculty, and shall be reviewed by the University Curriculum Committee and/or Graduate Curriculum Committee as appropriate. Any curricular matters that involve curricular policy or have a direct effect on departments or programs outside the college/school structure shall be forwarded, with recommendations, to the University Curriculum Committee and/or Graduate Curriculum Committee for action after notification of the affected departments. Curricular changes that affect certification programs (e.g., teacher certification) shall be reviewed by the curriculum committee of the school or college in which the certifying department or program resides prior to forwarding to the University Curriculum Committee for action.

The normal path for curricular issues is as follows: Issues related only to undergraduate programs proceed from the academic department to the College/School Curriculum Committee, then to the University Curriculum Committee and finally to the University Faculty. Issues related only to graduate programs proceed from the academic department to the Graduate Curriculum Committee and then to the Graduate Council. Issues related to both undergraduate and graduate programs proceed from the academic department to the College/School Curriculum Committee, then to the University Curriculum Committee (which acts on behalf of the University Faculty) and then to the Graduate Curriculum Committee for action. Finally, issues related to both undergraduate and graduate programs proceed from the Graduate Curriculum Committee to the Graduate Council. (Revised 10/05)

Curricular issues related to the structure and delivery of a program shall originate in the department responsible for the administration of the program and proceed directly to the College/School Curriculum Committee. Issues related to a specific course shall originate in the department responsible for teaching that course and proceed directly to the College/School Curriculum Committee.

The College/School Curriculum Committees shall typically meet monthly during the academic year on publicized dates announced to the academic departments of the college/school. Departments will be given sufficient notice of agenda deadlines. Minutes of the College/School Curriculum Committees shall be made available by the office of the college/school dean after they are approved by the committee and prior to the issues therein being taken up by the University Curriculum Committee and/or Graduate Curriculum Committee. (Revised 10/04)



## **ARTICLE IX. IMPLEMENTATION**

Provisions recommended by the Faculty and approved by the president for the implementation of certain Statutes or Bylaws shall be included in the institutional regulations.

## **ARTICLE X. AMENDMENT OR REPEAL OF BYLAWS**

Proposals for change or repeal of any Bylaws shall be submitted in writing to all members at least five days before the regular meeting of the Faculty at which they will be proposed. The proposal shall contain the exact wording of the amendment and an indication of its place in the Bylaws. The proposed amendment shall be voted on at the next regular faculty meeting and must carry by a three-fifths vote of the members present and voting provided a quorum is present.



## **Armstrong Atlantic State University Regulations**

The following information is published by the administration to inform the Faculty of the Regents' Policies, administrative policies, and matters of general interest. Each faculty member is encouraged to become familiar with the contents of The Policies of the Board of Regents of the University System of Georgia, which governs the operation of all units within the University System. A copy is available in the administrative offices, academic departments, and Lane Library.

- Article I: Employment Policies**
- Article II: Evaluation and Personnel Policies**
- Article III: Principles of Conduct**
- Article IV: Appeals Procedures**
- Article V: Standing Committees of the University**
- Article VI: Financial Information**
- Article VII: Faculty-Student Relations**
- Article VIII: Faculty Responsibilities**
- Article IX: Faculty Absences**
- Article X: Tests and Grading**
- Article XI: Bookstore and Textbook Policies**
- Article XII: University Facilities**
- Article XIII: Public Information and Records**
- Article XIV: Organizations**
- Article XV: Miscellaneous**

## **ARTICLE I. EMPLOYMENT POLICIES**

- Section A: Equal Employment and Equal Opportunity**
- Section B: Selection of the President**
- Section C: Selection of the Vice President**
- Section D: Selection of Deans**
- Section E: Selection of Assistant Dean**
- Section F: Selection of Department Heads**
- Section G: Selection of New Faculty Members**
- Section H: Employment of Part-time Faculty**
- Section I: Expectations of Part-time Faculty**
- Section J: Adjunct Faculty Members**
- Section K: Graduate Faculty**
- Section L: Entry Level Salaries for Faculty**
- Section M: Faculty Duties upon Termination of Contract**
- Section N: Emeritus Status**

### SECTION A. Equal Employment and Equal Opportunity

Armstrong Atlantic State University stipulates that no person shall, on the grounds of race, ethnicity, sex, sexual orientation, religion, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under, any program or activity conducted by the University. Armstrong Atlantic State University takes positive action in an effort to identify, to recruit, and to employ qualified women and members of minority groups. Subsequent promotions and salary increases are based solely on the quality of performance of the individual in his or her position. Periodic reviews by administrators and by faculty committees are conducted to ensure that the equal employment and equal opportunity objectives of the institution are receiving adequate attention and emphasis. In the establishment of recruitment pools, in the selection of candidates to be interviewed for a position, and in the final offer of employment, each dean must follow guidelines designed to ensure that notice of the availability of the position has reached as wide a range of qualified individuals as possible and that the best qualified applicant is offered the position. (Revised 9/05)

### SECTION B. Selection of the President

The policy of the Board of Regents (Section 202) shall govern the selection of the president.

### SECTION C. Selection of Vice Presidents

1. The vice president and dean of faculty shall be appointed only after consultation with the academic deans and an advisory committee composed of representatives from the department heads/program directors and elected faculty members from each college/school.

2. The vice president for business and finance shall be appointed only after consultation with the vice presidents and the deans of the university.
3. The vice president for student affairs shall be appointed only after consultation with the other vice presidents and the professional personnel of student affairs.
4. The vice president for external affairs shall be appointed only after consultation with the other vice presidents and the professional personnel of external affairs.

#### SECTION D. Selection of Deans

1. Academic deans shall be appointed by the president from a list of three to five candidates furnished by the vice president after consultation with the department heads/program directors in the college/school and a search committee made up of at least one at least one faculty member selected from each department/program in the college/school, at least three department heads/program directors appointed by the president and two faculty members appointed by the president from outside the college/school. (Revised 8/99)
2. The dean of academic and enrollment services shall be appointed by the president only after consultation with the vice presidents, the deans of the colleges/schools, and the professional personnel within the division of enrollment services.

#### SECTION E. Selection of Associate/Assistant Deans

Each associate/assistant dean shall be appointed by the president after consultation with the vice president and dean of faculty, the appropriate college dean and the department heads of that college. (Revised 8/99)

A position description approved by the president for each associate/assistant dean's position shall be on file in the Office of the Vice President and Dean of Faculty.

Associate/assistant deans hold office at the pleasure of the president.

#### SECTION F. Selection of Department Heads/Program Directors

The department head/program director shall be appointed by the president upon the recommendation of the vice president and dean of the appropriate college/school from a list of at least three candidates recommended by a committee to be approved by the vice president.

During the search process, the members of the department/program faculty are given access to each candidate's resume and academic transcripts and meet with each candidate individually and/or as a group. The candidate also meets with the dean of the

college/school, the vice president for business and finance, the vice president and dean of faculty, and the president. After completion of the interviews, the department/program committee transmits to the dean of the college/school written reactions to each candidate from department/program faculty members and discusses those reactions with the dean of the college/school. After giving due consideration to department/program reactions, the dean of the college/school transmits a recommendation to the vice president and dean of faculty, who, after securing the approval of the president, offers employment to the individual selected, subject to final approval by the Board of Regents.

A candidate for department head/program director must:

1. hold the earned doctorate in the area of academic competency, except in those professional areas where less than an earned doctorate is generally considered to be a terminal degree;
2. have a minimum of four years of demonstrably successful teaching experience or equivalent experience;
3. have shown potential administrative ability as indicated by local or off-campus recommendations;
4. have demonstrated academic leadership ability and have exhibited the ability to work well with people; and
5. have exhibited distinction in research, publications, participation in professional organizations, and/or other related professional activities.

Under certain circumstances and with the appropriate approval from the president, an internal search for a department head or program director may be conducted. In such cases, applicants will be sought from the campus community and all regular faculty from the department or program will be invited to comment on the applicants. The finalists must meet the criteria described above. Other procedures and requirements must conform to those described in this section. (Revised 8/99)

### SECTION G. Selection of New Faculty Members

The department head/program director has the responsibility for recruiting new faculty members. He/she works with a departmental/program committee in screening the candidates. Final candidates for positions are invited to the campus, where they meet members of the department/program, the department head/program director, the dean of the college/school, the vice president for business and finance, the vice president and dean of faculty, and the president. At the time of the initial campus interview, any candidate who seeks probationary credit toward tenure from previous experience must have that experience certified in writing by the vice president and dean of faculty and by the department head/program director. Similarly, any credit for related experience in

the candidate's teaching field must also be certified by the vice president and dean of faculty and the department head/program director. Any such credit awarded must be approved by the Board of Regents. After interviews are completed, the department head/program director and the search committee solicit reactions to the candidate from the departmental/program members concerning the candidate's qualifications. The department head/program director is responsible for reviewing official transcripts to determine that the candidate holds, at a minimum, a master's degree and 18 graduate-credit hours in the teaching field for which he or she is being considered (exceptions must be justified in writing by the department head/program director). A recommendation is then made by the department head/program director to the dean of the college/school. The vice president and dean of faculty, after consultation with the dean of the college/school, offers in writing employment to the individual selected, subject to approval by the Board of Regents. When the individual accepts, the president requests formal approval from the Board of Regents. (Revised 10/01)

#### SECTION H. Employment of Part-time Faculty

Part-time teachers are recommended for employment by the appropriate department head/program director, the dean of the college/school, the vice president and dean of faculty, and are approved by the president. The department head/program director is responsible for reviewing official transcripts to determine that the candidate holds, at a minimum, a master's degree and 18 graduate-credit hours in the teaching field for which he or she is being considered (exceptions must be justified in writing by the department head). The salaries are negotiated. Part-time teachers do not have voting rights at meetings of the university faculty and do not earn credit toward tenure. (Revised 10/01)

#### SECTION I. Expectations of Part-time Faculty

Armstrong Atlantic State University has always relied on a corps of highly competent part-time instructors. These professional educators provide a wealth of background experience which is important to the university. Department heads/program directors have the responsibility to make clear expectations for part-time faculty. These responsibilities include, but are not necessarily limited to:

1. Distribute a syllabus at the beginning of each course.
2. Meet classes for the full class period.
3. Notify the department head if the class must be canceled.
4. Schedule at least one office hour for student advising on each day that class is held.
5. Conduct final examinations at the appointed times.
6. Submit final grades by dates posted by the registrar.

7. At the end of employment period, return keys, attendance records, grade books, and other relevant materials to the department head.

#### SECTION J. Adjunct Faculty Members

The title, adjunct faculty member, is awarded to a person of distinction in a designated discipline or profession. The title does not carry credit toward tenure, or faculty rights. Such appointments must be recommended by the appropriate department head/program director, the dean of the college/school, the vice president and dean of faculty, and approved by the president. (Revised 8/99)

#### SECTION K. Graduate Faculty

The Graduate Faculty shall be composed of the president, the vice president and dean of faculty, academic deans, the dean of graduate studies, and those other university faculty members who meet the criteria for full or associate membership prescribed in accordance with the *Graduate Bylaws* and gain approval for such membership in accordance with these *Bylaws*.

#### SECTION L. Entry Level Salaries for Faculty

The policy of the Board of Regents on entry level salaries is as follows:

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

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

#### SECTION M. Faculty Duties Upon Termination of Contract

Any faculty member who terminates employment with the university or whose employment is terminated for any cause will be interviewed by the university personnel director. The faculty member who leaves employment with the university is required to return keys and other institutional property to the head of the department/program in which he or she has been employed. The faculty member is also required to leave with the department head/program director the grade books, attendance records, and any other materials which later might be relevant should there be a student appeal concerning grades, etc.

## SECTION N. Emeritus Status

The criteria for emeritus status are as follows (Regents' Policy 803.17):

1. Emeritus status should only be awarded to a retired and tenured professor, associate professor, or assistant professor.
2. An individual recommended for emeritus status must have been employed by the University System of Georgia for at least ten years.
3. An individual recommended for emeritus status must have demonstrated distinction in the areas of teaching, scholarship, and service, as defined in each individual's department.
4. An individual recommended for emeritus status must have the endorsement by a majority vote of the faculty of the department of the discipline of the individual being recommended.

Such appointments must be recommended by the appropriate department head/program director, approved by the dean of the college/school, the vice president and dean of faculty, the president, and the Board of Regents. The president of the university is authorized and is responsible for initiating and making recommendations for emeritus status for members of the administrative staff, when appropriate, and when criteria 2 and 3 above have been met.



## **ARTICLE II. EVALUATION AND PERSONNEL POLICIES**

### **Section A: Faculty Evaluation**

**A1: Criteria For Faculty Evaluation**

**A2: Procedures for Faculty Evaluation**

**A2a: The Annual Professional Activities Report (APAR)**

**A2b: The Faculty and Course Evaluation (FACE)**

**A2c: Faculty Peer Evaluation**

**A2d: Annual Faculty Evaluation (AFE)**

**A3: Guidelines for Faculty Evaluation**

### **Section B: Evaluation of Administrators**

### **Section C: Faculty Personnel Actions**

**C1: Tenure**

**C2: Retention of Nontenured Faculty Members**

**C3: Promotions**

**C4: Salary Increases**

**C5: Pre-Tenure Review**

**C6: Post-Tenure Review**

### **Section D: Confidentiality of Faculty Records**

#### SECTION A. Faculty Evaluation

The evaluation process serves multiple purposes. It assists the university in its review of faculty members for continued employment; it assists the university in recognizing the merit reflected by the awarding of tenure and promotions; it helps in the determination of salaries; and it both recognizes and encourages a faculty member's professional growth.

The system presently in use at the university involves three successive evaluation levels. On the first level, data is gathered from students, from peers, and from the individual faculty member. This information is then included in the second level by department heads/program directors in making the official, annual evaluation of each faculty member's performance for a given academic year. This official evaluation is recorded on the Annual Faculty Evaluation form that the department head/program director completes for each department/program member. Summaries of all data collected at the primary level are attached to it, and other appropriate information may be included. These annual evaluations are then used at a third level of evaluation, where decisions are made regarding continued employment, tenure, promotion, and salary recommendations.

In March 1975, the Faculty of Armstrong Atlantic State University established an Evaluation Committee as a standing committee of the Faculty. The duties of that committee as defined in the "Bylaws" are as follows:

Evaluation Committee - The mission of the Evaluation Committee is to make recommendations to the Faculty concerning evaluation policies and procedures.

The committee shall provide input on the development, administration and analysis of the evaluation system. It shall give technical assistance when requested in the assessment of the job performance of the Faculty and administrative officers and report the results of such evaluations to the individual faculty members and administrative officers assessed and to those officials responsible for the evaluation process of the university.

The committee shall meet at least once each semester and shall report and make recommendations to the Executive Committee.

The membership shall consist of eight faculty members, two of whom shall be academic department heads/program directors. (Revised 4/02)

## SECTION A.1. Criteria for Faculty Evaluation

### SECTION A.1.a. Teaching

Teaching effectiveness will be the most important single factor in all evaluations. Teaching includes all work that involves the use of a faculty member's expertise to communicate a subject matter to students. It may, therefore, include traditional lecturing in the classroom, supervision and training in a laboratory or clinical setting, nontraditional communication of a discipline, the collecting and developing of subject materials for communication to students, the guidance of students in independent study and research, and academic advising. A faculty member's command of the subject matter, motivation of and relationship to students, testing and grading practices, and overall fulfillment of teaching responsibilities are primary characteristics to be considered in the evaluation of teaching.

### SECTION A.1.b. Scholarship

Scholarship involves the use of a faculty member's expertise as a scholar or artist. It includes work that adds to the subject matter of a discipline and work that increases the expertise of a faculty member as a professional. Research and publication are encouraged by the university; the pursuit and support of scholarly activities, consistent with the role of the institution, are professional obligations of every faculty member.

### SECTION A.1.c. Service

Service includes all work that involves the use of a faculty member's academic status or professional expertise to benefit the university, the community or the profession. The essential element of service is that it involves contributions associated with a faculty member's established status in a discipline and at the university. Unless otherwise stipulated in a

faculty member's job description, service is considered a responsibility of employment and consequently subject to evaluation.

#### SECTION A.1.d. Summary

Although the evaluation criteria indicated above point to three separate areas of evaluation, it is natural that the boundaries dividing teaching, scholarship, service, and other significant areas of professional activity may blur and that integrated enterprises involving these activities may emerge. The evaluation of the performance of a faculty member must, under any circumstances, be supported by appropriate corroborating evidence.

### SECTION A.2. Procedures for Faculty Evaluation

#### SECTION A.2.a. The Annual Professional Activities Report (APAR)

The APAR instrument is distributed during the fall semester to each faculty member. This report, covering the activities of an entire calendar year (January-December), is completed by the faculty member and submitted directly to the department head/program director at the end of the reporting period. A copy of this report must be attached as an appendix to the Annual Faculty Evaluation of the faculty member. (Revised 8/99)

#### SECTION A.2.b. The Faculty and Course Evaluation (FACE)

The FACE is administered at the university each semester according to the guidelines published by the Faculty Evaluation Committee and approved by the faculty and the president. Data from the FACE are reported to the department head/program director and to the faculty member and must be included in the Annual Faculty Evaluation report. A typed, verbatim transcript of all Student Comment Sheets that are signed by students will be given to the faculty member and to the department head. If the Student Comment Sheet is unsigned, it will be given only to the faculty member. Numbers and percentages of responses on all categories of the FACE are aggregated annually on each faculty member according to lower division, upper division, and graduate courses. The data will be made available to the appropriate department head and dean and may be used only for diagnostic purposes.

#### SECTION A.2.c. Faculty Peer Evaluation (FPE)

Each department/program has developed a peer evaluation system. A summary of the record of performance of a faculty member in teaching, scholarship, and service must be available for review by peers prior to conducting a peer evaluation. The peer evaluations need not be

conducted annually and no faculty member is required to evaluate any other faculty member. However, designated peer evaluations must be conducted as follows:

1. Peer evaluations, with the faculty of a department/program participating, must be conducted at least twice for purposes of retention on nontenured faculty members. A third peer evaluation will normally be required at the time of a recommendation of tenure. The years designated for such peer evaluations should be scheduled at the time of the initial faculty appointment and any anticipated exceptions recorded at that time.
2. A peer evaluation involving all faculty of a department/program must be conducted at least one month prior to any recommendation for tenure or promotion.
3. Peer evaluations involving all faculty of a department/program must be conducted for all tenured faculty members during at least every five year intervals after the award of tenure, in addition to any peer evaluation for promotion.

Designated peer evaluations must indicate the number of faculty colleagues in a department/program who support, do not support, or abstain from participating in the review of the record of the peer. Such results shall be reported in the retention, tenure, or promotion recommendation forms or in the Annual Faculty Evaluation form of the faculty member under review. All written comments solicited in a peer evaluation also shall be included in the official record. All peer evaluations conducted in addition to those designated above shall be reported in the Annual Faculty Evaluation form of the faculty member under review.

#### SECTION A.2.d. Annual Faculty Evaluation (AFE)

Each spring semester, department heads/program directors evaluate the previous calendar year's (January-December) professional performance of faculty members on an Annual Faculty Evaluation form. The AFE must address the foregoing criteria and standards for faculty evaluations. Judgments rendered on the AFE are reached after consulting the evaluatee's Annual Professional Activities Report (APAR), Faculty and Course Evaluation (FACE), Faculty Peer Evaluation report, if applicable, and such other data collected during the preceding academic year as may be deemed appropriate. Copies of pertinent reports must be appended to the completed AFE instrument. The contents of the AFE must be

reviewed with the faculty member by the department head/program director in a scheduled conference. The faculty member receives a copy of the AFE and signs a statement acknowledging awareness of its contents.

The department head/program director presents the AFE of each of the members of the departmental/program faculty to the dean of the appropriate college/school. The dean of the college/school and the department head/program director discuss each evaluation before transmitting it to the vice president and dean of faculty. The completed AFE instrument (with all appendices) becomes a part of the faculty member's official record at the university. Each faculty member has the right to insert into the official record a written response to the AFE. When this right is exercised, the faculty member's response becomes an appendix to the AFE to which it pertains, and this appendix remains a part of the AFE thereafter. The department head/program director will acknowledge in writing receipt of any response, noting changes, if any, in the AFE made as a result of either the conference or the faculty member's written response. This acknowledgment will also become a part of the record. Grievances may be pursued through the university's established grievance procedure.

### SECTION A.3. Guidelines for Faculty Evaluation

The following guidelines indicate the types of specific information that are used to evaluate a faculty member's teaching, scholarship, and service.

#### SECTION A.3.a. Teaching

1. Each faculty member's Annual Professional Activities Report (APAR) contains a list of all courses taught during the year, as well as an appropriate description of all other teaching and teacher-related activities. This document must be appended to the faculty member's Annual Faculty Evaluation (AFE).
2. Data gathered from the FACE must be included in the AFE report for each faculty member.
3. The supervision of independent study courses, laboratory or clinical learning experiences, and student research should be reported on a faculty member's APAR, and appraisals of these activities may be appended to the AFE.
4. The presentation of continuing education courses, seminars, or workshops should be reported on a faculty member's APAR, and appraisals of these activities may be appended to the AFE.

5. Appraisals by alumni may, where appropriate, be appended to the AFE.
6. Participation in the development of experimental and innovative instructional methodologies should be reported on a faculty member's APAR, and appraisals of this activity may be appended to the AFE.
7. Activities involving the counseling and advising of students should be reported on the faculty member's APAR, and appraisals of such activities may be appended to the AFE.
8. Appraisals of a faculty member's performance made during classroom visits by the department head/program director or designated professional colleague(s) may be appended to the AFE.
9. In rendering an evaluation of teaching, both the number and nature of new course preparations by the faculty member and the number of freshman, sophomore, junior, senior, graduate and remedial level courses ought to be considered. This information should be reported on the APAR.
10. Any other factors which are considered important and which can be documented should be reported on the APAR, and documentation may be appended to the AFE. For example, faculty members have the responsibility to meet classes regularly and promptly and to make full use of the time scheduled for each class. They have the further responsibility to make themselves available to their students for academic advising. A faculty member's performance in meeting these basic responsibilities should be considered in completing the AFE.

#### SECTION A.3.b. Scholarship

1. Each faculty member's Annual Professional Activities Report (APAR) includes an appropriate description of all scholarly activities or areas of professional growth. This document must be appended to the faculty member's Annual Faculty Evaluation (AFE).
2. A Faculty Peer Evaluation completed for a faculty member must be attached to the subsequent AFE form.

3. Published scholarly papers and books, papers, and books in manuscript, and papers presented at meetings of learned societies or professional meetings should be reported on the APAR; appraisals or reviews thereof may be submitted as evidence of their scholarly value, and appended to the AFE.
4. Such activities as chairing sessions, serving as a panelist, or offering critiques at meetings of learned societies and professional organizations should be reported on the faculty member's APAR.
5. Participation in learned societies and professional organizations as an officer or a consultant should be reported on the faculty member's APAR.
6. Performances, exhibitions, or recitals should be reported on the faculty member's APAR and accounts or appraisals thereof may be submitted as evidence of their artistic value and as appendices for the faculty member's APAR.
7. Postdoctoral education and continuing graduate education leading to an advanced degree should be reported on the faculty member's APAR.
8. Grant proposals and their status as to funding or non-funding should be reported on the APAR and may be submitted as evidence of academic activity and as appendices for the faculty member's AFE.
9. Participation in, or support of, departmental seminars should be reported on the APAR.
10. Other creative expression related to a faculty member's profession ought to be reported on the APAR; accounts or appraisals thereof may be submitted as evidence of its scholarly or artistic value and as appendices for the faculty member's AFE.

#### SECTION A.3.c. Service

1. Each faculty member's Annual Professional Activities Report (APAR) will include an appropriate description of all service activities engaged in during the evaluation period in question. A copy of the faculty member's completed APAR will be appended to the Annual Faculty Evaluation Form (AFE).

2. An AFE must include as an appendix any Faculty Peer Evaluation conducted during the year under review.
3. Service to the profession can be demonstrated in a variety of ways. Such service often arises through membership in local, regional, national, or international professional organizations. Consequently, faculty members will report annually on the APAR their active memberships in appropriate professional organizations. Activities with professional organizations are to be reported on the APAR.
4. Service to the community may vary in importance from college/school to college/school and from department/program to department/program. Each administrative head should communicate clearly to each faculty member of the unit the importance of community service in the evaluation process. Evidence of service to the community may include, but need not be limited to, service to public agencies, professional consultation, public speeches reflecting the discipline and profession of a faculty member or reflecting the results of scholarship, cultural or artistic contributions and involvement and participation in civic organizations, charitable projects, and community service.
5. Service to the university may include, but is not limited to, contributions to special departmental/program, college/school, or university projects; working with students or faculty on extracurricular activities; active membership on department/program, college/school, or university committees; and participation in the public service, continuing education, or recruitment programs of the university. Such activities are to be reported on the APAR.

#### SECTION B. Evaluation of Administrators

A faculty committee has developed an instrument of evaluation of the work of department heads, deans, vice president and dean of faculty, and the president. Each faculty member is encouraged to participate fully in the evaluation, which is a measurement of performance, not of person.

#### SECTION C. Faculty Personnel Actions

Faculty personnel actions include decisions regarding tenure, promotions, retention, and salaries. In each case, decisions will be based on the needs of the university, the individual's history of evaluations, and the minimum requirements outlined below (Sections 1, 2, 3, and 4). Under the terms of a normal faculty appointment, there should



be evidence of accomplishment in teaching, scholarship, and service. Because of the different missions of the departments/programs, the weighing of teaching, scholarship, and service may vary from department/program to department/program. However, it is essential that each department maintain a primary and active commitment to teaching, which remains the primary criterion in actions relating to tenure, retention, promotion, and salary.

At the time of initial appointment, each appointee shall be informed of the merit system of the university. The system rewards only faculty of demonstrated abilities and achievements based on established university criteria. The performance of each faculty member in a department/program shall be reviewed annually and the past year's performance judged as unsatisfactory, satisfactory, or outstanding. An outstanding contribution in a single area of activity may result in a decrease in the other areas, but in no case will a reward for merit be given if the continuing performance of the faculty member is not judged satisfactory in teaching. This annual evaluation will be communicated to the individual faculty member and included in the faculty member's official file. Normal progress toward promotion or tenure reflects accomplishments in teaching, scholarship, and service which are considered at least satisfactory.

Each college and the School of Computing will have a promotion and tenure committee. Merit actions involving tenure and promotion are based primarily on the accumulative record of teaching, scholarship, and service since the last positive personnel action. Standards of judgment for such actions shall be the same as those specified in university criteria, published by each college's/school's promotion and tenure committee, and printed in departmental/program statements, restricted to achievement recorded subsequent to the faculty member's last annual evaluation. Indefinite postponement of promotion for a tenured faculty member is justified if the record of performance is not considered at least satisfactory.

### SECTION C.1. 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 both to the professor and to the institution in carrying out their obligations to students and to society.

#### SECTION C.1.a. Criteria Relating to Tenure

In order to be considered for tenure, 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. The five-year period must be continuous except that a maximum of two years' interruption because of leave of absence or of part-time service may be

permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years' credit toward the minimum probationary period may be allowed for service at other institutions in tenure track positions or for full-time service at the rank of instructor at Armstrong Atlantic State University. Such credit for prior service shall be requested by the individual and shall be defined in writing by the president and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher or at the time of promotion from instructor to assistant professor.

A candidate for tenure must not only meet the designated minimum period of service, but also must meet what are, at that time, seen as the long range needs of the university and must show a history of evaluations that merits the award of tenure. Only in such cases would tenure be granted in the first year of eligibility. 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

#### SECTION C.1.b. Procedures Relating to Tenure

Candidacies for tenure should be initiated by the written request of the candidate to the department head/program director or, in the case of a department head/program director, to the appropriate dean. In the absence of an application by the candidate, such application may be initiated by the department head/program director for a faculty member or by the college/school dean for a department head/program director.

The department head/program director, who must ascertain the reaction\* of the candidate's departmental/program colleagues, makes the initial recommendation.

The application is then sent to the dean of the college/school who forwards it to the college's/school's promotion and tenure committee. Each promotion and tenure committee serves in an advisory capacity and makes recommendations to the respective dean. Criteria used by the committee must be in writing and must be consistent with the criteria and procedures contained in these regulations. The dean of each college or the School of Computing after receiving recommendations from the respective promotion and tenure committee forwards them with his or her own recommendations to the vice president and dean of faculty and to the president. Applications approved by the president are submitted to the Board of Regents. Individuals who are awarded tenure by the Board of Regents shall be notified in writing of that award by the president.

The timetable for these activities may vary slightly from year to year; but typically declarations of candidacy will be made no later than September 15, and actions at the department/program, college/school, and university levels will be completed no later than January 15. Candidates whose candidacies for tenure are rejected may pursue a formal administrative appeal. The intent of the university will be to limit to seven the number of years a faculty member may serve full-time without the granting of tenure. (Revised 8/99)

## SECTION C.2. Retention of Nontenured Faculty Members

### SECTION C.2.a. Criteria Relating to Retention

Nontenured faculty members of Armstrong Atlantic State University serve on the basis of yearly contracts and with the understanding that, at the expiration of any such contract, the appointment will not be renewed unless there is a new and separate offer by the Board of Regents on behalf of Armstrong Atlantic State University and acceptance thereof by the faculty member. Retention decisions are based upon considerations of the long-term and short-term needs of the university and upon the quality of the candidate's total professional history at the university, as reflected in the candidate's accumulated evaluations.

### SECTION C.2.b. Procedures Relating to Retention

Candidacies for retention should be initiated by the written request of the candidate to the department head/program director, or, in the case of a department head/program director, to the appropriate dean. In the absence of an application by the candidate, such application may be initiated by the department head/program director for a faculty member or by the college/school dean for a department head/program director.

The department head/program director, who must ascertain the reaction\* of the candidate's departmental colleagues, makes the initial recommendation. Following that, the dean of the appropriate college/school receives the application and makes a recommendation. The application then goes to the vice president and dean of faculty who makes a recommendation to the president. Applications approved by the president are submitted to the Board of Regents. If the recommendation is approved by the Board of Regents, the individual shall be notified in writing by the president.

Retention recommendations (either positive or negative) from department heads/program directors that are to become effective at the end of the professor's first annual contract period must be submitted to the appropriate dean no later than February 1 of the first annual contract

period; those that are to become effective at the end of the professor's second annual contract must be submitted to the appropriate dean no later than November 1, of the second contract period; those that are to become effective at the end of the professor's third or subsequent annual contract period must be submitted to the appropriate dean no later than April 1, immediately preceding that annual contract period.

In the event that a nontenured faculty member is not to be re-appointed, notice of that intention not to reappoint shall be furnished, in writing, according to the following schedule: at least three months before the date of termination of an initial one-year contract; at least six months before the date of termination of a second one-year contract; at least twelve months before the date of termination of a contract after two or more years of service at the university. Candidates whose candidacies for retention are rejected may pursue a formal administrative appeal.

\*Each department/program must have on file with the dean of the college or School of Computing and with the vice president and dean of faculty, a plan for ascertaining departmental reaction to tenure or promotion applications, retention recommendations, pre-tenure reviews, or post-tenure reviews.

### SECTION C.3. Promotions

#### SECTION C.3.a. Criteria Relating to Promotion

Candidacies for promotion will be judged according to the following guidelines and by the merits of the candidate's total professional history at the university as reflected in the individual's accumulated evaluations.

##### Promotion to Professor

Minimum of:

1. Twelve years of university level teaching, or fourteen years total teaching and/or related experience.
2. Five years at the rank of associate professor at Armstrong Atlantic State University.
3. Terminal degree (doctorate) in academic area of specialization, with exceptions made only if lack of degree is balanced by some clearly demonstrable special distinctions.

##### Promotion to Associate Professor

Minimum of:

1. Six years of university level teaching, or eight years total teaching and/or related experience.
2. Five years at the rank of assistant professor (with four years at the rank of assistant professor at Armstrong Atlantic State University).
3. Terminal degree (doctorate) in academic area of specialization, with exceptions made only if lack of degree is balanced by some clearly demonstrable special distinctions.

#### Promotion to Assistant Professor

Minimum of:

1. Four years total teaching and/or related experience.
2. Three years at the rank of instructor at Armstrong Atlantic State University.
3. Master's degree minimum, with exception made only if lack of degree is balanced by some clearly demonstrable special distinctions.

The above guidelines will also be used in determining the rank of newly appointed faculty members. "Related experience" is defined as full-time teaching at a pre-university level or other full-time experience relevant to the faculty member's teaching field. Each such year to be included must be certified as "related experience" by the vice president and dean of faculty with the concurrence of the appropriate department head and dean, at the time of the faculty member's initial appointment or promotion to the rank of assistant professor.

Although the above conditions are necessary in order 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 years of eligibility. In particular, a history of weak evaluations will delay or prevent promotion.

#### SECTION C.3.b. Procedures Relating to Promotion

Candidacies for promotion should be initiated by the written request of the candidate to the department head/program director or, in the case of a department head/program director, to the appropriate dean. In the absence of an application by the candidate, such application may be initiated by the department head/program director for a faculty member or

by the college or School of Computing dean for a department head/program director.

In all cases, applications should contain a written statement supporting the appropriateness of the candidacy at that particular time and, in particular, they must demonstrate that the candidate satisfies at least the minimum conditions necessary for its consideration.

The department head/program director, who must ascertain the reaction\* of the candidate's departmental colleagues, makes the initial recommendation. The application is then sent to the dean of the college or School of Computing who forwards it to the college's/school's promotion and tenure committee. Each promotion and tenure committee serves in an advisory capacity and makes recommendations to the respective dean. Criteria used by the committee must be in writing and must be consistent with the criteria and procedures contained in these regulations. The dean of each college/school after receiving recommendations from the respective promotion and tenure committee forwards them with his or her own recommendations to the vice president and dean of faculty and to the president. Applications approved by the president are submitted to the Board of Regents. If the recommendation is approved by the Board of Regents, the individual shall be notified in writing by the president.

The timetable for these activities may vary from year to year; but typically declarations of candidacy will be made no later than September 15, and actions at the department, college, and university levels will be completed no later than January 15. Candidates whose candidacies for promotion are rejected may pursue a formal administrative appeal.

\*Each department/program must have on file with the dean of the college or School of Computing and with the vice president and dean of faculty, a plan for ascertaining departmental reaction to tenure or promotion applications, retention recommendations, pre-tenure reviews, or post-tenure reviews.

## SECTION C.4. Salary Increases

### SECTION C.4.a. Criteria Relating to Salary Increases

The policy of the Board of Regents on salary increases is as follows:

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

recognition, and non-teaching services to the institution. Each institution shall identify specific criteria, consistent with this policy, upon which the determination of the extent of salary increases will be based. The institution shall also identify the methods by which the faculty member's performance will be evaluated for the purpose of determination of salary increases. Upon approval by the chancellor, both the criteria and the evaluation methods shall be published in the faculty handbook of the institution.

#### SECTION C.4.b. Procedures Relating to Salary Increases

All recommendations for salary increases originate with the department head/program director and are made to the appropriate college/school dean by the department head/program director. The college/school dean (or, at a later stage, vice president and dean of faculty, or the president) may make such adjustments as are deemed appropriate (always in consultation with the department head). From the dean, the recommendations go to the vice president and dean of faculty, who then makes recommendations to the president. The president recommends to the Board of Regents.

The timetable for these activities may vary slightly from year to year, but typically the department head's/program director's recommendation concerning faculty salaries for any given academic year will be made by March 1 of the preceding academic year. The university will attempt to notify faculty members of the contractual salaries to be recommended for them to the Board of Regents by the university no later than April 15.

#### SECTION C.5. Pretenure Review

All nontenured faculty in tenure track positions must be reviewed during their third year (including probationary credit). This review will be used to determine if satisfactory progress is being made toward tenure and, if not, to determine appropriate faculty development activities and other remedies as indicated.

##### SECTION C.5.a Criteria Relating to Pretenure Review

Criteria for all evaluations are described in Article II.A.1.

Each department/program will use its criteria for annual evaluation and the College's tenure criteria for the pretenure review. These latter criteria are an amplification of the University's tenure criteria, Article II.C.1. Teaching effectiveness will be the most important factor in the evaluation, but consideration will be given to performance in scholarship and professional service. Future needs of the department/program must also be considered. If conditions in the department/program have changed since

initial employment, the department head/program director may recommend a redirection of the faculty member's efforts.

#### SECTION C.5.b Procedures Relating to Pretenure Review

As a part of the retention recommendation during the faculty member's third year, the retention procedure will be expanded to include the pretenure review. If the faculty member has probationary credit towards tenure, pretenure review will be conducted during the year in which they would achieve three years toward tenure. New faculty who were awarded three years of probationary credit toward tenure will be considered to have achieved a rating of Satisfactory Progress toward Tenure for purposes of the pretenure review at the time of hire. Faculty who receive two years of probationary credit will be reviewed during their first year; faculty who receive one year of credit will be reviewed in their second year. The pretenure review will include peer reaction\*, performance evaluation using the departmental annual evaluation criteria, and evaluation using the college/school tenure criteria.

The department head/program director, who must ascertain the reaction\* of the candidate's departmental colleagues, makes the initial recommendation. The review results are transmitted in writing to the dean of the college or School of Computing and to the vice president and dean of faculty. The department head/program director selects one of the following ratings as an outcome of the review: Satisfactory\*\* Progress toward Tenure, Satisfactory\*\* with Recommendations, Improvement Needed, or Unsatisfactory.

A rating of Satisfactory Progress Toward Tenure indicates that the candidate is meeting expectations in teaching and scholarship. A rating of Satisfactory with Recommendations indicates that the candidate's performance is promising, that recommendations for needed faculty development can be completed within one year, and that achievement of a rating of Satisfactory Progress toward Tenure is likely after the completion of the faculty development.

A rating of Improvement Needed indicates that there are serious reservations about the faculty member's performance, and measures are needed to address substantive deficits. The pretenure review must be repeated the following year if this rating is assigned. A rating of Unsatisfactory indicates that the candidate is not expected to be retained and will likely receive a notification of nonretention.



\*Each department/program must have on file with the dean of the college or School of Computing and with the vice president and dean of faculty, a plan for ascertaining departmental reaction to applications for tenure or promotion, retention recommendations, or pre-tenure review.

\*\*A satisfactory review does not constitute a guarantee of tenure.

## SECTION C.6 Post-Tenure Review

The university has an obligation to each faculty member to ensure that his or her effectiveness continues after the tenure decision has been made. With tenure, the professor pledges continued quality academic performance on the one hand, and the university pledges to offer the faculty member opportunities to continue to develop professionally on the other. It is against this backdrop that post-tenure review is framed. Post-tenure review exists to give tenured faculty information on performance effectiveness and to identify opportunities for development in a fashion consistent with the ever changing needs of the institution.

In those rare cases where performance is not satisfactory and does not improve as a result of a development plan, post-tenure review may look to an intervention designed to protect the public interest.

All faculty, excluding those who hold administrative rank at the department head/program director level or above (those holding administrative rank are evaluated through administrative rather than post-tenure review), will be reviewed under the Procedures Relating to Post-Tenure Review (C.6.b) during the fifth year after the year in which tenure is awarded by the Board of Regents and every five years thereafter. If a faculty member is promoted in rank during the five year period, the post-tenure review will occur during the fifth year after the year in which the promotion becomes effective. A successful promotion review will serve in lieu of a post-tenure review.

### SECTION C.6.a. Criteria Relating to Post-Tenure Review

Criteria for all evaluations are described in Article II.A.1.

Teaching effectiveness will be the single most important factor in all evaluations. Scholarship, service, and the role of each faculty member within the college/school and department/program will also be considered in the post-tenure review evaluation. As an example, the review of a faculty member with graduate teaching responsibilities will necessarily consider if the scholarship requirements for maintaining graduate faculty status have been achieved.

Each college, School of Computing and department/program will further define the criteria for post-tenure review, but these provisions must be in

writing, widely published, and approved by the vice president and dean of faculty.

## SECTION C.6.b. Procedures Relating to Post-Tenure Review

### 1. Portfolio

By September 15 of each year, the vice president and dean of faculty will provide each academic dean with a list of faculty who must undergo post-tenure review during the current academic year. By December 1, the faculty member shall prepare a portfolio containing, at the very least, all annual evaluations (including the relevant APARs) since the last post-tenure review or promotion/tenure review, and an assessment from the faculty member being reviewed as to his or her role in the institution and examples of specific measures that faculty member is taking to fulfill that role. Individual departments may specify other materials that should be included in the portfolio, and the candidate may provide additional materials relevant to his or her discipline.

### 2. Peer Review

Each department/program has developed a peer evaluation system (see Regulations, Article II, Section A.2.c.) for post-tenure review. Each department shall have on file with the college dean and the vice president and dean of faculty, a Faculty Peer Evaluation (FPE) process, specific to post-tenure review, but consistent with Article II, Section A.2.c which involves consideration of the post-tenure review portfolio. In departments/programs where the number of tenured faculty is three or fewer, the dean may involve a limited number of tenured faculty from a department/program having a similar mission in the peer review process. However, in such cases, the candidate will be informed as to the identity of these extra-departmental reviewers. No faculty member may participate in the post-tenure peer review process unless he or she is willing to certify that he or she has reviewed the portfolio. The peer review process must be completed by no later than February 15.

### 3. Department Head's/Program Director's Evaluation

After reviewing the portfolio and the results of peer review, the department head will complete the Peer Review Outcome Form (PROF).

Completion of the PROF with the faculty member's response is to be completed by March 15.

The following results are possible:

**Satisfactory:** The faculty member is performing effectively as a teacher and is making satisfactory contributions, appropriate to a senior faculty member, in either scholarship or service. Some departments/programs may have specific service or scholarship expectations for individual faculty members because of the particular position held by the faculty member. This point should be addressed in the review.

- If a faculty member is found to be "Satisfactory," the department head/program director may wish to commend the faculty member and even suggest specific development activities that he or she feels would be helpful.

**Satisfactory with Recommendations:** The faculty member is performing satisfactorily in teaching and service or scholarship, but the department head/program director may believe that enhancement of performance in one or more areas will avoid future problems. In this area, the department head/program director and faculty member should agree on a faculty development plan. Recommendations for redirection of a faculty member's efforts to adjust to changes in the academic program will be made in writing and through a personal interview with the department head/program director.

**Improvement Needed:** This category is to be used for the purpose of establishing a faculty development plan for a faculty member who is performing satisfactorily in instruction, but whose contributions in neither scholarship nor service is adequate. This category is also to be used when a redirection in faculty effort is required by changes in the academic program.

- A faculty member who receives an "Improvement Needed" must meet with the department head/program director to construct a development program. The department head shall be obliged to consider the progress of the faculty member as part of subsequent annual evaluations. The department head/program director must state in the annual evaluation whether or not adequate improvement is taking place, review the development plan, and discuss the evaluation with the faculty member. Failure on the part of a faculty member to remedy the difficulties identified by the time of the next post-tenure review will necessitate the receipt of "Unsatisfactory" in the subsequent post-tenure review.

Unsatisfactory: A faculty member will receive an "Unsatisfactory" in any case where teaching performance is deemed to be less than satisfactory. A faculty member will also receive an "Unsatisfactory" if, in the judgment of the department head, a faculty member has failed to respond successfully to a development plan resulting from an "Improvement Needed" in the previous review.

- Any tenured faculty member receiving an "Unsatisfactory" will meet simultaneously with both the department head/program director and the dean. The result of this meeting will be a comprehensive development plan designed by the dean in consultation with the department head/program director and faculty member. After a period of one year, the department head/program director and dean will again meet with the faculty member to assess progress. Lack of improvement will result in no pay increase in all future contracts until the "Unsatisfactory" rating is removed. Other intervention strategies may be employed for unsatisfactory performance with the written approval of the vice president and dean of faculty. Such strategies will become more intense the longer the "Unsatisfactory" remains. In cases where Policies of the Board of Regents apply, dismissal proceedings may be instituted.

#### 4. Review

If the faculty member disagrees with either the conclusions or the development plan proffered by the department head/program director, he or she may so indicate, with commentary, in the space provided on the PROF. Such action on the part of the faculty member will cause an automatic review by the dean of the college. The dean will refer the matter to a committee of the college/school faculty, which may be the college/school promotion and tenure committee, or if prescribed for within the college/school, a separate committee of faculty. After receiving the reaction from the faculty committee, the dean will notify the faculty member of his or her opinion.

Other appeal procedures are to conform to the provisions of the *Faculty Handbook* of Armstrong Atlantic State University and to the Policies of the Board of Regents.

#### 5. Annual Evaluation with Post-Tenure Review

Post-tenure review will substitute for the annual evaluation in the year in which it is conducted.

## SECTION D. Confidentiality of Faculty Records

SECTION D.1. Each faculty member's personnel file is kept in the office of the vice president and dean of faculty. The file includes papers related to the faculty member's initial employment, official transcripts of academic record, employment record, evaluations of performance, tenure and promotion materials, leaves of absence, and relevant correspondence.

SECTION D.2. Any material with reference to a possible disciplinary action affecting the faculty member is placed in a sealed envelope in a separate file marked "CONFIDENTIAL - TO BE OPENED ONLY BY THE VICE PRESIDENT AND DEAN OF FACULTY OR THE PRESIDENT." The statement "Disciplinary action on file in the President's Office" with the date of that action will be placed in the official personnel file for actions occurring after July 1, 1989.

SECTION D.3. Confidentiality of faculty records is subject to the laws of the State of Georgia. Requests for information from a faculty record are to be made through the Open Records Officer except when the request is for information in a faculty member's own file or is made by an authorized official of the institution on a need-to-know basis.

SECTION D.4. Faculty records are not permitted to be taken from the Office of the vice president and dean of faculty. Copies of faculty files, in part or in whole, are made only if expressly authorized by the president or the vice president and dean of faculty.

SECTION D.5. Only the vice president and dean of faculty or the president may authorize the release of information from faculty records. A faculty member may request that information for his/her personnel file be released.

SECTION D.6. Statistical information from faculty files may be released to an appropriate individual or governmental agency without identification of specific members.

SECTION D.7. Any examination of faculty personnel files authorized by the president or the vice president and dean of faculty must be made in the presence of the vice president and dean of faculty or a designated representative.

## **ARTICLE III. PRINCIPLES OF CONDUCT**

### **Section A: Faculty Statement of Principles**

**A1: Submission of Proposals for External Funding**

**A2: Protection of Human Subjects**

**A3: Misconduct in Science**

**A4: Conflict of Interest**

### **Section B: Code of Conduct for Administrators**

**B1: The Responsibilities of Administrators**

**B1a: Conditions of Employment**

**B1b: Operation of the Office**

**B1c: Career Considerations**

**B1d: Personal Responsibilities**

### **Section C: Faculty Awareness Policy**

#### SECTION A. Faculty Statement of Principles (adopted June, 1975)

The primary responsibility of a faculty member is the advancement of knowledge through teaching and scholarship. The faculty member is, therefore, committed to the development and improvement of scholarly competence both in self and in students. The ultimate obligation of the faculty member is to the academic discipline and to society in seeking and stating the truth as it is perceived by the faculty member.

As a teacher, the faculty member encourages the free pursuit of learning in each student. The teacher exemplifies to students the highest standards of scholarship and integrity and encourages student adherence to such standards. Recognizing the individual worth of each student, the teacher respects the confidential nature of the student-teacher relationship and makes every effort to ensure that any evaluation reflects the true merit of the student. Although the teacher may have subsidiary interests, these interests should never hamper or compromise the responsibility to students.

As a colleague, the faculty member respects the ideas and opinions of associate faculty members and shows professional objectivity in judging the performance of other faculty members. The faculty member recognizes the individuality of other faculty members and guards their right to personal and professional privacy.

As a member of the institution, each faculty member observes the stated regulations of the institution and upholds the tradition of faculty self-governance through criticism and revision of institutional regulations. To increase the effectiveness of the institution, the faculty member seeks responsibilities pertaining to the governance of the institution. When speaking or acting as a private person, the faculty member does not create the impression of speaking or acting for the institution. Both as a faculty member and as a community member, the faculty member's actions reflect a special obligation to maintaining conditions of free inquiry within the academic society and within society at large.

## SECTION A.1. Submission of Proposals for External Funding

The policy for submission of proposals for external funding contained in the *Grants and Contracts Manual for Research and Sponsored Programs* exists to expedite, not to impede, proposal submission by guiding project directors through the application process. The approval process is designed to ensure that the individual grant-writer does not make commitments financial or otherwise, which cannot be honored by the university. All individuals who seek external funding must follow the procedures and policies contained in the *Grants and Contracts Manual for Research and Sponsored Programs*.

All externally funded grants and contracts must conform to the stated purposes of the institution. Because the university is committed to maintaining institutional control and a balance between grants/contracts and instruction, all grants/contracts must have institutional approval. (Revised 5/00)

## SECTION A.2. Protection of Human Subjects

Persons conducting research involving human subjects have an ethical as well as professional obligation to ensure the safety, protection and rights of participants. It is the intent of Armstrong Atlantic State University through its Institutional Review Board (IRB) to assist those engaged in human subject research to conduct their research along ethical guidelines reflecting professional as well as community standards. Armstrong Atlantic State University recognizes its duty and obligation to protect the rights and welfare of human subjects of research regardless of the source of funding. The university has an obligation to ensure that all research involving human subjects meets regulations established by the United States Codes of Federal Regulations (CFR). Procedures and the internal policy regarding the IRB are contained in the *Grants and Contracts Manual for Research and Sponsored Programs*.

IRB membership consists of ten persons including one member who is not otherwise affiliated with Armstrong Atlantic State University, and one member from a discipline not normally associated with research involving human subjects. Membership must constitute a mix of both men and women. Members shall be appointed by the vice president and dean of faculty. The chair will be the dean of the School of Graduate Studies. Other members shall be the associate/assistant deans of arts and sciences, education, and health professions, and the director of Sponsored Programs. The IRB may invite individuals with competence in special areas to assist in the review of complex issues which require expertise beyond or in addition to that available on the IRB. These invited individuals may not vote with the IRB.

### SECTION A.3. Misconduct in Science

Armstrong Atlantic State University has long embraced the principle that honesty is an essential component of scholarly activity. Principal investigators and others in positions of responsibility for the conduct of research and scholarly activity are expected to exercise reasonable supervision of those under their direction to ensure the integrity of the research or scholarly activity being conducted.

The university assumes primary responsibility for investigating and resolving allegations of scientific and scholarly misconduct by its campus community. This responsibility holds regardless of whether the activity involved was funded by external agencies. Assumption of this responsibility is consistent with the Code of Federal Regulations (CFR) at 45 CFR 689, though in some cases federal reporting requirements also pertain. The policy/procedure for investigating and resolving allegations of misconduct in science is contained in *Grants and Contracts Manual for Research and Sponsored Programs*.

### SECTION A.4. Conflict of Interest

The policy contained in the *Grants and Contracts Manual for Research and Sponsored Programs* sets forth procedures and guidelines that are to be followed in resolving actual and potential conflicts of interest and commitment pertaining to sponsored projects. This policy applies to all sponsored projects funded by a) commercial sponsors, b) those federal agencies having specific conflict of interest requirements, and c) purchase orders and subcontracts issued by Armstrong Atlantic State University on behalf of sponsored projects, regardless of the source of funds.

### SECTION B. Code of Conduct for Administrators

Academic freedom is a hallmark of institutions of higher education. Academic responsibility is the correlative of such freedom. Just as freedom to teach, learn, and conduct research are inseparable attributes of academic freedom for faculty in universities and colleges, so freedom to administer is an inseparable part of academic freedom for college/school and university administrators. The correlative academic responsibility for administrators requires them to exercise academic freedom within the special service functions of higher education and within the objectives of the institution.

The administrative function of higher education exists to serve the educational community by facilitating the process of education and by the creation and maintenance of a milieu conducive to the teaching, learning, scholarship, and service functions of higher education. The exercise of academic responsibility and academic freedom by administrators requires clearly understood conditions of employment, parameters for the operation of the office, career considerations, and personal responsibilities.



## SECTION B.1. The Responsibilities of Administrators

### SECTION B.1.a. Conditions of Employment

Administrators have the responsibility to carry out the duties of the office in such a way as to ensure that race, religion, national origin, age, sex, sexual orientation or disability do not enter into the formulation and execution of the policies of the institution.

Administrators have the responsibility to carry out the duties of the office as noted in the written statement of the conditions of employment or as listed in the officially adopted job description.

### SECTION B.1.b. Operation of the Office

- (1) Administrators have the responsibility to:
  - a. Direct the utilization of the institutional resources so as to implement policy set by the Board of Regents.
  - b. Utilize the institutional setting so as to further its teaching, learning, scholarship, and community service functions.
  - c. Take appropriate action, according to the nature of the office and within limits set by the Board of Regents and the president, to develop, allocate, and preserve institutional resources.
- (2) Administrators have the responsibility to participate, according to the nature and authority of the office, in the formulation and implementation of institutional policy.
- (3) Administrators have the responsibility to act as official representatives of the institution only according to the limits of the office held, or by specific delegation.
- (4) Administrators have the responsibility to create and sustain the kind of milieu on campus which permits all persons to meet the responsibilities of their offices without disruption or harassment.
- (5) Administrators have the responsibility to maintain a correct balance between their representation of interests of their constituents and their performance of administrative duty as an official of the institution.

### SECTION B.1.c. Career Considerations

- (1) Administrators have the responsibility to give due consideration to all qualified candidates within the institution who apply for jobs that may become available.
- (2) Administrators have the responsibility to improve professional and personal performance for themselves and their subordinates by participation in the regular development programs of the institution and by attendance at meetings insofar as resources provide.
- (3) Administrators have the responsibility to be just, to follow officially adopted procedures, and to avoid arbitrary or capricious actions regarding subordinates, especially in decisions affecting continuation or termination of office.
- (4) Administrators have the responsibility to participate in and assume responsibility for the regular and formal evaluation process of those under their jurisdiction and to communicate to them in a timely fashion the results of the evaluation.
- (5) Administrators have the responsibility to draw up and make available a written statement regarding the performance evaluation and the circumstances regarding the departure from the institution of those under their supervision. Subject to the provisions of the Georgia Open Records Act, the statement should be released only with the approval of the person who has departed from the institution.

### SECTION B.1.d. Personal Responsibilities

- (1) Administrators have the responsibility, when speaking as private persons regarding campus issues or issues that have no connection with the campus, to make clear that they are speaking in a private capacity and not as representatives of the institution. Administrators should recognize the difficulty involved in attempting to separate the personal from the official when expressing opinions.
- (2) Administrators have the responsibility to exercise care and discretion so as not to abuse the rights and responsibilities of fellow administrators.
- (3) Administrators have the responsibility to respect the rights and privacy of others, particularly with regard to personal circumstances, including, but not limited to, financial information, religious beliefs, and political associations.

- (4) Administrators have the responsibility to make clear to a subordinate that participation in associations and support of causes are undertaken as a private person and not as a representative of the institution.
- (5) Administrators have the responsibility to provide subordinates with the right of due process.

### SECTION C. Faculty Awareness Policy

If faculty members at any level should be judged deficient in performance, Armstrong Atlantic State University is committed to the principle that they should be informed of the judgment and should be given the opportunity to improve the deficiencies.

It is the responsibility of the department head to call to the attention of a faculty member whose performance falls below the level of "satisfactory" those specific deficiencies which make that performance less than satisfactory. The department head should meet with the individual faculty member for discussion of the deficiencies in performance and possible means for their removal. The department head will prepare, following the conference, a memorandum for the record covering the substance of the discussion. A copy of the memorandum will be given to the faculty member involved, who will then have an opportunity to respond in writing. A copy of the memorandum for the record and a copy of the faculty member's response, if any, will be given, for retention, to the dean of the college and to the vice president and dean of faculty.

The above procedure is designed to provide the faculty member at Armstrong Atlantic State University at all times with maximum information relating to the deficiencies in performance identified by administrative superiors. It is also designed to provide the faculty member with guidance relating to the removal of these deficiencies.

## **ARTICLE IV. APPEALS PROCEDURES**

### **Section A: Procedures for Filing a Grievance**

#### **A1: Grievance Committee Procedures**

#### **A2: The Grievance Process**

### **Section B: Procedures for Hearings in Cases of Dismissal**

### **Section C: Appeals to the Board of Regents**

### **Section D: Miscellaneous Procedures for Hearings Not Covered by Specific Policies or Procedures**

#### SECTION A. Procedures for Filing a Grievance

A member of the Faculty (hereafter, the complainant) who feels they have a grievance, as outlined in the University Bylaws, Section B.9, should first attempt to settle the grievance at the appropriate administrative level by discussion.

If the grievance remains unresolved, the complainant may choose to make an appeal to the University Grievance Committee.

##### SECTION A.1. Grievance Committee Procedures

The chair of the Grievance Committee shall serve as the presiding officer at a hearing.

In all cases, individual rights to privacy will be protected.

The case of the complainant will be presented first.

A quorum, consisting of a minimal majority of the number of regular members, must be present to consider a grievance. Alternates are not considered as regular members for determination of the number needed for a quorum. Alternates may serve as one-for-one substitutes among those present in determining if a quorum is achieved at a hearing.

The chair must decide if alternates are to be included in the hearing process, based on one alternate substituting for one regular committee member who is unable to sit at a hearing. An alternate not substituting for a regular member is therefore not, as a general rule, involved in the hearing process. If, however, in the judgment of the chair, a reasonable likelihood exists of in-process attrition of one or more regular members, alternates should be included from the beginning in the interest of maintaining a quorum.

Any committee member who is party to a dispute will excuse him/her self from the committee deliberations while the grievance is being heard.

Unless a regular member formally resigns from the committee, substitution should be made by the chair only on an ad hoc basis.

### SECTION A.2. The Grievance Process

Upon receiving a request for a hearing concerning a grievance involving academic freedom, professional conduct or competence, or interpretation or application of university policies and procedures from any member of the university community with faculty status, the committee (regular members and alternates) will promptly meet to review the request.

The request, in the form of a written brief (petition), shall set forth in detail the nature of the grievance and shall name all concerned parties. It shall contain any factual or other data which the complainant deems pertinent to the case. Upon receipt of this petition, the chair of the committee shall, within three working days, notify all concerned parties that a grievance has been filed. The committee will have the right to decide by a simple majority vote whether or not the facts merit a detailed investigation, and may conclude that no grievance exists and that no recommendation is necessary. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The committee may seek to bring about a settlement by appeal to the appropriate dean, the vice president for academic affairs, or the president, whomever is appropriate, if the committee chooses not to pursue the case. If the committee determines that no hearing shall be held, this information shall be immediately relayed to all concerned parties.

If a hearing is deemed necessary, all concerned parties will be notified in writing of the nature and details of the grievance, along with the time and place of the hearing, at least ten days before the hearing. The hearing will be conducted by the regular members unless an alternate is needed for reasons of absence or conflict of interest.

All concerned parties will have the right to counsel of their own choosing. Such counsel will not participate directly in the proceedings except to advise the party. By prior agreement of all parties concerned, the parties will be allowed such attendants at the hearing (representatives or educational associations, etc.) as may be commensurate with the space available. Otherwise, in the interest of the right to privacy of the accused, hearings will be private, except that the university administration may also have an observer.

All concerned parties shall be afforded an opportunity to present witnesses and documentary or other evidence. All parties shall have the right to cross-examine all witnesses and may, where the witnesses cannot appear because of illness or other causes acceptable to the committee, present the sworn statements of the witnesses. The committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues

involved. The committee has access to appropriate university documents, limited only by a good faith "need-to-know" and any legal restrictions. The committee may grant an adjournment to enable either party to investigate evidence to which a valid claim of surprise is made. All evidence shall be duly recorded and an audiotape made. All parties shall have access to the audiotape of the hearing.

The accused may not be made to bear witness against himself/herself and the committee will not take the refusal of the accused to testify as evidence of guilt. However, this proviso does not give the accused immunity from a hearing or from committee recommendations reached in a hearing, simply because the accused refuses to testify.

After hearing all evidence, the committee will make its decision by simple majority as to what recommendations shall be made. Majority and minority reports may be made. All parties involved will be notified in writing of the recommendations. Publicity concerning these recommendations will be withheld unless the recommendations are made a matter of public record by the Board of Regents.

All concerned parties have the right to appeal to either the dean or the president (whomever is appropriate) concerning the recommendations of the committee or administrative action taken on the basis of, or in spite of, these recommendations.

#### SECTION B. Procedures for Hearings in Cases of Dismissal

The procedures for hearings in cases of dismissal are contained in the *Bylaws* of the Board of Regents. A copy of the *Bylaws* is available in the president's office.

#### SECTION C. Appeals to the Board of Regents

Any person in the University System for whom no other appeal is provided in the Bylaws, and who is aggrieved by a final decision of the president of an institution, may apply to the Board of Regents, without prejudice to his position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days following the decision of the president. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, or a Hearing Officer appointed by the Board, shall investigate the matter thoroughly and report their findings and recommendations to the Board. The Board shall render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

#### SECTION D. Miscellaneous Procedures for Hearings Not Covered by Specific Policies or Procedures

From time to time the president of Armstrong Atlantic State University or other persons acting in official capacity will find it necessary to appoint committees to hear disputes, grievances or appeals not covered by specific policies or procedures. For those cases where no specified hearing procedures exist, the following guidelines are to govern the procedures:

Any person for whom a hearing is held (referred to hereinafter as the "complainant") shall be notified in writing by the hearing officer at least three working days before the hearing and shall be apprised in the notice of the names of principal witnesses who shall testify at the hearing. This notice should be hand delivered.

1. A hearing officer will be appointed by the president or his/her designee to conduct the proceedings of the hearing. It will be the responsibility of the hearing officer to advise all parties of the hearing procedures and to conduct the hearing according to these guidelines. Normally, the hearing officer shall be selected from the list of available hearing officers who have had appropriate training provided by the institution.
2. The complainant shall have the right to an advisor of his/her own choosing. The advisor will not participate directly in the proceedings except to offer advice to his/her client.
3. The university and/or defendant may also be represented by an observer who does not participate in the proceedings.
4. All written documents presented, unless explicitly excluded by law, will be made available to the complainant. All tapes or videos of the hearing will be made available to the complainant and, if applicable, the defendant upon request.
5. The complainant, the university and/or defendant may all call witnesses and present documentation or other evidence including sworn statements from witnesses who cannot appear. The complainant, hearing committee and, if applicable, the defendant shall all have the right to cross examine all witnesses present. The hearing committee shall not be bound by formal rules governing the presentation of evidence and it may consider any evidence presented which is deemed of probative value in the case.
6. The recommendations of the hearing committee are to be given to the hearing officer who must transmit these in writing to the president or the appropriate institutional official within five working days of the hearing.

7. The size and composition of the committee shall be determined by the president or appropriate official.
8. Normally, the decision of the official appointing the committee shall be final. However, under certain circumstances, further appeals may be permissible.



## **ARTICLE V. STANDING COMMITTEES OF THE UNIVERSITY**

**Section A: Committee on Information Technology**

**Section B: Committee on Disability Services**

**Section C: Committee on Minority Affairs**

**Section D: Advisory Committee on Distributed Learning**

**Section E: Intercollegiate Athletics Committee**

**Section F: Finance Committee**

**Section G: Student Activities Committee**

**Section H: Professional Education Council**

### SECTION A. Committee on Information Technology

The mission of the Committee on Information Technology (CIT) is to provide leadership in the creation of a coordinated plan for administrative computing, academic computing, networking, the Armstrong Atlantic State University website, distributed learning, CIT, and library automation. The duties of the Committee consist of making recommendations on the purchases of computer hardware and computer software, CIT, and telecommunications. It shall also make recommendations on access to computers, computer networks, CIT and information services by all constituencies within the Armstrong community. It will serve in an advisory capacity to monitor the form and content of the University website. It may recommend and review policies and procedures on Computing Information Services and Technologies. The committee shall meet at least once each semester during the academic year, and shall report and make recommendations to the chief information officer and/or to the dean of faculty, as it deems appropriate and in response to direct requests. The Committee on Information Technology shall have a representative from the administration, the library, the computer science faculty, the humanities, the social sciences, the natural sciences, the health professions, and education. In addition, there shall be a representative from the Office of Off-Campus Programs. Also each of the designated directors of educational technology shall be a member. The Chief Information Officer and a Faculty Support Specialist shall serve as ex-officio members. Members shall be nominated by the dean of faculty and appointed by the president. A chair and vice-chair shall be designated by the president. Service on the committee shall continue until a member resigns from the university or is replaced by the president. The president shall, from time-to-time, rotate membership on the committee in order to provide for diversity.

### SECTION B. Committee on Disability Services

The mission of the Committee on Disability Services is to make recommendation to the president concerning the needs of persons with disabilities. The committee shall promote awareness of disability issues on campus; monitor campus-wide compliance with the Americans with Disabilities Act and similar laws and regulations; consult with students, faculty, and staff on issues related to educational access for students with disabilities. The committee shall meet at least once each semester and shall report and make recommendations to the president. The committee shall be composed of eight

faculty members, one student, the 504 coordinator, the director of human resources, the director of minority affairs, plant operations representative, student affairs representative and admissions representative. The committee shall be appointed by the president with an annual review of its composition. (Revised 4/02)

#### SECTION C. Committee on Minority Affairs

The mission of the Committee on Minority Affairs is to advise and assist the director of minority affairs and the special assistant to the president on minority affairs with the recruitment and retention of minority faculty, students, and staff.

The committee shall develop and implement strategies for increasing AASU minority population through direct intervention, and any other means necessary, with particular emphasis on bringing in larger numbers of freshmen and reducing non graduate attrition rates.

The committee shall meet at least twice each semester during the academic year and shall report and make recommendations to the vice president and dean of faculty and the faculty when necessary.

The committee shall be composed of three representatives from each of the academic colleges, one representative from Student Government Association and one from Student Affairs, the director of minority affairs and the special assistant to the president. (Revised 4/02)

#### SECTION D. Advisory Committee on Distributed Learning

The Advisory Committee on Distributed Learning shall oversee and recommend policies and procedures for the approval, distribution and assessment of distance learning courses and programs at Armstrong Atlantic State University. Distributed learning includes both off-campus and distributed learning modalities. Off-campus instruction refers to those classes away from main campus but still anchored in face-to-face instruction. Distance learning programs include technology-assisted modes where instructor and learner are at a distance (e.g., GSAMS and online courses).

Members shall be nominated by the dean of faculty and appointed by the president. Service on the committee shall continue until a member resigns from the university or is replaced by the president. The president shall rotate membership of the committee periodically to provide diversity. The committee shall have a member from each of the following units: College of Arts and Science, College of Education, College of Health Professions, School of Graduate Studies, External Affairs, Lane Library, Office of Student Affairs, Computer and Information Services (CIS), and the Advisory committee on Computing, Information Services and Computer-Mediated Educational Technologies (CISCMET). The president shall designate a chair and vice-chair and may appoint additional, ad hoc members as needed.

The committee shall meet at least once each semester during the academic year and shall report and make recommendations to the vice president and dean of faculty.  
(Revised 4/02)

#### SECTION E. Intercollegiate Athletics Committee

The mission of the Intercollegiate Athletics Committee shall be to make recommendations to the Faculty and president concerning policies governing the intercollegiate athletics program.

The committee shall receive from the faculty athletics representative reports on the eligibility of players, and an annual report concerning all intercollegiate athletic activities with regard to their compliance with conference/association regulations, and may review and make recommendations of these matters as it deems necessary. It shall advise the director of athletics on program and policy matters relating to the intercollegiate program, to include decisions involving the addition or elimination of intercollegiate sports, compliance with conference and NCAA regulations, appropriation of student athlete budget including facilities, entry into or exit from intercollegiate athletic conferences/associations, prior to the adoption and institution of such intercollegiate athletic policy and program changes or modifications.

The committee shall meet at least once each academic year and shall be composed of six teaching faculty members (excluding coaches of intercollegiate sports) and three students. The treasurer of the Student Government Association, the dean of faculty, the vice president for student affairs, the vice president for business and finance, the director of athletics, the faculty athletics representative (appointed by the president), and the senior women's administrator for athletics (appointed by the president) shall serve as nonvoting members of the committee. (Revised 4/02)

#### SECTION F. Finance Committee

The committee shall advise the Faculty concerning financial policies and shall make recommendations to the president with regard to financial priorities for the budget and other matters which may be referred to the committee. It shall be composed of the vice president and dean of faculty, the vice president for business and finance, the vice president for student affairs, and five faculty members. One of the five faculty members shall be elected chair.

#### SECTION G. Student Activities Committee

The mission of the Student Activities committee is to coordinate all policies and procedures related to student activities sponsored by the University excluding intercollegiate athletics.

The duties of the committee shall be to review the constitutions and recognize all students organizations, select the University's nominees for Who's Who Among

Students in American Colleges and Universities, select the recipients for the Silver A for Service award, and serve as a judicial body for student organizations accused of group offenses.

The committee shall meet at least once each semester and shall report and make recommendations to the vice president of student affairs and the vice president and dean of faculty.

The committee shall be composed of five faculty members, three students, and a nonvoting representative of the Student Affairs Office to be designated by the vice president for student affairs. (Revised 4/02)

#### SECTION H. Professional Education Council

The Professional Education Council (PEC) is the standing governance committee of the Professional Education Unit, the broad-based policy-recommending body for professional education programs. On curricular matters, the PEC reviews proposals directed to it from college curriculum committees on professional teacher education degree and endorsement programs, serving as a second-tier college curriculum committee for such proposals. The PEC reviews and approves all curricular and policy changes for the PEU before programmatic changes can occur. The PEC consists of 11 voting members. The 9 voting members appointed for rotating two-year terms are as follows: four faculty representatives, one each from early childhood, middle level, secondary level and P-12 level; two student representatives, one each from undergraduate and graduate level; and three public school representatives, one each from elementary, middle, and secondary schools. The two voting permanent members are *ex officio*, the Coordinator of Educational Field Experiences and the Coordinator of Admissions and Licensure. In addition, the PEC includes, as *ex officio* nonvoting members, the Professional Education Unit deans and department heads and a school superintendent or his/her designee. (Added 5/06)

## **ARTICLE VI. FINANCIAL INFORMATION**

**Section A: Salaries**

**Section B: Extra Compensation**

**Section C: Pay for Noncredit Courses**

**Section D: Salary Deductions**

**Section E: Gratuities**

**Section F: Travel Expenses – Off-Campus Teaching**

**Section G: Travel Regulations**

**Section H: Expenditure and Commitment of University Funds**

**Section I: Armstrong Atlantic State University Commission**

**Section J: Travel Advance Policy**

### SECTION A. Salaries

Full-time faculty members and academic-year, part-time faculty members will be compensated at the rate of one-half of the total academic-year salary per semester. Compensation will be at the rate of one-tenth of the contract sum at the end of each month from August through May. Payment at the end of December and May assumes grades have been submitted to the Office of the Registrar.

Summer session pay dates are established and published annually by the Vice President for Business and Finance.

Part-time faculty members who teach on a semester basis are paid on dates established annually by the Vice President for Business and Finance. For part-time faculty employed for a full 15-week semester, pay date are mid-semester and semester end after final grades have been submitted to the Office of the Registrar.

The standard compensation for summer teaching is three percent per credit hour, or the equivalent computed in contact hours. However, the college/school deans are authorized to negotiate for a lesser amount for marginally-enrolled classes and, in certain circumstances, a greater amount.

The following policies also relate to salaries:

1. Increases shall not be made during a fiscal year in the salaries set up for positions listed in the budgets of the various institutions of the University System unless permitted by action of the Board of Regents. Presidents of the institutions shall incorporate their recommendations for salary increases for positions in their annual budgets, provided that such increases are within previously established regulations of the Board and the institution concerned. Salary increases other than step cost-of-living raises shall be based only upon merit and shall not be automatic.

2. Research and Saturday classes will ordinarily be carried by University System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in teaching load.
3. No consideration shall be given to salary supplements that may be paid from foundations or other sources in order that salary supplements will be over and above the regular salary paid with state funds. A supplemental budget shall be prepared to include supplements to be paid from foundations or other sources. The salary to be paid from state funds for summer school employment or for a leave of absence with pay shall be based on the approved salary exclusive of any supplement. Each faculty member or staff member receiving a salary supplement shall be advised of the receipt of the salary supplement with information as to the amount and source of funds and that the salary supplement was upon the recommendation of the president of the institution.
4. In no case may extra compensation from state and/or federal funds, including summer compensation, exceed 33 1/3% of the academic year contracted salary.
5. Overloads during the academic year will generally be compensated at the part-time faculty rate as published by the vice president and dean of faculty. An exception must be approved by the vice president.

#### SECTION B. Extra Compensation

Saturday classes, off-campus classes, and research will ordinarily be carried by University System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in teaching load. Extra compensation may be paid, however, when all four of the following conditions exist:

1. The work is carried in addition to a normal full load.
2. No qualified person is available to carry the work as part of a normal load.
3. 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.

Any extra compensation for teaching credit courses will be paid when the faculty member's yearly course load has been completed.

Full-time administrative staff (from the department head/program director level up) and service-budgeted faculty members are not eligible for extra compensation for service activities which are a part of their regular duties and responsibilities. Non-teaching

faculty may receive extra compensation if the work is done during a time other than, but in addition to, the normal hours of employment, usually 8:15 a.m. to 5:00 p.m.

Eligible faculty may receive extra compensation to the extent of fifty (50) clock hours per quarter, but not to exceed one hundred (100) clock hours per fiscal year. All time for which faculty receive extra compensation is chargeable against this limitation while the faculty member is under contract. Academic year faculty are considered to be under contract from the initial faculty meeting through the date of graduation. Employment for summer teaching extends the contract period through the date of summer school graduation.

Advance approval to pay extra compensation to faculty must be obtained by written request. The form to be used in securing such approval must be signed by the faculty member involved, the department head/program director, dean, president, and/or others as indicated on the form.

#### SECTION C. Pay for Noncredit Courses

The hourly rate of pay for teaching noncredit courses shall be negotiated between the instructor and the unit under which the noncredit course is offered. Compensation for noncredit courses will be paid at the end of the month in which the short course ends, included with the regular monthly pay.

#### SECTION D. Salary Deductions

The following are mandatory deductions from each pay check for full-time instructional faculty: federal withholding taxes, state withholding taxes, FICA (Social Security tax), FICA/MED (medicare tax) and retirement contributions. All faculty employed half-time or more are required to belong to the *Teachers Retirement System of Georgia* or the *Regents Retirement Plan* (Optional Retirement Plan). A full benefit package is available to those faculty employed half-time or more. This package includes options for health insurance, life insurance, long-term disability insurance, a dental plan and personal tax sheltered annuity plans.

Part-time instructional faculty (less than half-time) shall have federal withholding taxes, state withholding taxes, FICA/MED and the Georgia Defined Contribution Retirement Plan contributions (dependent on outside employment status) deducted. No other benefit options are available under this part-time status.

Complete information on all mandatory deductions as well as benefit options is available through the Human Resources Office.

#### SECTION E. Gratuities

No faculty member shall accept gratuities, courtesies, or gifts in any form whatsoever from persons, corporations, or associations that, directly or indirectly, may seek to use

the connections thus formed for securing favorable comment or consideration for any commercial commodity, process or undertaking.

#### SECTION F. Travel Expenses - Off-Campus Teaching

The university will provide transportation support for teaching off-campus courses which are located outside of Savannah. This transportation may be by a state car, paid for by the university, or via an employee's car, for which the university will pay at the official mileage rate. To qualify for reimbursement, this travel must be required in order to fulfill the faculty member's assigned duties. In any case, the university will provide support for only one automobile per class day (or night) at a given location for every five or fewer instructors. The instructors should decide among themselves who will be responsible for providing the car (and thus filing for the mileage reimbursement), or they may share this responsibility. (Revised 8/99)

In certain cases where a scheduled off-campus course(s) will prevent a faculty member from having access to his/her normal meal schedule, the university will reimburse the faculty member for one meal at the state approved rate. Prior approval must be obtained from the department head/program director and college/school dean.

#### SECTION G. Travel Regulations

All travel must be authorized in writing by the department head/program director, the dean of the college/school, the vice president and dean of faculty, and the president. A "Request for Travel" form is provided for this purpose. This form must be filed one week prior to the date of travel. Travel expense statements must be submitted to the Office of the Vice President for Business and Finance within seven days of return to the university. Common carrier ticket stubs must be attached to the travel expense statement, as well as receipts for lodging expenses and registration fees. Travel may be authorized without or with partial reimbursement of expenses.

Regents' Policy Section 706 and the *Business Procedures Manual*, Volume 1, Revised, stipulate general regulations regarding travel of University System employees on official business. A copy of the *Business Procedures Manual* is available in the Personnel Office.

#### SECTION H. Expenditure and Commitment of University Funds

Department heads/program directors must approve all requisitions for departmental/program purchases. All requisitions are submitted to the Office of the Vice President for Business and Finance which issues a purchase order after following procedures outlined by the Board of Regents of the University System of Georgia. Only the president and the vice president for business and finance have the authority to commit university funds.



## SECTION I. Armstrong Atlantic State University Commission

The Armstrong Atlantic State University Commission makes available to the university income from certain limited endowment funds. The president of the university may award grants to faculty members (with the approval of the commission) for assistance in projects that will directly benefit the university. Applications for these grants are made in writing to the president and processed through normal channels.

## SECTION J. Travel Advance Policy

Faculty and staff may request a travel advance from the Armstrong Commission funds under the following restrictions:

1. The minimum advance is \$250 per trip.
2. Advances cannot be used for air fares. Employees should pay cash, use a personal credit card, or make arrangements through a travel agency to purchase airline tickets.
3. Advances cannot be used for registration fees. When registration fees are required in advance of a meeting, submit the invoice to the Business Office and a university check will be written and the departmental Subscription and Fees Account charged for this expenditure.
4. The university does not issue travel advances from general funds. The university makes available to faculty, at no charge, a corporate credit card for charging business expenses. Individuals possessing these cards are responsible for all expenses charged to them. The Business Office is responsible for making arrangements for receiving those cards.

## **ARTICLE VII. FACULTY-STUDENT RELATIONS**

### **Section A: The Honor Code**

### **Section B: Student Academic Records**

### **Section C: Confidentiality of Student Records**

#### SECTION A. The Honor Code

The Honor Code is published in the university *Catalog* and in the *Student Handbook*. Academic dishonesty of any kind is considered a violation of the Honor Code. At the beginning of each quarter it shall be the responsibility of each teacher to make clear what shall be considered unauthorized help in each course. Specific honor system procedures are outlined in the university *Catalog* and the *Student Handbook*.

#### SECTION B. Student Academic Records

The Registrar has a master roster of all students which lists high school grades, SAT scores, etc. Copies of students' permanent records are furnished to advisors. Faculty members may examine student records on written request to the Office of the Registrar.

After appropriate training and with the approval of the Dean of Academic and Enrollment Services, faculty members may access student records via computer on the campus network.

#### SECTION C. Confidentiality of Student Records

Armstrong Atlantic State University complies with all requirements of the Family Educational Rights and Privacy Act of 1974. Complete information is available in the Office of Student Affairs. Briefly, this is what the law says about all students, including former students.

The law defines student education records to include "records, files, documents, and other materials which contain information directly related to a student and are maintained by a university or by a person acting for a university." Within 45 days of receiving a request, universities must allow students to inspect those education records. Excluded from the definition of student education records are records made about students by teachers and administrators for their own use and not shown to others.

Confidential letters of recommendation or evaluations which were in the records prior to January 1, 1975, need not be made available to students. For letters after that date, the law allows students to waive rights of access if the letters have to do with admission, employment, or honors, if the letters are used only for those purposes, and if students are told, on their request, the names of all letter writers. No student or applicant may be required to execute a waiver.

Students have the right to challenge the contents of their educational records and to secure correction of inaccurate or misleading information. Students may insert into their records a written explanation respecting the content of such records. Students may challenge a grade in their records only on the ground that it was inaccurately recorded, not that it was different than the instructor ought to have recorded.

Teachers, administrators, and similar professional personnel (in the same institution) may look at the record if they have a "legitimate educational interest."

The university may transfer information to other educational institutions in which the student intends "or seeks" to enroll, "in connection with a student's application for, or receipt of, financial aid," and to public officials enumerated below:

1. State and local officials to whom state law in effect on November 19, 1974 required information to be reported.
2. Organizations like ETS and CEEB in connection with "developing, validating, or administering predictive tests, administering student aid programs, and improving instruction."
3. "Accrediting organizations in order to carry out their accrediting functions."
4. Parents of a student who is a dependent for income tax purposes.
5. "Appropriate persons" in the case of health and safety emergencies.

Directory information may be released without the consent of a student unless the student specifically asks that prior consent be obtained. Directory information includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student. A university must publish a list of what it designates as directory information and give each student a reasonable period of time to ask that any and all such information not be released without prior consent.

Other than in the exceptions listed, or in the case of directory information, or in responding to judicial process, employees of a university may not release "personally identifiable information in education records" or allow anyone access to those records, unless the student has given written consent "specifying records to be released, the reasons for such release, and to whom," and a copy of the released records is furnished to the student.

## **ARTICLE VIII. FACULTY RESPONSIBILITIES**

- Section A: Faculty Work Load**
- Section B: Faculty Office Hours**
- Section C: Academic Advisement**
- Section D: Registration Duties**
- Section E: Scheduling of Classes**
- Section F: Policy on Student Attendance**
- Section G: Outside Activities**
- Section H: Faculty Development Policy**
- Section I: Syllabus**

### SECTION A. Faculty Work Load

#### 1. Full-Time Faculty

The workload of the Armstrong Atlantic State University faculty member will consist of activities related to teaching, scholarship, and service. The semester credit hour is used as the measure for defining relative loads in these three areas, with the faculty workload understood as the equivalent of 15 semester hours of credit.\* The following statements define the parameters within which assignments of the teaching portion of that workload will be made across the university:

- a. For tenure track or tenured faculty members who are involved in an ongoing program of scholarship or who have service responsibilities beyond advisement and routine committee work, the expected annual teaching load should be the equivalent of 24 semester hours.
- b. The minimum annual teaching load will be the equivalent of 18 semester hours except in the unusual circumstances of sponsored scholarly pursuits, funded public service activities, or formal assigned administrative duties.
- c. In those teaching assignments in which contact hours differ considerably from credit hours (e.g.: clinical supervision and laboratory courses) equivalencies between contact hours and semester hour credits will be determined in the workload policies of the appropriate college.
- d. At the discretion of the dean of the college/school, special provisions may be made to recognize load issues related to special teaching assignments such as those involving large class size, distance learning instruction, or team teaching.
- e. As required by Regulations, Article VII, Section A, each college/school and each department/program must have an approved workload statement consistent with these guidelines.

\* Therefore faculty members who are assigned the equivalent of 15 semester hours of teaching will not be expected to be involved in an ongoing program of scholarship beyond what is necessary to support

their teaching assignment nor will they be expected to have service responsibilities beyond advisement and routine committee work required to participate in their academic communities.

## 2. Part-Time Faculty

- a. Part-time faculty who are appointed on a semester-by-semester basis shall be limited to a maximum of the equivalent of 21 semester hours in any fiscal year (July 1 through June 30).

The semester load should exceed six semester hours only in exceptional cases and only with written approval from the Vice President and Dean of Faculty. This exception should not be repeated within the same fiscal year.

- b. Although academic-year, part-time contracts are normally not encouraged, use of such contracts is preferable in situations where a part-time faculty member will be needed for the equivalent of seven or more courses in one academic year.

Each department/program must have a workload statement approved by the department head/program director and the college/school dean which addresses the considerations described above.

### SECTION B. Faculty Office Hours

Each faculty member is expected to maintain a schedule of office hours each week. This schedule will be posted on the door of the faculty member's office. Faculty members should be available at least ten hours per week over the course of several days, and by appointment to students who cannot see a faculty member during his/her scheduled office hours. Students must have a reasonable expectation of finding a faculty member during prescribed office hours, and each faculty member should make a good-faith effort to communicate to students his or her unavailability should extenuating circumstances arise. A copy of the faculty member's schedule of classes and office hours will be maintained by the department head. (Revised 8/99)

### SECTION C. Academic Advisement

Each faculty member is expected to assist with the academic advisement program at Armstrong Atlantic State University. The head of the department/program in which a student is majoring is responsible for the academic advisement of the student. The department head may delegate the responsibility to a member of the departmental faculty. The advisement procedure is under the general direction of the vice president and dean of faculty, who works through the deans and department heads/program directors.

### SECTION D. Registration Duties

All faculty members have a responsibility to accept assignment to registration duties. Assignments are made by the department head/program directors.

## SECTION E. Scheduling of Classes

Under the supervision of the dean of the college/school, department heads/program directors are responsible for determining which courses are needed each semester. Course needs are submitted to the dean of the college/school and to the registrar, who supervises both an annual and a semester schedule. The vice president and dean of faculty is the final authority on scheduling, deleting, and adding classes. An instructor may not change the scheduled time or place of meeting for a class without prior approval of the department head/program director and the dean of the college/school.

## SECTION F. Policy on Student Attendance

Each faculty member may establish a policy for student attendance in class. Students who miss class while officially representing the university will be excused from class. These students are responsible for arranging with individual instructors to make up any work that might have been missed. Monthly reports on the attendance of veterans are requested from faculty by the Veterans' Affairs Office.

## SECTION G. Outside Activities

Board of Regents' policy 802.16 states that "a faculty member shall not engage in any occupation, pursuit, or endeavor which will interfere with regular and punctual discharge of his or her official duties." The provisions shall apply to outside activities, including those for compensation such as consulting, for full-time faculty, administrators, and other professional staff members employed by the university. For all activities, except single-occasion activities, employees shall report through their immediate supervisor the proposed arrangements and secure the approval of the appropriate official in their channel of administration (academic dean, dean of enrollment services, vice president for student affairs, vice president and dean of faculty, or president). Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

When any activities involve the use of the university's personnel, facilities, equipment, and/or materials, the employee will negotiate jointly with the vice president and dean of faculty and the vice president for business and finance to establish rates to be charged.

Generally, the rates charged will be consistent with those charged outside groups or persons.

All outside activities are subject to the Conflict of Interest policy described in Article III, Section A.4 of these regulations and found in the *Grants and Contracts Manual for Research and Sponsored Program*. (Revised 5/00)

## SECTION H. Faculty Development Policy

Armstrong Atlantic State University is committed to providing faculty development opportunities that are consistent with the needs of the faculty, the mission of the university, and the policies of the Board of Regents. AASU's ongoing faculty development program supports all full-time instructional and administrative faculty members in their quest for professional and personal growth in these critical areas: the improvement of teaching (which includes adopting new techniques for improving instructional performance, incorporating innovative methods into classroom instruction, and analyzing the relationship between what is taught and what students learn); professional growth in the scholarly discipline (which includes research for pedagogical enhancement as well as for writing and publishing); service to the university (which includes the advisement and orientation of students as well as the performance of administrative duties); and self-improvement activities (which include creative opportunities for professional renewal and insight, both within and beyond the discipline) – all leading to a faculty member's increased contribution to the mission of the university.

To create a program of the highest quality, the university charges the standing committees of the faculty – in particular, the Faculty Development Committee, the Faculty Activities Committee, the Research and Scholarship Committee, and the Faculty Welfare Committee – jointly to design, develop and promote the various aspects of a faculty development program based on certain principles. The program should be:

1. built upon and designed to serve identified needs of the faculty and the university;
2. have clear, attainable goals with staff and financial support adequate to achieve those defined goals;
3. have demonstrated institutional leadership along with a clear sense of faculty ownership; and
4. have accountability mechanisms to both the faculty and the university, ongoing evaluation processes, and built-in relationships with the reward system of the university.

Based on the principles stated above, the following list of goals suggests specific shapes for a variety of faculty development options. These options are to be presented to the faculty for their assessment and approval. The actual implementation of these programs will be the responsibility of the appropriate standing committees of the faculty, which will supervise their expeditious execution. The faculty development program must:

1. help provide a climate that will support the development of the best possible instructional program for faculty and students;

2. ascertain from faculty and students their perceived needs by planning appropriate projects;
3. encourage and facilitate open discussion among the faculty and students about aspects of teaching and make such communication central in the continuing efforts to build a sense of common purposes in the academic community;
4. support and facilitate an increase in research on and writing about the scholarship of teaching and learning;
5. make available contacts with outside experts who can make a significant contribution to the intellectual growth of the faculty; and
6. provide faculty with assistance in all areas of development, including various types of release time, appropriate financial support, and the specified use of university classes, facilities, and resources. (Revised 1/02)

#### SECTION I. Syllabus

Faculty members must supply students in each course with a written syllabus at the beginning of the semester. The syllabus must contain information about the goals and requirements of the course, the nature of the course content and the methods of evaluation employed. (Added 10/01)



## **ARTICLE IX. FACULTY ABSENCES**

**Section A: Leaves of Absence**

**Section B: Faculty Absence from Class**

**Section C: Faculty Sick Leave**

**Section D: Court Duty**

**Section E: Personal Leave**

**Section F: Faculty Absence from Commencement**

**Section G: Family Leave**

**Section H: Advanced Academic Research Leave**

### SECTION A. Leaves of Absence

A faculty member requesting a leave with or without pay must request such leave of the department head/program director. Normally the request or leave should be made not less than one year before the beginning of such leave. The request, if endorsed by the department head/program director, will be processed through the appropriate administrative offices, the dean of the college/school, and the vice-president and dean of faculty, to the president, who will make the final determination regarding whether or not to request approval of such a leave of the chancellor and of the Board of Regents' in conformity with the leave policy stated in the *Policies of the Board of Regents*, Section 802.08 and 803.15.

The request for leave with pay is a serious professional responsibility and shall be utilized only for activities which will improve the faculty member's contribution to the university's teaching, research, or public service missions. A clear and detailed statement of the purpose of the leave and of the objectives to be accomplished during the leave must accompany the request. This statement must include the time, place, and intent of the leave and an explanation of how the leave will contribute to the university's mission. The amount of pay requested and an accounting of how it is to be used must accompany the request.

Within the first month after returning from paid leave, the faculty member must submit, for evaluation by the university, a report of what was accomplished during the leave and how it contributed to the university's mission. The documents submitted requesting leave and the subsequent report and evaluation of the leave will become a part of the faculty member's permanent record. (Revised 8/99)

### SECTION B. Faculty Absence from Class

A faculty member who anticipates missing a class must clear the absence with the department head/program director, who will make arrangements for the class being missed. When absence is caused by illness, the department head/program director must be notified. In the event the department head/program director cannot be notified of an absence caused by illness, the faculty member should notify the dean of the college/school.

### SECTION C. Faculty Sick Leave

According to Regents' Policy Section 802, for all regular full-time employees of the University System of Georgia, "sick leave shall be at the rate of one working day per calendar month of service." Sick leave shall be cumulative and unused sick leave can be applied toward service credit under Teachers Retirement System of Georgia (this does not include those on the Regents' optional retirement plan [ORP]). Faculty are also eligible for up to 12 weeks of unpaid leave under conditions authorized by the Family Medical Leave Act (FMLA) in accordance with Federal, State and university policy.

Sick leave may be granted to faculty members on academic contracts for personal illness or injury, medical/dental treatment or quarantine and illness, injury, or death in the immediate family (maximum of three days). It is the responsibility of the faculty member who, because of any of these reasons, cannot fulfill an assigned departmental, college/school or university responsibility, to report the circumstances to the department head/program director and request sick leave hours in writing, using the Armstrong Atlantic State University Leave Request form. If sick leave is requested for a continuous period in excess of one week, a physician's statement is required to permit further sick leave. Department heads/program directors are responsible for monitoring all sick leave requests and submitting completed Leave Request forms to the Human Resources Offices. (Added 10/00)

### SECTION D. Court Duty

Court duty leave with pay shall be granted to faculty members 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.

### SECTION E. Personal Leave

No more than three (3) days per year of personal leave will be granted to nine-month faculty members. College/school deans and department heads/program directors are responsible for ensuring coverage of the classes of any faculty member granted such leave. Additionally, faculty members authorized such leave should be informed that they will not be covered by Workmen's Compensation during the period of the leave. Faculty members desiring such leave should use existing university leave request forms and submit them through their department heads/program directors to the college/school deans. Department heads/program directors will need to submit an explanation in writing to their dean outlining the method by which the member's classes will be covered during the approved leave period. Any day of leave beyond the three authorized will be without pay. Faculty members must be present for the first faculty meeting of fall semester, as the initial pay period begins when the individual reports for this meeting. This is also important for insurance purposes when insurance is being upgraded.

Absence from any commencement ceremony during the academic year other than for approved professional reasons shall be considered personal leave and is subject to the regulations above.

#### SECTION F. Faculty Absence from Commencement

Attendance of faculty at all academic year commencement ceremonies is to be considered part of a faculty members normal contractual obligation. Absence from commencement is considered as absence from a full day of classroom instruction and follows the same procedures for approval except that final approval must be given by the vice president and dean of faculty for personal leave.

#### SECTION G. Family Leave

The basic provisions of the Family Leave policy are as follows:

- Available only to full-time employees who have been employed for at least 12 months.
- Such leave shall consist of up to 12 work weeks of unpaid leave per 12 month period and each incident of family leave shall be for a period of not less than 2 work weeks.
- Employees who are eligible for sick and/or vacation leave under institutional/system policies may utilize such leave in addition to and either before or after the unpaid family leave.
- Eligible employees granted such leave shall be entitled to be restored to the position of employment held by them when the leave commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.
- The institutional Grievance Procedures for both faculty and staff will be available for any employee desiring a hearing of claims and appeals arising from the possible interference with, restraint or denial of the exercise of or the attempt to exercise any right provided by the Family Leave Act.

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

- The birth of the child of the employee.
- The placement of a child with the employee for adoption.
- A serious health condition of the employee's child, spouse, parent or spouse's parent necessitating the employee's presence.

- A serious health condition of the employee which renders them unable to perform the duties of their job.

Certification by the appropriate health care provider of any of the above may be required by the institution before granting such leave.

#### SECTION H. Advanced Academic Research Leave (revised 2/2006)

In accordance with Board of Regents Policy 802.0804 (“Educational and Professional Leave”), the following guidelines are intended to clarify the application and approval processes for tenured faculty seeking advanced academic research leave. Pending availability of funds, the President may grant leave with negotiated salary and benefits for a maximum of one academic semester. With the additional approval of the Chancellor and the Board of Regents, leaves for an academic year may also be considered.

#### Eligibility Requirements:

1. Applicant must be a full-time tenured faculty member at AASU.
2. Applicant must have a record of six years of continuous teaching at AASU with no history of leave of absence with pay granted in the previous six years.

#### Documentation Requirements:

1. A scholarly proposal submitted to the applicant's immediate supervisor at least six months prior to the requested date of leave using the guidelines described below.
2. A statement by the head of the academic unit explaining how the applicant's teaching and other professional responsibilities will be covered by the unit during the time period in which leave is sought. [If the head of the academic unit is not able to provide coverage, he or she should document why that is the case.]
3. A recommendation by the head of the academic unit that includes an evaluation of the quality of the scholarly proposal.
4. A recommendation by the dean of the applicant's college/school in which these criteria are addressed:
  - the intrinsic value of the applicant's scholarly proposal;
  - the value of the scholarly proposal to the applicant's career;
  - the value of the scholarly proposal to the community.

#### Application Review Procedure:

1. Application materials will be submitted to the Vice President and Dean of Faculty, who will solicit evaluation of the proposal by the Research and Scholarship Committee.
2. Following that evaluation the Vice President will review the applicant's eligibility, the quality of the research proposal in light of the scholarly product promised by the proposal, and the completeness of the application. The Vice President and Dean of Faculty must also take into consideration the effect that the leave will have on the applicant's academic unit. As stated in BOR Policy 802.0803, "if the employee's work cannot be handled by other employees," the request for leave may be refused or deferred.
3. The Vice President and Dean of Faculty will communicate his or her recommendation to the President.

#### Compensation and Obligations:

1. Faculty members on a one-semester Advanced Academic Research Leave will receive full salary and benefits for the project period. (Faculty members on a two-semester Advanced Academic Research Leave will receive half-salary during the leave.)
2. While on Advanced Academic Research Leave, a faculty member may not accept additional remunerative employment without written permission from the President or his/her designee.
3. The faculty member must complete a minimum of one year of teaching at AASU following a one-semester leave (and a minimum of two years of teaching at AASU following a two-semester leave). If the faculty member fails to complete this obligation, the faculty member is obligated to return the additional costs (compensation and other expenses paid by the university) the institution incurred resulting from the leave.
4. Once leave has been granted, the recipient will be required to sign an agreement stipulating the conditions of the leave.

#### Post Leave Requirements:

1. Within two months following the period of Advanced Academic Research Leave, the faculty member must present a report of the research conducted to the head of the academic unit, dean of the college/school, the Vice President and Dean of Faculty, and the President.

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2. The faculty member must present and/or publish a relevant scholarly product within two years (or a predesignated time period) following the semester in which leave was taken.

## **ARTICLE X. TESTS AND GRADING**

### **Section A: Examinations**

### **Section B: Reporting Grades**

### **Section C: Appeal Procedure for Student Complaints about Course Grades**

### **Section D: Procedures for Grade Appeal Hearings**

#### SECTION A. Examinations

Most final examinations are two hours in length. Any student who is scheduled for three examinations in one day may change the date of one examination of the student's choice. The student must present a request in writing to the instructor involved. If one of the three examinations is a laboratory examination, the choice will be limited to the two non-laboratory examinations. Physical education and most laboratory examinations are given at the last regularly scheduled class period prior to the day the regular examinations are scheduled. An examination schedule is published by the Office of the Registrar.

Examinations must be given only at the stated times and held in the regularly scheduled classrooms. Seniors in their last quarter of attendance may be exempted from final examinations at their request and with the approval of the instructor involved. If graduating seniors are required to take examinations, these examinations will be administered no later than the last day of class of the appropriate semester.

#### SECTION B. Reporting Grades

Class rolls and grade report forms are provided by the Office of the Registrar. Each faculty member is responsible for filing all grades with the Registrar by the deadline specified each semester.

#### SECTION C. Appeal Procedure for Student Complaints about Course Grades

A student who contests a grade will have the following line of appeal:

1. The student will discuss the contested grade with the instructor involved.
2. If the grade dispute remains unresolved, the student will meet with the department head/program director and the instructor. If the grade dispute is with the department head/program director, the student will meet with the dean of the college/school (or designee) and the department head/program director. A "memorandum for the record" will be prepared by the department head (dean or designee) which will include the substance of the conversations during the meeting. The student will receive a copy upon request.
3. If the grade dispute remains unresolved, the student will present his or her appeal in writing to the department head/program director or the dean of the

college/school (or designee), as applicable, who will then appoint a review board to hear the appeal. The board will operate according to A-D below. It is expected that the student will initiate this step within 45 days after the grade is posted. If the student plans enrollment in a course for which the course grade being appealed is a prerequisite, see "4" below.

- a. The review board will consist of the department head/program director or the dean of the college/school (or designee), as applicable, and two members of the department/program, not including the instructor involved. A separate hearing officer shall be appointed by the college/school dean (or designee). When deemed necessary by the college/school dean (or designee), membership may come from outside the department/program.
  - b. The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.
  - c. The review board will hear the grade appeal and present its findings to the dean of the college/school (or designee) within 30 days from the initiation of the appeal.
4. If the student plans enrollment in a course for which the course grade being appealed is a prerequisite, then the following timetable will be met at the first of that semester/term:
- a. If a grade appeal is not resolved with the instructor concerned, the student will file an appeal in writing with the department head/program director (or the college/school dean or designee if the grade dispute is with the department head/program director). This step will be taken by the first day of classes of the semester/term following the posting of the disputed grade.
  - b. The review board to hear the appeal will be appointed by the third day of the semester. If department/program members are not available to form a review board, the dean of the college/school, in consultation with the department head/program director, will appoint a review board.
  - c. A review board will hear and complete the grade appeal by the fifth day of the semester, and present its findings to the college/school dean through the hearing officer (or the vice president if the dean is a member of the committee).
  - d. If the appeal to the college/school dean is denied, the student will be disenrolled from the course if the student is already enrolled.



5. If the college/school dean denies the appeal, the student may continue the appeal to the vice president and dean of faculty. This appeal must be in writing and must be filed within five days of notification from the college/school dean.
6. Neither the president nor the Board of Regents will accept or consider appeals based on academic grades. (Revised 2/01)

#### SECTION D. Procedures for Grade Appeal Hearings

1. A hearing officer who is not a member of the grade appeal committee shall be appointed by the college/school dean to preside over the proceedings. A hearing officer shall not give testimony or participate in the deliberations of the committee.
2. All grade appeals must be in writing.
3. The student may be accompanied by an advisor of the student's choice who will be permitted only to advise the student and shall not play any role in the proceedings.
4. All written materials presented by the student or by the faculty member, except those protected by law, shall be made available at the hearing to each party.
5. The hearing officer shall transmit the recommendations of the hearing committee to the college/school dean in a timely fashion. The recommendations are to be by majority vote.

## **ARTICLE XI. BOOKSTORE AND TEXTBOOK POLICIES**

### **Section A: Requisitions**

#### **A1: Book Requisitions**

#### **A2: Supplementary Texts**

#### **A3: Changes in Adopted Texts**

### **Section B: Desk Copies**

#### SECTION A. Requisitions

Books, materials, and all supplies for class use, if not provided by the university, may be ordered by the faculty member through the bookstore and purchased there by the student.

The following policies relate to procedures for use of the university bookstore:

##### SECTION A.1. Book Requisitions

The department head/program director is responsible for the preparation of book requisition lists for the department/program. A deadline date for submission of book requisition lists will be set each semester by the bookstore manager. The dates will be determined on the basis of the time needed in order to ensure delivery of books in time for class use at the beginning of a given semester.

The book requisition list will clearly indicate those titles whose purchase will be suggested, but not required, of students. The book requisition list will include an estimate of the number of texts needed for each class, if different texts are used for various sections of the same course.

In order to facilitate reordering and delivery of additional texts, if needed, the department head will give to the bookstore manager, no later than three days after the beginning of the semester, the enrollment in each section in which there are book shortages. The manager of the bookstore will inform department heads/program directors when books are sold out.

##### SECTION A.2. Supplementary Texts

The department head/program director will approve the ordering of all supplementary texts. Supplementary texts should be ordered prior to the beginning of the semester, but may be ordered up to two weeks after the beginning of the semester. University policy does not allow individual instructors to order books for or to sell books to students.

### SECTION A.3. Changes in Adopted Texts

Texts adopted for class use will normally be retained for at least two years. If it is determined that a change in text is necessary before the end of a two year period, the department head/program director will present a request for approval of the change of text to the dean of the college/school. The request will include a statement of the reason for the change of text and the number of currently adopted textbooks on inventory in the bookstore (to be furnished by the bookstore manager on request). The bookstore manager should receive notification of an anticipated change in text at least one semester before the change is to be effected. Normally those texts on inventory in the bookstore will be used before a text is changed.

### SECTION B. Desk Copies

The instructor should order desk copies of texts directly from the publisher. If the texts have not been received by the beginning of the semester, the instructor may purchase textbooks at a fifteen percent (15%) discount and trade books (paperbacks) at the retail price. When the instructor receives a desk copy from the publisher, he or she may return the book and receive a full refund with a sales slip as proof of purchase.

## **ARTICLE XII. UNIVERSITY FACILITIES**

### **Section A: Use of State Property**

### **Section B: Use of University Facilities**

### **Section C: Library**

#### **C1: Reader Services**

##### **C1a: Circulation**

##### **C1b: Fines**

##### **C1c: Interlibrary Loans**

##### **C1d: Reserves**

#### **C2: Audiovisual Services**

#### **C3: Technical Services**

##### **C3a: Order Requests**

##### **C3b: Order Completion**

##### **C3c: Rush Orders and Rush Circulation**

##### **C3d: Budgets**

### **Section D: Offices for Faculty**

### **Section E: After Hours Use of Facilities**

### **Section F: Secretaries and Student Assistants**

### **Section G: Parking Facilities and Regulations**

### **Section H: Long-distance Telephone Calls**

### **Section I: Printing**

### **Section J: Mail Service**

### **Section K: Health Services**

### **Section L: Food Service**

#### SECTION A. Use of State Property

Property owned by Armstrong Atlantic State University shall be used only for university purposes. No employee in the University System shall remove or permit to be removed from the campus any such property on a rental or loan basis for personal use. Equipment can be removed from the campus by faculty, staff, or students only if it is to be used for a university-related function. This policy refers not only to equipment purchased by state funds, but also to that purchased by Student Government Association funds. Department heads are responsible for equipment within their departments.

#### SECTION B. Use of University Facilities

A list of facilities and their use is maintained by the coordinator of facilities in the Business Office. Scheduling of all university classrooms and other physical facilities must be cleared through this office, except for those classrooms scheduled for official classes through the Registrar's Office.

## SECTION C. Library

The library policies and regulations listed below are subdivided by the administrative organization to which they apply in the Lane Library.

### SECTION C.1. Reader Services

#### SECTION C.1.a. Circulation

Books may be borrowed by the faculty on a semester basis, but are subject to recall if needed. Bestsellers are charged for the regular three-week circulation period. Unbound periodicals may not be borrowed, but bound periodicals may be borrowed by faculty for one day.

#### SECTION C.1.b. Fines

Faculty are not charged any fines but are liable for lost or damaged borrowed materials. Lost books carry with them a \$5.00 processing fee, in addition to the replacement cost. All books borrowed must be returned at the end of the semester and renewed, if needed for a longer period.

#### SECTION C.1.c. Interlibrary Loans

The library will borrow from other libraries in accordance with the National Interlibrary Loan Code, 1980. Loan requests will be made via OCLC, Inc. or through the postal service. All charges must be paid by the requesting faculty member unless prior agreement is made to back charge costs to the academic department.

#### SECTION C.1.d. Reserves

Lists of materials to be placed on reserve should be given to the circulation staff at least five days before class assignments to students are made. Library-owned materials and personal copies may be put on reserve. Duplicate photocopies of articles on reserve may not violate the 1978 Copyright Law.

### SECTION C.2. Audiovisual Services

#### SECTION C.2.a. Distribution

Audiovisual software (with the exception of 16 mm film and videocassettes) may be borrowed by the faculty for an indefinite period of time, but is subject to recall, if needed. The two exceptions noted above may be borrowed for one day only.

## SECTION C.3. Technical Services

### SECTION C.3.a. Order Requests

Requests for purchase of books, audiovisual materials, and periodicals should be completed on order forms available in the library. Faculty members wishing to order materials should contact their department heads/program directors for procedure since it varies slightly among departments. All periodical requests must bear the signature of the department head/program director.

### SECTION C.3.b. Order Completion

Once a title has been ordered, the order card is placed in the on-order file, which is available to all faculty members. After the title arrives and is cataloged, a copy of the original order card is sent to the department head/program director.

### SECTION C.3.c. Rush Orders and Rush Circulation

Orders which must be completed immediately should be sent directly to the director. Materials which must be circulated before processing is completed may be borrowed directly from the Technical Services Department.

### SECTION C.3.d. Budgets

Material funds are allocated to each department/program late in the spring semester for the following fiscal year. The monies are allocated based upon a formula that has been recommended by the Library Committee, a standing committee of the faculty. From the allocation, each department/program must cover its periodical, binding, book, audiovisual, film rental, and membership costs.

## SECTION D. Offices for Faculty

Each faculty member is assigned an office by the vice president and dean of faculty, upon the recommendation of the appropriate academic department head/program director and dean. Full-time faculty may obtain a key to their office building with the approval of the department head/program director. All campus keys must be returned upon employment separation from the university before a final salary check is issued.

## SECTION E. After Hours Use of Facilities

If a faculty member is going to be in any of the buildings on campus later than midnight, the security guard must be notified. The guard may check for identification and request the reason for the individual's presence.

#### SECTION F. Secretaries and Student Assistants

Secretarial help is available to the faculty through the departmental offices. All student assistants assigned to a department/program are under the supervision of the department head/program director.

#### SECTION G. Parking Facilities and Regulations

Reserved parking spaces are provided for the faculty and administrative staff. Illegal parking is subject to a fine.

Payment of fines is made to the cashier in the Administration Building. Faculty members and other employees of the university must register their vehicles in the Campus Security Building and must display parking decals on their vehicles. Campus speed limits are posted. Faculty parking or traffic citations may be appealed to the university traffic court.

#### SECTION H. Long-distance Telephone Calls

Department heads/program directors must authorize all long-distance calls made by members of their departments. Long-distance calls of a personal nature must not be charged to the university. Calls of this nature may be charged to the caller's home telephone number.

#### SECTION I. Printing

Copy service is available to the faculty through Campus Services. When submitting work, the following should be observed:

1. A minimum of twenty-four hours is required for the completion of all duplicating work.
2. Test materials must be delivered to the supervisor of the mail room.
3. Requisition forms for copy services are available in the offices of the department heads/program directors.

Several coping machines are available on campus. No printing or copying of personal materials shall be charged to the university.

#### SECTION J. Mail Service

Campus and off-campus mail pertaining to university business may be deposited in the departmental mail box. Mail is also delivered to departmental offices.

#### SECTION K. Health Services

The Department of Dental Hygiene offers free oral prophylaxis to faculty members and their immediate families. X-rays are also available when needed, for a moderate fee.

#### SECTION L. Food Service

A cafeteria is located in Memorial University Center and serves breakfast, lunch, and dinner. A faculty lounge is available in Memorial University Center for use by faculty groups and organizations.



## **ARTICLE XIII. PUBLIC INFORMATION AND RECORDS**

### **Section A: The University Catalogs**

### **Section B: The University Calendar**

### **Section C: Publicity**

### **Section D: Identification Cards**

#### SECTION A. The University Catalogs

Information for the university catalogs is annually updated by the academic and administrative department heads/program directors and deans. The vice president and dean of faculty or designee supervises the editing and publishing of the catalogs.  
(Revised 1/01)

#### SECTION B. The University Calendar

The university calendar is arranged by the dean for Enrollment Services and the School of Graduate Studies in cooperation with the administrative department heads/program directors, the deans, and the vice president and dean of faculty. The calendar for the current academic year is published in the university catalog and on the world wide web at <http://www.vpres.armstrong.edu/vp/>.

#### SECTION C. Publicity

The Office of Public Relations is responsible for all relations with the news media on issues and events affecting the university. The office is devoted to the cultivation of a positive public image for the university and understands that this is not confined to media relations.

The executive director of Public Relations oversees the public relations activities of the university and serves as an official spokesperson as circumstances demand. The executive director serves as the Office of Advancement's liaison with the Armstrong community and the public at large. Developing presentations and collecting archival material in both written and pictorial forms are a crucial aspect of the Director's liaisonship. The executive director serves as an ambassador to the community and is responsible for ensuring that a consistently positive image of the university is projected.

The assistant director of Public Relations is the official media liaison for the university. In the event of controversy, as well as in routine matters, it is the executive director's and the assistant director's responsibility to offer counsel as requested or required, to work with those most directly involved to coordinate the release of news items, to respond to inquiries from the news media or to assist in planning special events.

Staff and faculty are urged to keep the executive director and assistant director of public relations fully and promptly informed about activities, research, projects, events, incidents, and developments in which there is a current or potential public interest.

## SECTION D. Identification Cards

Identification cards for faculty are available through the Office of the Vice President for Student Affairs. These cards are required for admission to certain facilities and events at the university.

## **ARTICLE XIV. ORGANIZATIONS**

**Section A: Advisors to Clubs and Organizations**

**Section B: American Association of University Professors**

**Section C: Women's Organizations**

**Section D: Phi Beta Kappa**

**Section E: Staff Council**

**Section F: Administrative Council**

### SECTION A. Advisors to Clubs and Organizations

Faculty members are often asked by student clubs and organizations to serve as advisors. The acceptance of such duties is encouraged, but is voluntary on the part of the faculty member.

### SECTION B. American Association of University Professors

There is a local chapter of the American Association of University Professors (AAUP) on campus. Membership is open to all Armstrong faculty members.

### SECTION C. Women's Organizations

The American Association of University Women (AAUW) has a local chapter in Savannah. Membership is open to faculty women who are graduates of a university approved by the organization.

### SECTION D. Phi Beta Kappa

A Phi Beta Kappa Club exists in Savannah. This organization is open to all members of Phi Beta Kappa.

### SECTION E. Staff Council

The Staff Advisory Council is an official University organization composed of elected representatives from benefits eligible classified University staff. The staff-elected body of representatives is dedicated to promoting the interest and welfare of Armstrong Atlantic State University staff members. The mission of the Council is to advance the exchange of information, provide a common voice for staff ideas and concerns, and maintain a communication link between staff members and University administration. (Revised 8/2005)

### SECTION F. Administrative Council

The university shall have an Administrative Council which shall consist of the president, who will serve as chairman; the vice president and dean of faculty; the vice president for business and finance; the vice president for student affairs; the vice president for

external affairs; the deans; the department heads; the directors of academic programs; the registrar; and the director of library services. This council shall serve in an advisory capacity to the president in the general administrative and financial affairs of the university.

## **ARTICLE XV. MISCELLANEOUS**

**Section A: Emergency Procedures**

**Section B: Guest Speakers**

**Section C: Sexual Harassment**

**Section D: Administrative Nine-month Appointments for Department Heads**

**Section E: Guidelines for Reduction of Faculty (Financial Exigency)**

**Section F: Smoking/Use of Tobacco Products**

**Section G: Drug-Free Schools and Communities Act of 1989**

**Section H: Posthumous Degrees**

**Section I: Public Art Displays**

### SECTION A. Emergency Procedures

In the event an Armstrong Atlantic State University student or employee becomes ill or is involved in an accident while on campus, any Armstrong employee on the scene should proceed as follows:

1. Call the Office of Public Safety, security office (921-5555), and report the injury. Tell Public Safety if 911 should be called. If Public Safety cannot be reached, designate a student or another employee to call 911 if an ambulance or emergency medical care is needed. Do not leave the injured person.
2. Maintain order and insure that the person is not moved. Keep the person as comfortable as possible until a public safety officer and/or EMS arrives.
3. If the injury occurs before 5 p.m. and if the injured person is a student, please inform the Office of Student Affairs (927-5271) so that next of kin may be notified, if necessary. If the injured person is an Armstrong employee, please call the AASU Human Resource Office (927-5267) so that next of kin may be notified, if necessary.

### SECTION B. Guest Speakers

It is the policy of the university that the freedom of speech and of assembly guaranteed by the First and Fourteenth Amendments to the Constitution of the United States shall be enjoyed by the students and faculty of Armstrong Atlantic State University. The president acknowledges the opportunity to hear off-campus speakers or outside speakers on campus. It is not the policy of the university to curtail free discussion of subjects of either controversial or non-controversial natures. The university, however, has the responsibility to make sure that public law and order will be maintained and that the educational activities of the school will not be interrupted in a disruptive way. The university, therefore, reserves the right to be notified of outside guests who appear on programs, and to determine any special arrangements or conditions that might be required. Specifically, the university has established the following procedures for the

issuance of invitations to outside speakers to use the facilities of the campus to speak to groups:

1. A request to invite an outside speaker will be considered only when made by a university-recognized student or faculty group, such organization having been authorized by the president of the university, upon the recommendation of the proper committee or authority.
2. No invitation by such organized groups shall be issued to an outside speaker without prior concurrence by the president or the vice president for student affairs.
3. Any speaker request shall be made by an officer of the student or faculty organization desiring to sponsor the proposed speaker, not later than ten calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time, and location of the meeting, the expected size of the audience, and the topic of the speech. Any request not acted upon by the president or the vice president for student affairs within four working days after submission shall be deemed granted.
4. When the request for an outside speaker is granted, and the speaker accepts the invitation, the sponsoring organization shall inform the president or the vice president for student affairs immediately of such acceptance.
5. In the invitation to, or the advertisement or announcement of, guest speakers, it should be made clear to the academic and larger community that sponsorship does not necessarily imply approval or endorsement, either by the sponsoring group or by Armstrong Atlantic State University.
6. When it is considered to be in the best interest of the university, the president or the vice president for student affairs may require that the meeting be closed to all persons other than the faculty, staff, or students of Armstrong Atlantic State University.
7. It shall be the responsibility of the sponsoring group to make the proper reservation through the master calendar service in the business office for the use on a particular date of any facility when an outside speaker is involved. The president or the vice president for student affairs, when it is considered in the best interest of the university, may require that the meeting be held in a specifically designated part of the campus. Normally this would be the area west of the library and south of the student center, such area having been designated for this purpose by the president upon the recommendation of the faculty and the student government. This area has been designated so that classes will not be disturbed.

8. When the request for an outside speaker is denied, any sponsoring organization thereby aggrieved shall, upon written application to the president or the vice president for student affairs, obtain a hearing within two days of the filing of such an appeal. The Hearing Committee shall consist of the Student Activities Committee, augmented by the vice president and dean of faculty, and the president of the student body. A sponsoring organization aggrieved by the action of the Hearing Committee shall follow the appeals procedure outlined in the *Policy Manual* of the Board of Regents.

### SECTION C. Sexual Harassment

Federal law (Section 703 of Title VII of the Civil Rights Act of 1964, as amended) provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or to otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Additional policies and procedures of the university regarding general harassment and sexual harassment are available from the harassment prevention officer.  
<http://www.hr.armstrong.edu/harasspolicy.htm>.

### SECTION D. Administrative Nine-month Appointments for Department Heads/Program Directors

Those department heads/program directors with administrative nine-month appointments are responsible for fulfilling the duties of a department head as described in Article XI, Section D of the "Statutes" during their nine-month appointments. The responsibilities of department heads on nine-month administrative appointments commence one week prior to the first faculty meeting of the academic year and

terminate two working days beyond the spring graduation. The standard teaching load for department heads with such appointments is two-thirds of the regular full-time faculty member's teaching load.

During the summer, administrative involvement of department heads/program directors on nine-month appointments is voluntary, unless the department head/program director is scheduled to teach. If the department head/program director has teaching responsibilities during the summer, administrative responsibilities will be required since summer school compensation is based upon total nine-month compensation including administrative stipend. The extent of such administrative responsibilities will be prorated on the basis of a full load.

Exceptions to the above policies must be approved in writing by the dean of the college/school and the vice president and dean of faculty.

#### SECTION E. Guidelines for Reduction of Faculty (Financial Exigency) - Adopted March 1, 1977

The following guidelines for the reduction of faculty will be followed, if such reductions should become necessary because of financial conditions at the university. At any place where presidential action is indicated, the president may designate his official representative to take that action, subject to this final authority.

1. In the event financial exigency with potential effect on faculty employment should develop at the university, the president shall immediately convene the Executive Committee of the Faculty to discuss thoroughly the financial situation and to outline alternatives, other than reduction of faculty, for dealing with that situation. He will also convene the Faculty for the same purpose.
2. If reduction of faculty becomes necessary to deal with the financial situation, the president will, before any reductions are made, consult with each department head/program director and with the Executive Committee to determine tentative departmental priorities in accord with the total needs of the university. Reductions may involve the elimination of academic programs as well as termination of faculty positions.
3. When these priorities have been established and before they become final, the president will seek the advice of the heads of departments/programs in which reductions are contemplated to determine the short-term and long-term viability of reduced programs. Should the priorities be altered as the result of these discussions, the Executive Committee will be so notified.
4. The Faculty will be notified in writing at a faculty meeting of the priorities that have been established, with an explanation of the substance of those priorities and the criteria used for their establishment.



5. The first terminations within a department/program shall normally be made among non-tenured faculty. Decisions on terminations of both tenured and non-tenured faculty will involve all possible consideration of seniority in rank and of service to the university. In all cases, however, the particular and demonstrable needs of a department/program shall govern the order of termination. The president will consult with the appropriate department head/program director before making any terminations.
6. Any tenured faculty member who is terminated in his/her position because of financial exigency shall be given first consideration, consistent with the faculty member's training or capability, for existing faculty and administrative vacancies during the next year.
7. Any tenured faculty member who is dismissed, or any non-tenured faculty member who is dismissed before the end of the specified term of appointment, shall have rights of appeal as specified in the "Statutes" and the Policies of the Board of Regents. (Revised 8/99)
8. The president will consult with the Executive Committee before any changes are made in the above guidelines.

#### SECTION F. Smoking/Use of Tobacco Products

The use of all tobacco products is prohibited in all buildings throughout campus.  
(Revised 8/99)

#### SECTION G. Drug-Free Schools and Communities Act of 1989

In compliance with the Drug-Free Schools and Communities Act of 1989, Armstrong Atlantic State University has implemented a formal policy for faculty, staff, and students in detailing standards of conduct and applicable sanctions related to the unlawful possession, use, or distribution of illicit drugs and/or alcohol by employees and students.

In accordance with federal legislation, the university hereby notifies all employees and students that the unlawful possession, manufacture, distribution, dispensation, and use of drugs and/or alcohol is prohibited and will not be tolerated on this campus.

Employees and students who unlawfully possess, use, or distribute illicit drugs and/or alcohol on the university premise or at any university-sponsored activity will be subject to strong disciplinary action consistent with local, state, and federal law up to and including termination of employment, expulsion, and referral to prosecution. The institution may also impose other sanctions on employees and students consistent with appropriate personnel and academic regulations, the Student Code of Conduct, Board of Regents' policies and procedures, and other related policies and procedures.

This policy and future amendments to this policy will be communicated and enforced through the Office of Student Affairs and the Office of Human Resources as appropriate. Questions concerning these matters should be referred to the assistant to the vice president for student affairs or the director of human resources.

#### SECTION H. Posthumous Degrees

The awarding of a posthumous degree will be considered if the immediate family makes a formal request for the degree of the president of the university, if the student completed at least 75 percent of the required credits toward the requested degree, and if the student had an adjusted grade point average of 2.0. The posthumous degree may then be awarded, subject to the approval of the Faculty of the university.

#### SECTION I. Public Art Displays

All facilities at AASU belong to the University System of Georgia. As state property, these facilities are held in trust by the Board of Regents, which in turn holds the president and other employees of AASU accountable for appropriate care and use of the facilities. All uses of rooms, hallways, etc., of buildings and uses of other areas are subject to review and approval by the president or by individuals or groups to whom the president may delegate appropriate authority. The following general guidelines are provided to direct people in using AASU facilities for displaying art objects.

- Displaying an art object must be acceptable considering the structural and functional features of the location where displayed.
- Displaying an art object must be compatible with the authorized use and mission of a given facility and specific location.
- Interpretation, application, and enforcement of these guidelines will be determined by the president or by those to whom the president may delegate these functions.
- Individuals or groups who wish to display art objects at AASU are to seek approval through their normal supervisory chain of command. Supervisory personnel will pursue the approval as needed and appropriate.



## **Armstrong Atlantic State University Statutes**

<b>Article I:</b>	<b>The University</b>
<b>Article II:</b>	<b>The President</b>
<b>Article III:</b>	<b>Vice President and Dean of Faculty</b>
<b>Article IV:</b>	<b>Vice President for Business and Finance</b>
<b>Article V:</b>	<b>Vice President for Student Affairs</b>
<b>Article VI:</b>	<b>Vice President for External Affairs</b>
<b>Article VII:</b>	<b>Academic Deans</b>
<b>Article VIII:</b>	<b>Dean of Academic and Enrollment Services</b>
<b>Article IX:</b>	<b>Dean of Graduate Studies</b>
<b>Article X:</b>	<b>Associate/Assistant Vice Presidents</b>
<b>Article XI:</b>	<b>Associate/Assistant Deans</b>
<b>Article XII:</b>	<b>Committee on Intellectual Property</b>
<b>Article XIII:</b>	<b>The University Faculty</b>
<b>Article XIV:</b>	<b>Colleges, Schools, Departments, and Programs</b>
<b>Article XV:</b>	<b>Faculty Members</b>
<b>Article XVI:</b>	<b>Statue Amendments</b>
<b>Article XVII:</b>	<b>Affirmative Action</b>
<b>Article XVIII:</b>	<b>Miscellaneous Provisions</b>

### **ARTICLE I. THE UNIVERSITY**

SECTION A. Armstrong Atlantic State University is a unit of the University System of Georgia, organized as a state university and authorized to offer associate, baccalaureate, and masters degrees in areas of study specified by the Board of Regents of the University System of Georgia. (Revised 2/99)

SECTION B. Statement of Purpose (Approved by the Board of Regents of the University System of Georgia June 1996)

Armstrong Atlantic State University was founded in 1935 as a city college and continues to fulfill an urban mission, teaching a diverse population of traditional and nontraditional students. Throughout its history, Armstrong Atlantic has shared its creative, scholarly, technical, and leadership expertise with individuals and organizations throughout southeast Georgia. It is a designated Regional Health Professions Education Center. Offering a broad range of programs in arts and sciences, teacher education, health

professions, and graduate studies, Armstrong provides all students with a firm foundation in the liberal arts and anchors its academic excellence in its baccalaureate and graduate programs.

Armstrong Atlantic State University shares with other institutions in the University System of Georgia the following common mission:

The mission of the University System of Georgia is to contribute to the educational, cultural, economic, and social advancement of Georgia by providing excellent undergraduate general education and first rate programs leading to associate, baccalaureate, masters, professional, and doctoral degrees; by pursuing leading edge basic and applied research, scholarly inquiry, and creative endeavors; and by bringing these resources to bear on the economic development of the State and the continuing education of citizens through public service.

While the core teaching, research and scholarship, and service functions differ by institutional type, the campus life of every institution in the University System of Georgia will be characterized by:

- 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 service, and distance education;
- 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.

Armstrong Atlantic State University shares with the other state universities of the University System of Georgia the following core characteristics or purposes:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the State, and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and college prepared student body, promotes high levels of student achievement, offers

academic assistance, and provides developmental studies programs for a limited student cohort;

- a high quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected master's and educational specialist degrees, and selected associate degree programs based on area need and/or inter-institutional collaborations;
- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the university's scope of influence;
- a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits, and a commitment to applied research in selected areas of institutional strength and area need.

The primary mission of Armstrong Atlantic State University is to foster in its students abilities essential to being knowledgeable, thoughtful, responsible, and creative members of society. For its population of traditional and nontraditional students, Armstrong Atlantic strives to promote academic excellence and provide appropriate access to its programs, including magnet offerings in health professions, teacher education, public history, criminal justice, and transfer programs in engineering studies. Moreover, Armstrong Atlantic shall:

- Augment traditional classroom instruction and provide student centered learning through the integration of new technologies and innovative methods of course delivery;
- Improve and expand access through distance learning, flexible course scheduling, and development of off-campus sites;
- Respond to student needs through accessible faculty and administrators, an effective student-teacher ratio, and appropriate learning support;
- Foster a deepened understanding of diverse world views and experiences through the examination of multi-cultural and international perspectives across the curriculum and activities that encourage respect for human worth;
- Offer activities to students that help to prepare them for the work place or for further study through a wide array of leadership programs, experiential training, and entrepreneurial opportunities;
- Optimize resources and expand educational opportunities for citizens throughout Georgia through the interchange of faculty and programs and in partnerships with other educational institutions, especially other units of the University System.

In shaping its vision for the twenty-first century, Armstrong Atlantic has assumed a leadership role in the application and integration of new educational technologies. The institution aspires to build upon its already excellent curricular and urban oriented research programs and expand its magnet offerings, especially in the sciences. A planned student body profile based on admissions, progressions, and graduation expectations shall enhance institutional effectiveness. Finally, Armstrong Atlantic assumes responsibility for initiating collaborative efforts and for attracting and cultivating credit and non-credit programs designed to meet societal needs in such areas as economic development, health, cultural life, and technological advancement.

## **ARTICLE II. THE PRESIDENT**

SECTION A. The president is appointed by the Board of Regents of the University System of Georgia. All policies, rules, and regulations pertaining to this office are as determined by this Board.

SECTION B. The powers, duties, and responsibilities of the president shall be as follows:

1. To be the chief executive officer of the university and be responsible for exercising such supervision and authority as necessary for the efficient operation of the university and its divisions.
2. To operate the university according to the policies and regulations issued by the Board of Regents.
3. To be the official medium for the communication to the chancellor of all official matters pertaining to the university, its faculty, its students, and its administration.
4. To be responsible for recommending to the Board of Regents, through the chancellor, all appointments, or reappointments, of the administrative staff, the Faculty, and other instructional and non-instructional employees. The president shall include in these appointments such items as salaries, professional rank, promotion, etc.
5. To prepare, with the help of the staff and department heads/program directors, an annual report for the Board of Regents, covering the operation, needs, and projections of the university.
6. To submit to the Board of Regents, through the chancellor, new programs approved by the Faculty and recommended by the president.

7. To prepare, with the help of appropriate officials, the annual budget of the university and submit it to the Board of Regents.
8. To confer degrees upon and issue diplomas to those students who have successfully completed the required programs and who are recommended to the president by the Faculty.
9. To appoint special or standing committees to advise the president in any problem at the university.
10. To decide all questions of interpretation of the Statutes.
11. To have veto power over all decisions of the Faculty, any university committee, or any student organization.
12. To exercise the president's authority and responsibilities according to the Policies of the Board of Regents of the University System of Georgia (Section 203.0204).

### **ARTICLE III: VICE PRESIDENT AND DEAN OF FACULTY**

SECTION A. The president shall appoint the vice president and dean of faculty (hereinafter cited in the Statutes as vice president) after consultation with the academic deans and an advisory committee composed of representatives from the department heads/program directors and elected faculty members from each college/school. The appointment shall be made only after consultation with and approval by the chancellor and the Board of Regents. The vice president shall hold office at the pleasure of the president.

SECTION B. The vice president shall report directly to the president. The vice president's duties shall be as follows:

1. To be second to the president in administrative authority and to act for the president in the president's absence.
2. To be the chief academic officer, responsible for the overall supervision of the Faculty and of the instructional programs at the university.
3. To supervise the work of the academic deans.
4. To be responsible for giving continuing attention to matters of faculty scholarship, rank, tenure, and salaries.
5. To see that office, classroom, and laboratory space and equipment are efficiently utilized.

6. To keep and have available detailed records for each faculty member, showing each faculty member's training, experience, and record of service to the university. Such records shall be maintained on a current basis.
7. To prepare and maintain a list of faculty publications, special recognition, appointment to important commissions, honorary degrees, and other special distinctions received by faculty members.
8. To be the final authority, after consultation with the academic deans, and approval of the president, on the scheduling of classes and on the deletion or addition of classes.
9. To process, after consultation with the academic deans, all recommendations concerning personnel matters affecting teaching faculty.
10. To be responsible for submitting to the president an annual report on academic activities at the university.
11. To be responsible for the coordination of all off-campus programs and for all cooperative or joint ventures with other colleges and universities.
12. To be responsible for the supervision of the library, the office of academic and enrollment services, and the offices of information and instructional technology.
13. To be responsible for the preparation of the budgets for instruction and for the offices under the vice president's supervision for submission to the president.
14. To assume such other administrative duties as may be assigned by the president.

#### **ARTICLE IV. VICE PRESIDENT FOR BUSINESS AND FINANCE**

SECTION A. The vice president for business and finance shall be appointed by the president in accordance with the policies of the Board of Regents. The appointment shall be subject to approval by the chancellor and the Board of Regents. The vice president for business and finance shall hold office at the pleasure of the president.

SECTION B. The vice president for business and finance shall be directly responsible to the president. The duties of the vice president for business and finance shall be as follows:



1. To be responsible for the business affairs of the university, subject to the jurisdiction of the president, and to have custody and control of all its funds and securities.
2. To be responsible for the physical property of the university.
3. To be responsible for all accounting records and procedures, the preparation and interpretation of all financial reports, and the proper functioning of internal auditing procedures.
4. To maintain adequate records of all deeds, contracts, leases, and other legal instruments or documents affecting the institution or the titles of property under its jurisdiction.
5. To keep proper books of account setting forth the financial condition and transactions of the university; to exercise general supervision over all accounts or officers of the university which have to do with the receipt and disbursement of funds; to obtain full true reports of all such receipts and disbursements from the officers aforesaid, who shall keep their accounts in such manner and render to the vice president for business and finance such statements as may from time to time be required.
6. To examine all accounts, claims, and demands against the university. No money shall be drawn from its treasury to pay such accounts, claims, or demands unless they are found by the vice president for business and finance to be correct and unless there shall be money in the treasury legally available for the payment thereof.
7. To receive any and all funds paid to the university from any source and provide receipt in the name of the university. The vice president for business and finance is authorized to sign checks against all funds deposited in the name of the university.
8. To be responsible for employing, upon recommendation of the administrative officials and department heads/program directors concerned and subject to the jurisdiction of the president, all classified personnel.
9. To be responsible for the maintenance of the buildings and grounds.
10. To be responsible for the operation of the auxiliary enterprises of the university and for making periodic reports to the president concerning such operations.
11. To be responsible for submitting to the president an annual report concerning the activities of the office.

## **ARTICLE V. VICE PRESIDENT FOR STUDENT AFFAIRS**

SECTION A. The vice president for student affairs shall be appointed by the president in accordance with the policies of the Board of Regents. The appointment shall be subject to the approval of the chancellor and the Board of Regents. The vice president for student affairs shall hold office at the pleasure of the president.

SECTION B. The vice president for student affairs shall be directly responsible to the president. The duties of the vice president for student affairs shall be as follows:

1. To coordinate all student activities and the university's nonacademic relations with students.
2. To supervise student orientation, counseling, institutional testing, placement, health services, housing, PREP, minority affairs, and volunteer and service learning.
3. To be responsible for the student government activities, fraternities and sororities, student social affairs, and the overall supervision of all student organizations and publications.
4. To be responsible for student discipline and for initial disciplinary action concerning students, including suspension and expulsion for misconduct.
5. To initiate, as needed, revisions of the Code of Student Conduct and the Honor Code that govern the conduct and discipline of students. The vice president for student affairs shall be responsible for general supervision of the Student Conduct and Honor Courts.
6. To be responsible for traffic control and supervision of the processing of traffic violations.
7. To assume such other duties as may be assigned by the president.

## **ARTICLE VI. VICE PRESIDENT FOR EXTERNAL AFFAIRS**

SECTION A. The vice president for external affairs shall be appointed by the president in accordance with the policies of the Board of Regents. The appointment shall be subject to approval of the chancellor and the Board of Regents. The vice president for external shall hold office at the pleasure of the president.

SECTION B. The vice president for external affairs shall be directly responsible to the president. The duties of the vice president shall be as follows:

1. To promote and direct all development activities of the university.
2. To plan, organize, and implement all fund raising activities.
3. To seek major, special, and deferred gifts.
4. To maintain and enhance relations with alumni.
5. To direct and coordinate, in concert with the president, external university programs concerned with alumni contributors, foundations, corporations, and other special publics.
6. To oversee the participation of the faculty and staff in the advancement activities of the university.
7. To hire, supervise, and evaluate the personnel in the office of the vice president for external affairs.
8. To prepare a strategic plan and an annual budget for the office.
9. To advise the president on the university's relationship with its various publics.
10. To serve as the university's liaison with the AASU Foundation.
11. To perform other appropriate duties as assigned.

## **ARTICLE VII. ACADEMIC DEANS**

SECTION A. An academic dean shall be appointed by the president after consultation with the vice president, the department heads/program directors in the college/school, and a faculty committee. The appointment shall be subject to the approval of the Board of Regents. A dean shall hold office at the pleasure of the president.

SECTION B. An academic dean shall be directly responsible to the vice president. Under the direction of the vice president, the dean's duties shall be as follows:

1. To supervise the departments/programs of the university. The dean of the college of arts and sciences shall supervise the departments of art, music and theatre; biology; chemistry and physics; computer science; criminal justice, political and social sciences; economics; history; language, literature and philosophy; mathematics; military science and psychology. The dean of the college of health professions shall supervise the departments of dental hygiene, health science, medical technology, nursing, physical therapy, radiologic sciences, and respiratory therapy. The dean of the college of

education shall supervise the departments of early childhood education, middle and secondary education, special education, and health and physical education. The dean of the school of computing shall supervise the program of computer science, engineering studies, and information technology.

2. To work with the appropriate department heads/program directors and departmental faculties in the development of curricula at the university, including revisions of and additions to the curriculum.
3. To be responsible for the recruitment process for teaching faculty and department heads/program directors and for the preparation of the instructional budget.
4. To be responsible for the supervision of the evaluation of instruction in the appropriate departments/programs.
5. To be responsible for the compilation and submission of an annual report of the academic activities of the departments/programs of the college/school.
6. To explore with the appropriate department heads/program directors ways and means by which the quality of instruction in the college/school may be improved and make recommendations through the vice president to the appropriate administrative official or academic body for that purpose.
7. To advise the vice president in the preparation of the annual budget for programs of the college/school.
8. To insure that all teaching faculty members within the college/school carry proper teaching loads and maintain a satisfactory quality of work.
9. To be responsible, after consultation with the department heads/program directors, for submission to the vice president of all recommendations concerning personnel matters affecting teaching faculty.
10. To supervise the scheduling of classes and the deletion or addition of classes, subject to the final authority of the vice president.
11. To supervise the implementation of graduate educational policies as they relate to graduate courses and degrees offered by the college/school.
12. To supervise graduate student admissions and student compliance with respect to graduate degree requirements for those graduate programs within the college/school.

13. To work with the appropriate faculties and academic officials in the development of graduate curricula at the university.
14. To assume such other duties as may be assigned by the vice president.

## **ARTICLE VIII. DEAN OF ACADEMIC AND ENROLLMENT SERVICES**

SECTION A. The dean of academic and enrollment services shall be appointed by the president in accordance with the policies of the Board of Regents. The appointment shall be subject to the approval the Board of Regents. The dean shall hold office at the pleasure of the president.

SECTION B. The dean of academic and enrollment services is expected to provide leadership for the Division of Academic and Enrollment Services. He or she is expected to develop short and long-range plans and strategies for the recruitment, retention, admission, registration, and general advisement of students.

SECTION C. The dean of academic and enrollment services shall be directly responsible to the vice president. The duties of the dean of academic and enrollment services shall be as follows:

1. To supervise and evaluate the principal administrative personnel in the Division of Academic and Enrollment Services. Those include the director of financial aid and the registrar and director of admissions.
2. To develop short and long-range plans for the coordination of enrollment services for students including the recruitment, admission, registration, and retention of students, and to develop strategies for the implementation of these plans.
3. To review and make recommendations to the vice president on student appeals regarding final suspension and suspension for failure to take the Regents' Test in a timely fashion.
4. To convene the Academic Appeals Committee to hear appeals of academic suspension and to convey the recommendations of the committee to the vice president.
5. To review the schedule of credit classes and to make recommendations to the vice president on matters relating to improved schedule coordination.
6. To prepare the annual academic calendar for review by the vice president and for approval by the president.

7. To prepare and submit to the vice president the annual budget request for the Enrollment Services.
8. To serve as a member of the Administrative Council.
9. To perform other duties as assigned by the vice president.

## **ARTICLE IX. DEAN OF GRADUATE STUDIES**

SECTION A. The dean of graduate studies shall be appointed by the president in accordance with the policies of the Board of Regents. The appointment shall be subject to the approval of the Board of Regents. The dean shall hold office at the pleasure of the president.

SECTION B. The dean of graduate studies is expected to provide leadership for the School of Graduate Studies. The dean is expected to develop short and long-range plans, strategies, and assessments for the recruitment, retention, admission, progression, and graduation of graduate students.

SECTION C. The dean of graduate studies shall be directly responsible to the vice president and dean of faculty. The duties of the dean of graduate studies shall be as follows:

1. To supervise and evaluate the personnel in the School of Graduate Studies.
2. To develop short and long-range plans for the recruitment, admission, retention, progression, and graduation of graduate students, and to develop strategies for the implementation of these plans. Assessment of the implementation of these plans will be conducted.
3. To review and make recommendations to the vice president and dean of faculty on graduate student appeals.
4. To function in a support role to the academic deans.
5. To serve as the presiding officer of the Graduate Faculty in the temporary absence of the vice president and dean of faculty. The dean of graduate studies shall be responsible for recording and distributing accurate records of all meetings and actions of the Graduate Faculty.
6. To chair the Committee on Financial Aid and Scholarship.
7. To serve as the presiding officer of the Graduate Council. The dean of graduate studies shall be responsible for recording and distributing accurate records of all meetings and actions of the Graduate Council.

8. To serve as a liaison with Georgia Southern University, Savannah State University, Coastal Georgia Community College, and represent the institution in other graduate inter-institutional relationships.
9. To prepare and submit the annual budget request for the School of Graduate Studies.
10. To serve as a member of the Administrative Council, Council of Deans, and President's Staff.
11. To represent the institution at appropriate functions.
12. To perform other duties as assigned by the vice president and dean of faculty.

## **ARTICLE X. ASSOCIATE/ASSISTANT VICE PRESIDENTS**

SECTION A. Associate/assistant vice presidents shall be appointed by the president after consultation with the vice president/dean of faculty, and a faculty committee. The appointment shall be subject to the approval of the Board of Regents. The assistant vice presidents shall hold office at the pleasure of the president.

## **ARTICLE XI: ASSOCIATE/ASSISTANT DEANS**

SECTION A. Associate/assistant deans shall be appointed by the president after consultation with the vice president/dean of faculty, the dean, the department heads, and a faculty committee. The appointment shall be subject to the approval of the Board of Regents. The associate/assistant deans shall hold office at the pleasure of the president.

## **ARTICLE XII. COMMITTEE ON INTELLECTUAL PROPERTY POLICY**

The university shall have a Committee on Intellectual Property Policy. The committee shall have four members, appointed annually by the president, one of whom shall be designated by the president to serve as chairman and one of whom shall be a representative from the Office of the Vice President for Business and Finance. This committee shall recommend to the president policies and procedures for intellectual property in accordance with the Board of Regents' Intellectual Property Policy Guidelines. Upon approval by the Board of Regents, university policies and procedures for intellectual policy are published as part of the university regulations.

The committee shall also serve as the body to recommend to the president or his designee, the rights and equities in patentable materials and in copyrightable materials.

In the event of disagreement as to rights and equities, individuals may appeal to the Grievance Committee with a final right of appeal to the Board of Regents. (Reference: Regents' Policies, C-28 and C-29)

### **ARTICLE XIII. THE UNIVERSITY FACULTY**

SECTION A. The Faculty shall consist of the president, the vice president, the academic deans, the dean of academic and enrollment services, the vice president for student affairs, the vice president for business and finance, the vice president for advancement, the registrar, the librarians, the corps of instruction consisting of full-time professors, associate professors, assistant professors, instructors and teaching personnel with other such titles as may be approved by the Board of Regents. Additional administrative officers may be designated by the president as possessing faculty status, and their appointment to faculty status shall be filed with the Board of Regents. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. The vice president shall announce the names of those so designated at the initial annual meeting of the Faculty.

SECTION B. The Faculty will meet at least once a month, August through April. A copy of the minutes of each meeting shall be sent within three days after the meeting to the chancellor.

SECTION C. The Faculty shall make, subject to the approval of the president, the chancellor, and the Board of Regents, rules and regulations for its governance and procedure, and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, discipline, scholarship, classes, courses of study, and requirements for graduation; and make such other regulations as may be necessary or proper for the maintenance of high educational standards. The Faculty shall prescribe rules for regulation of student publications, athletics, intercollegiate and intramural games, musical, dramatic, and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to approval by the president, the chancellor, and the Board of Regents. A copy of rules and regulations made by the Faculty shall be filed with the chancellor.

SECTION D. The graduate faculty shall consist of all Armstrong Atlantic State University faculty in accordance with graduate school guidelines. Revised 6/96)

### **ARTICLE XIV. COLLEGES, SCHOOLS, DEPARTMENTS, AND PROGRAMS**

SECTION A: The university shall be organized into the College of Arts and Sciences, the College of Education, the College of Health Professions, the School of Computing and the School of Graduate Studies. The Library will be directly under the vice president.



SECTION B: The Faculty of a department or program, subject to the direction of the university faculty, shall be responsible for the curriculum, the instructional program, and for research and service programs offered by that unit. The Faculty of a department or program shall meet at least once a semester. The graduate faculty of a department or program shall have these same responsibilities for the unit's graduate offerings, subject to the direction of the graduate faculty.

SECTION C: The department head or program director shall be appointed by the president after consultation with the vice president, with the dean of the appropriate college/school, and with the faculty members of the department or program. The appointment shall be subject to approval by the chancellor and the Board of Regents. The department head or program director shall hold office at the pleasure of the president.

SECTION D: The department head or program director shall have the following duties:

1. To supervise the teachers in the department/program and coordinate their activities.
2. To recruit and recommend to the appropriate dean, after consultation with a departmental search committee, and the faculty of the department/program, qualified faculty for employment.
3. To orient new faculty in the department/program.
4. To evaluate the department/program faculty and annually make recommendations on salary raises, retention, tenure, and promotion to the appropriate dean.
5. To plan the annual schedule of courses and make teaching assignments for each class each semester, subject to the review and approval of the appropriate dean.
6. To submit to the appropriate dean, after consultation with members of the departmental or program faculty, an annual budget and an annual report about the activities of the department or program.
7. To submit the minutes of each departmental meeting to the appropriate dean.
8. To maintain a general overview of the work of students in the department or program.
9. To make recommendations to the appropriate dean concerning the improvement of the department/program.

10. To work with the faculty of the department/program in developing the curriculum, the instructional program, and the research and service programs offered by the department.

## **ARTICLE XV. FACULTY MEMBERS**

SECTION A. The following ranks of the faculty shall be recognized: professor, associate professor, assistant professor, and instructor. All initial appointments, reappointments, and promotion of faculty members shall be made by the president with the approval of the Board of Regents. Faculty appointments shall be made on the basis of the needs of the institution and the qualifications of the individual.

SECTION B. The university is committed to academic freedom. The right to pursue the advancement of truth in scholarship and the right to express it freely in the classroom are essential attributes of the academic profession. Freedom in scholarship is basic to the advancement of truth; freedom in the classroom is fundamental for protection of the teacher's right to teach and the student's right to learn. Academic freedom is the guarantee that these rights will be protected. Since academic freedom is a right, it also carries responsibilities. These responsibilities do not circumscribe the right, but are part of its definition. Specifically:

1. The faculty member is entitled to full freedom in scholarship and publications, subject to the adequate performance of other duties.
2. The faculty member is entitled to freedom in the classroom when discussing the subjects taught, and bears the obligation of discussing subjects in a responsible manner.
3. The faculty member has the full rights of a citizen when speaking or writing as a citizen and should not be subject to institutional discipline or censorship. However, the faculty member's position in the community imposes obligations. Since the individual faculty member belongs to a learned profession and has a special connection with the university, the public may judge both the profession and the university by the utterances of the individual. Hence the faculty member should at all times strive for accuracy, exercise appropriate restraint, respect the opinions of others, and make every effort to indicate that the views and opinions of the individual are not to be interpreted as the views and opinions of the university.

SECTION C. The normal teaching load of a faculty member of Armstrong Atlantic State University is fifteen hours per semester, and may include classes taught in the day, in the evening, and in off-campus centers. Each member of the Faculty shall perform such services in instruction, academic advisement, committee work, and in other duties as may be assigned by his or her supervisor. If such duties significantly exceed those

normally assigned, the teaching load of the faculty member shall be adjusted accordingly.

Each full-time faculty member is employed for the academic year of two semesters only, and if the faculty member's services should be needed during the summer semester, a separate contract will be made covering the services for the summer semester. Payment of compensation to faculty members for full-time teaching during the summer semester shall be at the rate of twenty-seven percent of their regular compensation for the regular session of nine months. The salary for summer teaching will be adjusted proportionately for a period of time less than the full semester of fifteen weeks and/or less than a full teaching load of fifteen hours per week.

SECTION D. All faculty members are expected to adhere to the following general policies:

1. No faculty member will be absent from a class without first informing the head of the department/program.
2. All absences of faculty members from ordinary service will be reported by the head of the department/program to the appropriate dean.
3. Each faculty member is expected to hold office hours for ten hours each week, five hours posted and five hours available for appointments, and also to be available for academic advisement.
4. No faculty member shall engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of the member's official university duties.
5. Each member of the Faculty and administrative staff is expected to become familiar with and conform to the Policies of the Board of Regents and the Statutes and other regulations of the university relating to performance of duties. Each member will be furnished a copy of the university's rules and regulations, and a copy will be available in the library. A copy of the Policies of the Board of Regents is available in each department/program and in the library.

SECTION E. Regents' Policy Section 802.0801 stipulates provisions made to grant sick leave to faculty members on academic year contracts. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

SECTION F. Regents' Policy Section 803 shall apply to matters of faculty employment, retention, suspension, and resignation. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

SECTION G. Promotions shall be made in accordance with the criteria established by Board of Regents' Policy Section 803.08. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

SECTION H. Board of Regents' Policy 803.09 shall apply to matters of faculty tenure. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

SECTION I. Procedures adopted by the Board of Regents shall govern the dismissal of faculty members.

SECTION J. There shall be a standing Faculty Grievance Committee to which all members of the Faculty shall have access. The Faculty Grievance Committee shall have the authority to conduct inquiries into faculty grievances, to attempt the resolution of those grievances by mediation, and to present to the president and parties involved its recommendations for appropriate responses to the grievances it has considered.

Grievances involving promotion, salary, non-renewal of contracts or denial of tenure shall be appropriate for the consideration of the Grievance Committee only if the aggrieved faculty member reasonably alleges discrimination on the basis of race, color, sex, religion, creed, national origin, age, or disability.

The composition of the Grievance Committee and its operating procedures shall be developed by the Faculty Executive Committee and approved by the Faculty and the president.

SECTION K. The guidelines for a reduction in the number of faculty shall be those adopted by the Board of Regents, if such reductions should become necessary because of financial conditions at the university.

SECTION L. Board of Regents' Policy 803.15 shall apply to leaves of absence for faculty. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

SECTION M. The policies of the Board of Regents shall govern retirement, insurance, and workmen's compensation for faculty members. (Reference: Sections 802.09, 802.10, 802.11). A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

SECTION N. Administrative officers shall generally be employed on a fiscal year basis. Department heads and certain faculty members may also be employed on a fiscal year basis. Compensation shall be adjusted accordingly.

SECTION O. The following policies apply for persons with twelve month appointments:

1. Holidays: Board of Regents' Policy 802.07 shall apply to holidays observed by Armstrong Atlantic State University. A person who terminates employment will not be paid for any holidays occurring after the last working day of employment. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.
2. Vacation: Board of Regents' Policy 803.16 shall apply to vacations for twelve-month faculty. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

SECTION P. Board of Regents' Policy 802.0801 shall apply to sick leave with pay for twelve-month employees. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

SECTION Q. Board of Regents' Policy 802.0802 shall apply to sick leave without pay for twelvemonth employees. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

SECTION R. Those department heads/program directors with administrative nine-month appointments are responsible for fulfilling the duties of a department head/program director as described in Article XIV, Section 4, of the Faculty Statutes during their nine-month appointment. The administrative appointments commence one week prior to the first faculty meeting of the academic year and terminate two working days beyond the spring graduation. The standard teaching load for department heads with such appointments is two-thirds of the regular full-time faculty member's teaching load. During the summer, administrative involvement of department heads on nine-month appointments is voluntary, unless the department head/program director is scheduled to teach. If the department head/program director has teaching responsibilities during the summer, administrative responsibilities will be required since summer school compensation is based upon total nine-month compensation, including administrative stipend. The extent of such administrative responsibilities will be prorated on the basis of a full load.

Exceptions to the above policy must be approved in writing by the dean of the college/school, the vice president, and the president.

SECTION S. All faculty members shall be required to take and sign loyalty oaths as required by Georgia law.

SECTION T. Board of Regents' Policy 802.03 shall apply to the hiring of relatives. A copy of the *Policy Manual* of the Board of Regents is available in the president's office.

## **ARTICLE XVI. STATUTE AMENDMENTS**

Proposals to amend the Statutes shall be submitted with the agenda in writing to all members of the Faculty at least five days before the regular meeting of the Faculty at which they will be proposed. The proposal shall contain the exact wording of the amendment and an indication of its place in the Statutes. The proposed amendment shall be voted on at the next regular faculty meeting and must carry by a two-thirds vote of the members present and voting, provided a quorum is present. If approved, it shall be submitted through the president of the university to the chancellor and the Board of Regents for final approval before becoming effective.

## **ARTICLE XVII. AFFIRMATIVE ACTION**

Armstrong Atlantic State University stipulates that no person in the United States shall, on the grounds of race, color, sex, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity conducted by Armstrong Atlantic State University.

## **ARTICLE XVIII. MISCELLANEOUS PROVISIONS**

All questions of interpretation of these Statutes and questions of the nature and extent of the jurisdiction of the Faculty and of the various administrative officers under these Statutes shall be determined by the president. The president shall settle all questions of conflict of jurisdiction that may arise between any of the committees of the university or between them and the administrative officers. After the decision of the president on such questions, an appeal may be made to the Board of Regents pursuant to the Bylaws of the Board of Regents, Article IX.