

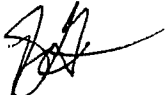
Faculty seal

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TO: Dr. Candy Schille, Chair, Senate Executive Committee
FROM: Bruce Grube, President 
DATE: March 29, 2002
SUBJECT: March 26, 2002, Faculty Senate Recommendation

Following receipt of the Faculty Senate's recommendation at the March 26, 2002, Faculty Senate meeting by Senate Executive Committee Chair Schille, I have approved the Policy on Faculty Absence from Professional Responsibilities.

gm

c: Dr. Vaughn Vandegrift

G:\Office of the Faculty Senate\Grube to Schille Policy on Faculty Absence from Professional Responsibilities.wpd

IV. Application Procedures for Extra Compensation

The payment of extra compensation to an employee requires approval from the vice president responsible for administering the budget unit seeking to pay extra compensation (approves project and the project budget in the context of the University's policy), from the vice president responsible for administering the unit that employs the individual on a regular basis (approves use of the employee in the context of the policy), and from the Vice President for Business and Finance or his/her designee (approves the availability of funds and reviews for compliance with policy and for adequacy of supporting documentation). In cases where a unit needs to respond to potential clients in a timely manner, the originating unit, prior to the performance of the duties, should submit the project/activity budget by FAX to the appropriate vice presidents or their designees who will confer quickly and communicate their action within 48 hours.

All requests for approval shall include the following:

- personnel action form
- extra compensation certification
- project/activity budget
- a draft of any written agreement on fees and services (to be reviewed by one of the University's attorneys)

The personnel action form and/or budget must include a description of the duties to be performed, the number of hours required to perform the assignment, the amount and rate of extra compensation requested, and the source of funds used to pay the extra compensation and related employee benefits.

217.09 Class Meetings and Final Exams

The faculty member of record or a qualified substitute will meet all classes promptly at the scheduled time and for the allotted amount of time. Faculty also will give final exams in all courses as scheduled by the Registrar's Office unless a change has been authorized by the appropriate chair or dean (see § 311 of this *Handbook*).

217.10 Faculty Absence from Professional Responsibilities

Faculty traditionally extend professional courtesies to their colleagues for absences resulting from health-related emergencies, attendance at professional conferences, and the like, up to a week's duration.

Consistent with Georgia Southern policy, all absences are to be reported to the department chair, who shall coordinate accommodations for coverage of faculty responsibilities by colleagues. In instances where the absence exceeds one week, the following procedures for remuneration shall apply.

1. Time responsible for coverage shall be determined and approved by the department chair (e.g., one class meeting for a three-day-a-week course counts as one hour regardless of section size). Laboratories shall typically be calculated at the rate of two laboratory hours equaling one hour. Studio time shall be calculated in accordance with standard practice.
2. Remuneration is determined by prorating the standard overload rate, based on the number of hours taught. A three-credit course shall be assumed to have 45 teaching hours.
3. When the assignment for any individual exceeds one week, remuneration shall be calculated to include the first week's work.

4. In situations where the faculty member assumes responsibility on an intermittent basis totaling more than one week, the department chair shall work with the faculty to determine appropriate remuneration in accordance with procedures in numbers 1 - 3.

218 Personnel Policies

218.01 Faculty Appointments

Department chairs initiate new faculty appointment forms which are forwarded to the appropriate dean and Provost for review and approval. If approved at these levels, the appointment forms are submitted to the University's Budget Office for approval and then sent to Human Resources for processing. The University, consistent with Board of Regents policy, requires the following information before any action is taken on an appointment:

- a signed Authorization for Criminal History Records Investigation Release of Material (consent form for the Board of Regents required background investigation);
- a completed appointment form (Personnel Action Form);
- a completed Faculty Information Data Form (FID);
- an updated curriculum vitae;
- official transcripts of all graduate degrees;
- a signed Loyalty Oath;
- a completed and signed State Security Questionnaire and Loyalty Oath; and
- a completed I-9 Form, Employment Eligibility Verification.

State law requires that all employees must complete a State Security Questionnaire that inquires about any prior criminal convictions and pending criminal charges. Persons who have been convicted of a felony or a crime involving moral turpitude are not eligible for employment in the University System of Georgia. Additionally, as required by state law, all employees must execute the Loyalty Oath. (*See Board of Regents Policy Manual, § 802.04B.*) New faculty complete the State Security Questionnaire and Loyalty Oath during faculty in-processing at Human Resources where they also complete forms relating to benefits, payroll deductions, and employment records.

218.02 Fringe Benefits

The University is required to withhold federal and state income taxes from the salary of each employee. The deductions are based on the information given on the employee's withholding exemption certificate.

Social Security	All employees are required to participate in old age and survivors insurance under the Federal Social Security Act. The University is required to withhold in accordance with the current rates and to match this sum which is paid to the government as a payroll tax.
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