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# FACULTY HANDBOOK

## 1 Introduction

The Faculty Handbook provides access to information concerning the orderly operation of the University of North Georgia. Found on the Academic Affairs Web Page this handbook provides answers to questions frequently asked about operating procedures and policies, but does not claim to include all information. Faculty and Staff are encouraged to contact members of the administration or Faculty Senate with any questions for which the handbook does not provide answers. All policies listed in sections 3.0 through 9.0 have been submitted by faculty, staff, or university committees for review and approval. Policies have been approved through the university's Provost Council and Academic Affairs Committee, and are submitted to the Provost for final approval. Any changes deemed to be non-substantive may be made by the Provost with notification to the Academic Affairs Committee. Section 10.0 lists Administrative Policies related to administrative functions of the university and are under the auspice of the Provost.

As policies, procedures, and operating guidelines that affect the Faculty Handbook change, they will be posted to the web site. Such changes will be incorporated once the policy has been thoroughly vetted and approved by the faculty, as represented by the appropriate statutory committee.

## 2 Organization & Governance

### 2.1 Administrative Structure

The University of North Georgia Organization Structure is available on the The link below provides access to the organization structure of the University of North Georgia.

<http://ung.edu/about/organizational-structure.php>

Link to the University of North Georgia Statutes

[http://ung.edu/about/uploads/files/UNG\\_Statutes\\_Approved20130111.pdf](http://ung.edu/about/uploads/files/UNG_Statutes_Approved20130111.pdf)

### 2.2 Academic Structure

The academic programs at the University of North Georgia are organized into five colleges and one institute:

[The College of Arts & Letters](#)

[The College of Science & Mathematics](#)

[The College of Education](#)

[The College of Health Sciences & Professions](#)

[The Mike Cottrell College of Business](#)

[The Lewis F. Rogers Institute for Environmental Spatial Analysis](#)

### 2.3 Campus/Center Structure

The University of North Georgia is comprised of four campuses: Dahlonega, Gainesville, Oconee, and Cumming. Each campus provides unique opportunities to support the mission of the university.

Visit the [University Initiatives & Centers](#) website for a list of opportunities.

### 2.4 Faculty Senate

Access to the [Faculty Senate](#) website and [Faculty Senate ByLaws](#) will require a login.

## 3 Faculty Responsibilities

### 3.1 Role of the Faculty Member

The Faculty at UNG is committed to the tripartite mission of teaching, scholarship and service. UNG expects faculty members to develop each of these three areas in the regular course of their professional lives.

#### Teaching:

Each faculty member is responsible for the quality and content of instruction in the classroom. The instructor should at all times strive to promote the general purposes of the University and to achieve the objectives of the College.

The following objectives and considerations should guide the faculty:

1. Provide the highest quality classroom instruction toward the attainment of the goals of the University, the College, the Department, and the courses.
2. Combine scholarship and research in the faculty member's major field of interest and incorporate the latest research, knowledge, and theory in classroom instruction.
3. Seek new and better devices, techniques, online technologies, procedures, and methods that may improve the teaching and learning process.
4. Recognize individual needs of students and provide challenging learning opportunities for the gifted as well as for the average learner.

5. Recognize and provide academic and career guidance and encouragement through formal and informal conferences with students in order to supplement and improve the regular classroom instruction.
6. Develop efficient and equitable procedures for the evaluation of student academic performance and assign grades that reflect the achievement and progress of students enrolled in the courses. Provide timely and appropriate feedback to students.

#### **Scholarship and Creative Activities:**

Faculty members are expected to remain active in their fields of study or artistic/creative practices through research, creative output, and other professional activities as described by their Department and/or College.

#### **Service:**

Faculty members are expected to use their expertise and professional experience to serve their departments, their colleges, the university, the community, and their professions through service activities.

Together, these three pursuits—teaching, scholarship, and service—comprise the role of the faculty member at UNG.

Approved 27-FEB-2013

### **3.2 Faculty Workload**

The University of North Georgia is committed to a workload policy that is appropriate for the institution's standing as the premier institution of higher education for the region. Faculty will teach, engage in research, scholarship, and creative activities, and provide service to the institution. Specific expectations are worked out at the college and departmental levels with an effort to balance specific situations with equity across the institution. In all cases, faculty workload must fit the departmental, college, and university mission.

Under the University System of Georgia's guidelines, the workload for full-time faculty members is thirty credit hours per academic year (fall/spring). At UNG, for tenured or tenure-track faculty this mandate translates into 24 credit hours of teaching duties per academic year, with the remainder work coming in the areas of research, scholarship, creative activities, and service. For graduate faculty, it translates to 18 credit hours, plus 12 hours of research/ service. Some full-time, limited-term faculty may be required to teach 15 hours in lieu of other activities, and certain disciplines may be better served by using contact hours to determine teaching loads at a rate equal to the 12 credit hours of teaching set by UNG. Faculty workload must also take into account accreditation requirements, where appropriate, as well as professional guidelines, recommendations, and best practices for certain disciplines.

Approved Nov 2012

### **3.3 Advising**

#### **3.3.1 Advisement Policy**

The goal of academic advising at University of North Georgia is to assist students in constructing meaningful educational plans based on their interests and abilities and consistent with each student's academic, professional, and personal goals. All students will receive mandatory advising up to 42 earned credit hours. Prior to registration periods, a four-week advising period will take place. After advisement, all students will receive ALTPIN's to allow self-registration. Professional advisors in specific programs of study will advise students in the major and perform additional responsibilities as determined in collaboration with the school Dean. Campus Academic Advising Centers will advise the following populations:

1. Open Option (undeclared) students
2. Students who are not in good academic standing and having less than 42 hours
3. MOWR/ACCEL/Joint Enrollment students
4. Students requesting financial aid appeals

#### **3.3.2 Plans of Study**

Each student is responsible for following the requirements of his/her selected degree program as specified in the catalog and in accordance with the regulations of the university. Every student is strongly encouraged to maintain close contact with his/her Academic Advisor in order to meet course requirements for the program of study.

Students pursuing a baccalaureate degree must have an approved plan of study (POS) on file in the Office of the Registrar prior to earning 90 hours.

Students seeking an associates degree must have an approved plan of study on file prior to earning 40 hours.

#### **Degree Program Modifications**

Variations in upper division program requirements, or Area F, are considered only upon petition and approval of the Academic Advisor, the Dean responsible for the program of study, and the Department Head responsible for the required course. Variations in the core curriculum (Areas A-E) must be approved by the Associate Provost for Academic Administration, or designee.

Variations from course requirements are approved only under exceptional circumstances and only in cases where courses of the same academic value and type can be substituted.

### 3.3.3 Academic Advisement Center

Academic Advisement Centers on the Gainesville, Oconee, and Dahlonega Campuses serve as resources for Open Option (undeclared) students, students who are not in good academic standing, and joint enrollment students. The Centers provide information, resources, and support needed by students to develop and reach their academic goals. Professional advisors can assist students in understanding academic policies, choosing majors, planning course schedules, and obtaining information regarding transfer requirements.

In addition to one-on-one advising, professional advisors in the Academic Advising Centers present information at new student orientations, train faculty advisors, present workshops, and collaborate with campus support services. For more information about Advising Center programs and services visit our webpage at <http://ung.edu/academic-advising/index.php>.

### 3.3.4 Core Curriculum Rule

Students are required to successfully complete all Area A core curriculum courses (courses emphasizing communication skills and quantitative skills) in a timely manner. First-time and transfer students entering UNG who have earned 30 hours but have not completed Area A must enroll in the next course necessary to make progress toward completing this Area in every semester in which they take classes. For students with Learning Support requirements in reading, writing, and/or mathematics, taking the required Learning Support course(s) counts as making progress toward completing Area A. Students are also encouraged to complete at least one laboratory science course and at least one course of any foreign language requirement during the first sixty hours of coursework.

### USG BOR Academic & Student Handbook, Section 2.4.4

#### 3.3.5 Legislative Requirements

A Georgia law requires that all candidates for a degree from an institution supported by public funds shall pass an examination "of the History of United States and the History of Georgia" and an examination "upon the provisions and principles of the United States Constitution and the Constitution of Georgia." The requirements for instruction in the above areas can be met by passing a test in each of the four areas or by satisfactorily completing one of the following courses at either UNG or another university in the University System of Georgia: HIST 2111, HIST 2112 or POLS 1101.

If you transferred one or more of these courses into North Georgia from a private or out-of-state institution, you will have to take at least two exams to meet the mandated requirements. See the following exam options.

If you received AP or CLEP credit for POLS 1101 & HIST 2111 or HIST 2112, you need to take the GA Constitution and the GA History exam.

If you transferred from another state or received AP or CLEP credit for POLS 1101, you need to take the GA Constitution, GA History and U.S. History exams.

If you transferred from another state or received AP or CLEP credit for HIST 2111 or HIST 2112, you need to take the U.S. Constitution, GA Constitution and GA History exams.

Students should contact the Department of Political Science & International Affairs and the Department of History, Anthropology & Philosophy for clarification of these restrictions.

Any baccalaureate student who has not met the legislative requirement, but has completed Area E, may petition the Departments to use the following upper-level courses to meet the requirements listed below through coursework at the University of North Georgia:

Credit for U.S. history requirement: HIST 3150 or HIST 3151

Credit for Georgia history requirement: HIST 3182, HIST 3183, HIST 3184, or HIST 3185

Credit for Georgia constitution requirement: POLS 3106, POLS 4112, POLS 4120

Approved 15-MAY-2013

### 3.3.6 Regents Test

Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess certain minimum skills of reading and writing. The Regents' Skills Program has been developed to help in the attainment of this goal. The objectives of the Regents' Skills Program are (1) to provide System-wide information on the status of student competence in the areas of reading and writing and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

The University of North Georgia has been granted an institutional exemption to the Regents Reading and Writing Skills requirement by the USG Executive Vice Chancellor and Chief Academic Officer under delegated authority of the Chancellor in consultation with the Chair of the Academic Affairs Committee of the Board of Regents.

The exemption was granted based on UNG's assessment of communications outcomes in Area A1 classes (ENGL 1101 and 1102). Therefore, if a student has passed ENGL 1101 and 1102 with a C or higher (or has been granted transfer credit for those classes AFTER ENROLLING at an exempt institution), then the student is exempt from Regents' Test requirements at that point, regardless of where he/she may transfer.

Other exemptions may be found at the BOR website at [http://www.usg.edu/academic\\_affairs\\_handbook/section2/handbook/C757/](http://www.usg.edu/academic_affairs_handbook/section2/handbook/C757/)

### 3.4 Office Hours

#### 3.4.1 Academic Year

Full-time faculty whose teaching load consists of traditional course offerings are expected to post and maintain a minimum of six office hours per week. Faculty members will arrange office hours convenient to the needs of their students. Exceptions to this policy may be made in cases where the faculty member has significant off-campus responsibilities (e.g. internship supervision, clinicals, and online instruction). Department Heads will review exceptions to this policy to determine their justifiability prior to submitting the schedules to the Dean. An instructor's office hours and e-mail address should be posted on the instructor's door, and should be on file in the department office and in the Dean's office. The new course evaluation instrument contains specific wording addressing availability and responsiveness of faculty.

Adjunct and part-time faculty will maintain office hours according to the number of semester hours they teach each semester. Specifically, the adjunct and part-time faculty member should have office hours according to the following schedule: Number of Hours Taught	Minimum Number of Office Hours Per Week
1-2	1
3-5	2
6-8	4
9+	6

Approved 27-MAR-2013

#### 3.4.2 Summer Session

Faculty who teach during the summer term will be expected to maintain office hours during the summer session according to the following schedule:

For Either Short Session Number of Hours Taught	Minimum Number of Office Hours Per Week
1-2	2
3-5	4
6+	6

Approved 27-MAR-2013

#### 3.4.3 Summer Overlapping Sessions

No faculty member will be expected to post more than six office hours per week in instances where he/she is teaching overlapping sessions. Office hours may be adjusted as the summer term progresses to match the instructor's actual teaching load according to the aforementioned schedule.

Approved 27-MAR-2013

### 3.5 Course Syllabus

#### 3.5.1 Course Syllabus Usage

The primary document detailing the expectations placed upon students in a given class is the course syllabus. Consequently, each faculty member is expected to provide a syllabus to each student in each of the faculty member's classes. The syllabus should be accessible to the student by the first day the class meets. A copy of the syllabus for each course of instruction should be placed on file in the appropriate department. A syllabus template can be found under *Forms* on the Provost website.

#### 3.5.2 Course Syllabus Template Syllabus Requirements

Each semester faculty members will provide students in each of their classes with a syllabus in the format of and containing the minimum of information as outlined below. Faculty can expand the information included in the syllabi template.

Faculty members should provide the student any written or published that would facilitate the student's understanding of the requirements of the course. A copy of the syllabus will be filed in the discipline's department office at the beginning of each semester.

University of North Georgia  
Standard Course Syllabus

College of:

Department:

**COURSE NUMBER AND TITLE:**

**SEMESTER AND YEAR:**

**GENERAL INFORMATION:**

Instructor's Name  
Office Room Number  
Office Phone & e-mail address  
Office Hours  
eLearning (D2L) login Information (if needed)

### **TEXT AND OTHER MATERIALS**

required texts optional  
materials supplementary  
readings  
online resources and access information; link to student IT support

### **COURSE DESCRIPTION**

Description similar to the one in the College Catalog. Explanation of how course is used in the Core – if appropriate. Specification of hours of credit. Pre-requisites and/or co-requisites if any.

### **COURSE OBJECTIVES (EXPECTED OUTCOMES)**

Specific skills and concepts the student is expected to master by the end of the course; explanation of their relationship to the College's, Discipline's and Department's goals. (See UNG Mission Statement and select those goals that apply to your course.)

### **METHODS OF INSTRUCTION**

### **EVALUATION METHODS**

Include here grading practices and weights assigned to each graded aspect of the course and how the final grade will be calculated. Also see policy in the Faculty Handbook regarding fully online courses. Progress reports for 1000- and 2000-level courses will be posted on Banner and will be available for viewing on (insert date).

### **COURSE GRADING**

Provide students with specific evaluation criteria, e.g., number of tests, reports, themes, assignments, final exams, etc., and their relative weight. The students should have a full understanding of the criteria used to determine his/her grade.

### **COURSE CALENDAR**

Incorporate calendar with important dates during the semester, including last date to withdraw without academic penalty.

This syllabus may be adjusted if deemed necessary by the instructor.

**Students are expected to refer to the Supplemental Syllabus for the following information:**

***(Include the link TBD)***

1. Academic Exchange
2. Academic Integrity Policy
3. Academic Success Plan Program
4. Class Evaluations
5. Course Grades and Withdrawal Process
6. Disruptive Behavior Policy

7. Inclement Weather
8. Smoking Policy
9. Students with Disabilities

## ACADEMIC SUCCESS PLAN PROGRAM

UNG has implemented an Academic Success Plan Program to identify and provide assistance to at-risk undergraduate students. Refer you to your campus Academic Advising Center for the development of strategies that will enhance your academic success. You will be expected to take advantage of advising and other campus resources to achieve your academic goals.

## STUDENTS WITH DISABILITIES

University of North Georgia is committed to equal access to its programs, services, and activities, and welcomes otherwise qualified students with disabilities. Students who require accommodations and services must register with Disability Services and submit supporting documentation. Disability Services provides accommodation memos for eligible students to give to their instructors. Students are responsible for making arrangements with instructors, and must give reasonable prior notice of the need for accommodation.

### **Contact Information for Disability Services:**

§ Gainesville Campus: Carolyn Swindle, Assistant Director, carolyn.swindle@ung.edu, Dunlap-Mathis Building, Room 107, 678-717-3855

§ Dahlonega Campus: Thomas McCoy, Assistant Director, thomas.mccoy@ung.edu, Stewart Student Success Center, Room 313, 706-867-2782

§ Oconee Campus: Erin Williams, Assistant Director, erin.williams@ung.edu, Administration Building, Room 112, 706-310-6202

§ Cumming Instructional Site: Nicola Dovey, Director nicola.dovey@ung.edu or Beth Bellamy, Test Facilitator, beth.bellamy@ung.edu 678-717-3855. (For on-site assistance, contact Rebecca Rose, Head Librarian, rebecca.rose@ung.edu, Library University Center 400, 470239-3119.

## ACADEMIC INTEGRITY POLICY

**Student Code of Conduct:** Please review the [Student Code of Conduct](#) located on the [Dean of Students](#) website.

**Plagiarism and Turnitin.com:** Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

**Copyright:** Both Federal and State laws forbid the unlawful duplication of copyrighted computer software or other reproductions of copyrighted material. In accordance with these policies, University of North Georgia expressly forbids the copying of such materials supplied by or used in the College. Unlawful duplication of copyrighted materials by a user may result in disciplinary action by the College under the Student Code of Conduct (Non-Academic Infractions--Prohibitions, Theft), and/or possible criminal action by the owner of the copyright.

## DISRUPTIVE BEHAVIOR POLICY

Students who exhibit behaviors that are considered to obstruct or disrupt the class or its learning activities are subject to sanctions under the Board of Regents Policy on Disruptive Behavior. Behaviors which may be considered to be inappropriate in this classroom includes, but is not limited to, sleeping, coming in late, talking out of turn, inappropriate use of laptops or mobile devices, verbal behavior that is disrespectful of other students or the faculty member, or other behaviors that may be disruptive. Students who exhibit such behavior may be temporarily dismissed from the class by the instructor and will be subject to disciplinary procedures outlined in the Student Handbook.

## CLASS EVALUATIONS

Class evaluations at UNG are conducted online. Evaluation of the class is considered a component of the course and students will not be permitted to access their course grade until the evaluation has been completed. The evaluations will be accessible beginning one week prior to Final Exam week.

## ACADEMIC EXCHANGE

Universities welcome diversity, free speech and the free exchange of ideas. Discussion should be held in an environment characterized by openness, tolerance of differences and civility. The values of an intellectual community are trust, honesty, free inquiry, open debate, respect for diversity, and respect for others' convictions. Further, the intellectual community always seeks to foster the virtues and characteristics of intelligence, curiosity, discipline, creativity, integrity, clear expression and the desire to learn from others. It is these that must guide our work and exchanges in this class. These principles are delineated further in the ACE Statement on Academic Rights and Responsibilities.

If these values and principles are breached, students have the right and responsibility to discuss their concerns with the course instructor



and, as needed, the department head. Usually, the concerns are addressed at this level, but sometimes the department head may refer students to another resource. In the event that either the student or the instructor is not satisfied after discussion with each other, he/she may take his/her concerns in writing to the Associate Provost for Academic Administration.

## **INCLEMENT WEATHER**

TV and radio stations will announce if the college is closed. Information on closing will also be available on our Web site <http://www.ung.edu>. Students, faculty and staff who have registered under Blackboard Connect Emergency Notification System will receive information not only about college and individual campus closures but also about the status of college and campus hours, including late openings.

### ***Blackboard Connect Emergency Notification System***

Emergency situations - from natural disasters to health scares to the threats of violence - require that our campus community be fully prepared and informed. Accordingly, University of North Georgia has implemented the Blackboard Connect service to enhance university communication and emergency preparedness. The Blackboard Connect system is a communication service that enables key administrators and Public Safety personnel to quickly provide all students, faculty, and staff with personalized voice and text messages.

All UNG emails are added into the system automatically. In addition, you may enter a phone number so that emergency announcements can be sent to you via voice and text message. To do this, go to our Banner self-service environment; click on the tab labeled "Personal Information"; then, click on the tab named "Enter Emergency Contacts for Blackboard Connect." Here you can update your information for the Blackboard system.

If you have questions, please contact Public Safety at 706-864-1500 or send an e-mail to [emeralert@ung.edu](mailto:emeralert@ung.edu).

## **COURSE GRADES AND WITHDRAWAL PROCESS**

Grades: A, B, C, D, F, W, WF, MW

Incomplete grades (I) - This grade indicates that a student was doing satisfactory work but, for non-academic reasons beyond her/his control, was unable to meet the full requirements of the course. For undergraduate programs, if an I is not satisfactorily removed after one semester (excluding summer), the symbol of I will be changed to the grade of F by the appropriate official. For graduate programs, if an I is not satisfactorily removed after two semester (excluding summer), the symbol of I will be changed to the grade of F by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the department head and the dean.

IP (In Progress) - This grade is appropriate for thesis hours, project courses, Learning Support and English as a Second Language (ESL) courses. It is not appropriate for traditional credit courses. If an IP grade isn't satisfactorily removed after 3 semesters, the symbol of IP will be changed to the grade of F by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the dean. However, students who receive a grade of IP in a learning support course or an ESL will retain this grade due to the nature of the course.

K - This symbol indicates that a student was given credit for the course via a credit by examination program.

MW – Withdrawal for military exigencies

CR – Credit (for Military experience)

NR - This symbol indicates that the grade was not reported by the instructor.

S- This symbol indicates that a student completed the course with satisfactory work.

U- This symbol indicates that a student did not complete the course with satisfactory work.

V - This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa. If an audit student withdraws from a course prior to the end of the term, a W grade will be assigned as the grade rather than a grade of V. An audit student who is dropped by the instructor for excessive absences will be assigned a grade of W.

W or WF – A W grade indicates that a student was permitted to withdraw from without academic penalty. Students may withdraw from courses prior to the midterm and receive a grade of W. Withdrawals without penalty will not be permitted after the midpoint of the total grading period except in cases of hardship as determined by the appropriate official. If a student withdraws before the deadline, the grade of W will be given. The grade of WF is for students who withdraw after the deadline for the term or commit academic integrity violations.

Approved 27-FEB-2013

### **3.6 Students with Disabilities**

UNG is committed to the inclusion of individuals with disabilities and to the principle of individual rights and responsibilities. To that end, the policies and procedures of UNG reasonably ensure that a person with a disability is not on the basis of that disability denied full and equal access to academic programs or otherwise subjected to discrimination in such programs.

UNG Office of Disability Services website: <http://ung.edu/disability-services/index.php>

### 3.7 Roll Verification

Faculty are required to verify the accuracy of class rolls on a designated date generally 1-2 weeks after the Drop/Add period has concluded for each term. Class rolls are not official until Drop/Add is over. The roll verification periods will be listed on the academic calendar for the term, and an email message will be sent to the Faculty/Staff Listserv each term to notify faculty of the roll verification dates.

The purpose of the roll verification process is to prevent future problems associated with tuition refunds, federal financial aid relative to Title IV refunding rules, and issuance of grades of 'NR' (not reported), 'WF' or 'F' for student who never attended class.

Instructors should check their rolls for attendance throughout the semester to ensure that students have not stopped attending the class without processing an official withdrawal.

#### Roll Verification Procedure

The Registrar's office will send an email to the UNG list indicating the roll verification period for the term (or part of term). Roll verification should be completed during the time frame announced.

Each primary instructor or instructor of record will verify his/her roll online from within Banner in the manner described by the Registrar's office. The Department Head will be responsible for submitting roll verifications for course sections that have STAFF listed as the instructor.

After the close of the roll verification period for the term (or part of term), Registrar's office staff will modify the rosters of the course section based on the changes submitted by the instructor (or Department Head).

Students who need to be reinstated to the course must complete the Course Reinstatement process by seeking approval from the Instructor and completing the *Course Reinstatement Request* form.

### 3.8 Academic Integrity Violation

UNG places a premium on student integrity. To this end, the [Student Conduct Policy](#) found on the Dean of Students website and in the Student Handbook guides all students. In support of this policy, it is the policy of UNG that instructors file an incident report with the Student Conduct Office whenever they find evidence of cheating, plagiarism, or some other integrity policy infraction. It is important that a record, in the form of these incident reports, of student infractions be maintained so that (1) repeat offenders can be tracked, (2) students have the opportunity to respond formally to allegations levied against them, and (3) punishments levied against those who violate the integrity policy can be tracked. Academic Integrity incident reports should be submitted to the Student Conduct Office within 30 calendar days of detection of the alleged infraction. Copies of the Academic Integrity Policy are readily available through the Office of Academic Affairs.

(Pending Approval by Academic Affairs Committee, July 2013)

### 3.9 Study Abroad

Study Abroad - Dahlonega Campus

<http://www.northgeorgia.edu/Global/StudyAbroad/>

Study Abroad - Gainesville/Oconee/Cumming Campuses

<http://www.gsc.edu/academics/studyabroad/Pages/default.aspx>

### 3.10 Final Examinations

#### 3.10.1 Final Exams

It is expected that all faculty will require a final examination, final project, or final assessment for each class they teach. Non-traditional classes (internships, clinicals, etc.) that would not necessarily hold final examinations may be exempt from this requirement.

The date and time for a final examination/project/assessment is a scheduled part of the class. When a student registers for a class, he or she is registering for the scheduled final examination period as well. Therefore, it is the responsibility of the student to be available for the final examination/assessment or for presentation (or submission) of the final project at the time scheduled. Take-home examinations/projects/assessments requiring more than two hours to complete should be provided to students prior to the last day of class.

In the case of fully on-line courses, it is up to the faculty member teaching the course as to whether to give a proctored exam, use an on-line exam, or require a final project. In the case of online courses, students who live too far from campus to travel to campus for a proctored final exam, the student/instructor is required to arrange a proctored final exam through a testing center at a local (to the student) college or university and have the center forward the completed exam to the instructor for grading. Faculty members are encouraged to set deadlines for students to confirm testing center locations/appointments. The student will be required to pay any fees associated with the use of a testing facility. For those traveling to a UNG campus, the instructor should work with academic departments to identify open classrooms to use during the evening class hours or the overflow period on the final exam schedule for use in administering the final exam.

Only in the case of unusual extenuating circumstances should consideration be given for allowing a student or a class to change the final

examination schedule. When extenuating circumstances occur, the following procedure is to be followed:

1. A request for a change in the examination schedule for an entire class is to be submitted in writing by the instructor. The request is to include a justification for the change. Such a change requires written approval of the department head and the dean of the college. The entire class of students should sign a statement agreeing to the time change. A request for a change in the examination schedule for an individual student is to be submitted in writing by the student. The request is to include a justification for the change. Such a change requires written approval of the instructor and the department head (or campus designee).
2. No student is required to take three final examinations on the same day. Such a situation is sufficient reason for the student to be granted permission to take one such examination at an alternate time. Students should contact their instructor to obtain permission at least one week prior to the first day of exams. If needed, students should contact the department head(s) to obtain permission and to determine the most appropriate examination to reschedule.

Approved 10-APR-2013

### 3.10.2 Final Exam Schedule

[http://www.northgeorgia.edu/AcademicAffairs/Default\\_1col.aspx?id=4294983587](http://www.northgeorgia.edu/AcademicAffairs/Default_1col.aspx?id=4294983587)

### 3.11 Commencement

Commencement exercises are held each year at UNG. These exercises are official university functions. Faculty attendance at commencement ceremonies is voluntary. All faculty are strongly encouraged to attend commencement ceremonies. The Provost will ask the deans of the colleges to encourage attendance of an appropriate number of faculty at all commencement ceremonies.

Faculty who do not own academic regalia must make appropriate arrangements for obtaining regalia. Regalia can usually be ordered several weeks/months prior to a commencement exercise through the campus bookstore.

Approved 10-APR-2013

### 3.12 Outside Activities

#### 3.12.1 Outside Activities/Occupational

The University of North Georgia complies with USG Board of Regents Policy.

USG BOR Policy 8.2.15.1

<http://www.usg.edu/policymanual/section8/C224/>

#### 3.12.2 Outside Activities/Consulting

The University of North Georgia complies with USG Board of Regents Policy.

USG BOR Policy 8.2.15.2

<http://www.usg.edu/policymanual/section8/C224/>

#### 3.12.3 Outside Activities/Political

The University of North Georgia complies with USG Board of Regents Policy.

USG BOR Policy 8.2.15.3

<http://www.usg.edu/policymanual/section8/C224/>

## 4 Academic Policies

### 4.1 New Program Development

For any new academic program, the Notification of Program Planning Form must be completed and submitted to the Office of the Provost no later than nine months before the anticipated change will be implemented. The Provost's Office will forward the information to appropriate university offices for review. Once the program planning has been completed, the formal [Program Approval Form](#), along with appropriate documentation, will be completed and submitted to the College's Curriculum Committee for review and approval. The Dean will then submit all documents to the Provost's Office. Documents related to the program review process will be placed on the agenda for the Provost Council (PC). All Program Proposals will receive 2 readings by the PC. Initial review/comments/suggestions by the PC will occur at the 1st reading. After the 1st reading the proposal will be added to the agenda of the next PC meeting as a "2nd reading" item. Between the 1st and 2nd readings, any questions regarding the program will be sent to the appropriate university office for review. The final PC approval vote will occur at the conclusion of the 2nd reading. After PC Approval, programs will be submitted to either the Academic Affairs Committee (undergraduate programs) or Graduate Council (graduate programs) for review and approval.

Approved February 2013

### 4.2 Comprehensive Program Review Process

UNG complies with USG Board of Regents Policy 3.6.3 "Comprehensive Academic Program Review." The link below will redirect you to BOR Policy: <http://www.usg.edu/policymanual/section3/C341/?highlight=comprehensive+program+review>

### 4.3 Course Development

#### 4.3.1 Course Development Process

Any faculty wishing to create a new UNG academic course must complete the [UNG Course Approval Form](#). Course Proposals are submitted to the College's Program & Curriculum Committee for peer review. The committee recommendations are forwarded to the Dean. The Dean will then submit all documents to the Provost's Office. Documents related to the course review process will be placed on the agenda for the Provost Council (PC). All Course Proposals will receive 2 readings by the PC. Initial review/comments/suggestions by the PC will occur at the 1st reading. After the 1st reading the proposal will be added to the agenda of the next PC meeting as a "2nd reading" item. Between the 1st and 2nd readings, any questions regarding the course(s) will be sent to the appropriate university office for review. The final PC approval vote will occur at the conclusion of the 2nd reading. After PC Approval, courses sent to the Registrar's Office for processing. Courses will be submitted to a public folder for Academic Affairs and Graduate Council and added to the next meeting agenda as "Information items only."

Approved February 2013

#### 4.3.2 Online Instruction

All courses offered fully online will be Quality Matters (QM) certified. New fully online courses will be eligible for participation in an incentive program guided by instructional designers leading to QM course certification. All courses will be reviewed on a three-year rotation. If such a course requires significant redesign it will become eligible to be included in an incentive program for redesign. When courses receive QM certification the department heads will be notified. All faculty teaching fully online courses will be certified either through prior experience or through the Distance Education & Technology Integration (DETI) certification process, which includes a self-paced mini course on teaching online. An instrument developed by the USG Office of Faculty Development will be used to evaluate teaching of online courses. Students taking an online course for the first time will be assessed to evaluate the potential for success. All undergraduate online courses will be required to include one proctored activity (e.g., exam) counting at least 10% of the course final grade.

Approved 27-MAR-2013

### 4.4 Certificates and Concentrations

#### Certificate Programs

An academic certificate, either at the undergraduate or graduate level, is composed of a defined group or sequence of courses that provides a coherent focus on a topic outside existing degree programs. The requirements may include an interdisciplinary mix of courses but must consist of at least 12 academic credit hours. All new certificate programs must receive university approval and must be reported to the Board of Regents. Each certificate must undergo a comprehensive review every seven years to ensure that it remains a viable program.

#### Concentration

At the undergraduate level, an academic concentration is either (1) a well-defined area of specialization available to students within a major or (2) a sequence of courses on a theme, approved by a department head, available to students outside a major where no minor exists. At the graduate level, a concentration is a track of courses on a topic that is contained within a degree program. All concentrations must involve at least 9 academic credit hours and must be approved by the Academic Affairs Committee.

For any new academic certificate programs or academic areas of concentration, the [Program Approval Form](#), along with appropriate documentation, must be completed and submitted to the College's Curriculum Committee for review and approval. The Dean will then submit all documents to the Provost's Office. Documents related to the program review process will be placed on the agenda for the Provost Council (PC). All Program Proposals will receive 2 readings by the PC. Initial review/comments/suggestions by the PC will occur at the 1st reading. After the 1st reading the proposal will be added to the agenda of the next PC meeting as a "2nd reading" item. Between the 1st and 2nd readings, any questions regarding the program will be sent to the appropriate university office for review. The final PC approval vote will occur at the conclusion of the 2nd reading. After PC Approval, programs will be submitted to either the Academic Affairs Committee (undergraduate programs) or Graduate Council (graduate programs) for review and approval.

Approved February 2013

### 4.5 Independent Studies and Internships for Undergraduate Students

University of North Georgia has guidelines regarding independent study and internship courses. Faculty should note the following:

#### Independent Study

Independent studies should be determined at the departmental level. The department head has the responsibility of ensuring the quality and comparability within her/his program. However, departmental administrators and faculty should work together to establish policies that will accomplish these goals without infringing on the academic freedom enjoyed by each faculty member at UNG. It is expected that students will receive syllabi for independent study courses and that copies of syllabi will be placed in the student advisement file.

The university will not use independent study enrollments in calculating average class size.

Independent Study records should be retained for five years after graduation or date of last attendance.

#### Internships

Students at UNG are not permitted to enroll in internship courses unless they have completed a minimum of 48 semester hours (or the equivalent) and are in good academic standing with a grade point average of at least a 2.0 on a 4.0 scale. Internships must be in a student's major or minor and should be supervised by a faculty member in the major or minor.

Academic programs must provide information to Career Services regarding each internship placement. This information should include the agency name, student name, supervisor's name and phone number, start date, and approximate completion date. The information should be sent immediately after the final day for schedule changes.

Departments are asked to consider some form of agency evaluation by the intern. This evaluation can be accomplished through a journal format. Results of the evaluation are to be kept at the departmental level.

Internship requirements should be standardized within each department among the various faculty offering the same internship course. Grades of "S" (satisfactory) or "U" (unsatisfactory) may be available for internships at the discretion of the department. Liability and/or health insurance policies that apply to specific programs should be maintained during internships.

Internship program records should be retained for five years after graduation or date of last attendance.

#### 4.6 Standard Class Times

[http://www.northgeorgia.edu/AcademicAffairs/Default\\_1col.aspx?id=4294983586](http://www.northgeorgia.edu/AcademicAffairs/Default_1col.aspx?id=4294983586)

Approved 13-MAR-2013

#### 4.7 Military Corps Lab - Dahlonega campus

Academic departments may not schedule single-section classes on the Dahlonega campus during the time allotted for the Corps of Cadets leadership development courses (Military Corps lab). Courses scheduled during the time allotted for military Corps lab must have at least one corresponding section offered on the Dahlonega campus outside that time frame.

Approved 13-FEB-2013

#### 4.8 Academic Renewal

UNG policy is consistent with University System of Georgia board or Regents (USG\_BOR) Policy regarding the awarding of Academic Renewal. Click on the link to see [USG BOR Policy on Academic Renewal](#)

#### 4.9 Transient Permission

Current University of North Georgia students may request to complete certain courses at another institution as a transient student. A transient permission request form must be submitted to the Registrar's office prior to the term in which the student would like take these courses. **Permission is not granted to students who have outstanding Learning Support or ESL requirements, or to students who have been granted academic renewal, or to students who are on academic suspension.**

Students who do not request (and receive) transient permission to attend another institution or who do not take the requested/approved courses risk not having their work transferred back to UNG.

The student's academic advisor and College Dean (or designee), must approve Transient Permission Requests for the following students:

students enrolled in baccalaureate programs taking transient coursework after Senior status has been achieved.

students who are enrolled in certificate programs.

The Transient Permission Request form for undergraduate students is available from the Registrar's office. Graduate students should contact the Office of Graduate Studies for more information.

After the student submits the form, the Registrar's office will send a letter of good standing to the other institution. The student must apply to that institution as a transient student. At the close of the transient term, students must request an official transcript of their coursework at the other institution be sent to the University of North Georgia.

Approved 12-DEC-2012

#### 4.10 Posthumously Awarded Degree

In appropriate circumstances, the University of North Georgia may grant a degree posthumously for students who are in good standing and have made substantial progress toward their degrees as outlined below.

##### **Associate Degrees**

The deceased student will be recommended for the honor by a faculty member or the student's advisor, and the request will be reviewed by the student's major department or the equivalent.

In general, the following guidelines will be used in the review:

The student earned a minimum of 45 hours towards an Associate's Degree, with at least 15 hours completed at the University of North Georgia.\*

The student had completed at least 12 hours in the major.

The student's University of North Georgia's cumulative grade point average was at least a 2.0 on a 4.0 scale.

Departments that support the recommendation to award a posthumous degree, will forward a letter of support to the Dean of the College. Upon

consideration of the merits of the case, the Dean will determine whether it should be granted.

If the request for the degree is granted, the Dean will notify the Provost requesting permission to award the degree. This letter will include the term for which the posthumous degree will be awarded.

If the Provost approves the request notification of approval will be sent to the Dean, the Registrar's Office and the Office of the Vice President for Student Affairs. These individuals/offices will then ensure the student's name is included in the next commencement program with the proper annotation.

In cases in which the request is not supported all the way through the process, the faculty member or department may submit a petition to the Academic Affairs Committee to request the granting of the degree. In these cases, there should be extenuating circumstances or additional evidence of accomplishments at UNG that would warrant the granting of the degree when the guidelines above have not been met.

### **Bachelor Degrees**

The deceased student will be recommended for the honor by a faculty member or the student's advisor, and the request will be reviewed by the student's major department or the equivalent.

In general, the following guidelines will be used in the review:

The student earned a minimum of 90 hours towards a Bachelor's Degree, with at least 30 hours completed at the University of North Georgia.\*

The student's cumulative grade point average was at least a 2.0 on a 4.0 scale.

Departments that support the recommendation to award a posthumous degree will forward a letter of support to the Dean of the College. Upon consideration of the merits of the case, the Dean will determine whether it should be granted.

If the request for the degree is granted, the Dean will notify the Provost requesting permission to award the degree. This letter will include the term for which the posthumous degree will be awarded.

If the Provost approves the request notification of approval will be sent to the Dean, the Registrar's Office and the Office of the Vice President for Student Affairs. These individuals/offices will then ensure the student's name is included in the next commencement program with the proper annotation.

In cases in which the request is not supported all the way through the process, the faculty member or department may submit a petition to the Academic Affairs Committee to request the granting of the degree. In these cases, there should be extenuating circumstances or additional evidence of accomplishments at UNG that would warrant the granting of the degree when the guidelines above have not been met.

### **Graduate and Professional Degrees**

1. A department that wishes to award a posthumous degree to a student should write a letter of nomination, approved by the Dean of the College, to the Dean of Graduate Studies requesting permission to grant such a degree.
2. If the Dean of Graduate Studies approves, a request in writing should be submitted for approval to the Provost. This letter will include the term for which the posthumous degree will be awarded. It should also indicate progress made toward completion.
3. If the Provost approves the request notification of approval will be sent to the Dean of Graduate Studies, with copies of notification to the Dean of the College, the Registrar's Office, and the Office of the Vice President for Student Affairs. These individuals/offices will then ensure the student's name is included in the next commencement program with the proper annotation.

### **Diplomas/Transcripts/Commencement Program**

#### ***Associate, Undergraduate, Graduate and Professional Degrees***

1. Once notice of approval is received, the Registrar's Office will order a diploma and apply the appropriate degree remarks to the student's transcript.
2. The Registrar's Office will release the diploma to the department, or college.
3. Depending upon the timing of the approval of the award of posthumous degree the student's name may or may not be listed in the commencement program with the appropriate annotation.

### **Family Notification**

#### ***Associate, Undergraduate, Graduate and Professional Degrees***

1. Notification to the family should occur after the award of the degree is officially approved by the Provost.
2. The Dean of the College should request a letter from the Provost or President that will officially confer the degree posthumously and express condolences on behalf of the university community. At the discretion of the university officials concerned the letter may be either mailed to the family with the degree or presented to them in a private ceremony.
3. The letter from the Provost or President does not preclude sending to the family similar letters of sympathy from the Department, College, or Graduate Studies.

\* Or the former institutions of Gainesville State College and North Georgia College and State University.

#### 4.11 Student Email

University issued student email is the official channel of communication between the University of North Georgia and its students regarding university policies, procedures, and/or deadlines. The responsibility lies with students to regularly monitor their email accounts and be aware of the information sent by the university. Failure to monitor university email communications will not excuse students from complying with university policies, procedures, and/or deadlines and will not be considered grounds for appeal for relief from those policies, procedures, and deadlines.

Approved 28-NOV-2012

#### 4.12 Administrative Withdrawal

A student may be administratively withdrawn from the university when it is determined that the student has a condition which (a) causes the student to be unable to meet institutional requirements for admission and continued enrollment, (b) causes the student to interfere with the rights of other members of the university community or its personnel, or (c) poses a significant danger or threat of physical harm to the student or to the person or property of others. Either the student or the university can initiate an administrative withdrawal.

##### **Student-initiated withdrawal**

Students who seek to obtain a withdrawal after the approved withdrawal date must complete a Request for Health/Hardship Leave of Absence Petition to the Dean of Students for review or they will automatically receive grades of WF. Student-initiated withdrawals do not include any conditions for future registration. Examples include health-related withdrawal and hardship withdrawal.

##### **University-initiated withdrawal**

A student may be the subject of a university-initiated withdrawal from the university when 1) the student has received a student conduct sanction during a semester which would prevent the student from completing the semester or 2) it is determined, in the judgment of the Vice President for Student Affairs, that the student is a threat to her/himself and/or others or results in a significant disruption to the University community.

Students involved in University-initiated withdrawal have the opportunity to present their position and any relevant information prior to a final decision concerning continued enrollment at the University. University-initiated withdrawals follow the same guidelines, procedures, and due process as the Student Conduct hearing process outlined in the Student Handbook.

This process will follow the same guidelines, procedures, and due process as the Student Conduct hearing process that is outlined in the Student Handbook.

Students must complete all the conditions outlined within the university-initiated withdrawal. In order to be eligible to register for future terms, students must complete the Request for Re-enrollment Form. The conditions for reapplication to the University will remain for students who have not been in attendance for three or more consecutive semesters. Please see [Submission Requirements](#). Examples include withdrawal based on student conduct suspension; withdrawal based on academic misconduct suspension; and withdrawal based on Behavior Intervention Team recommendation to the Vice President for Student Affairs.

(Pending Approval by Academic Affairs Committee, July 2013)

#### 4.13 Free Speech

UNG recognizes that freedom of thought and expression is essential to institutions of higher learning. Universities and colleges exist not only to transmit knowledge but to interpret, explore, and expand that knowledge by testing the old and proposing the new. This mission guides learning inside and outside of the classroom and often inspires vigorous debate on those social, economic, and political issues that arouse the strongest passions. The free speech rights of students, faculty members, and staff members are guaranteed by the Constitution of the United States of America, celebrated by UNG, and guided by relevant state and federal laws and regulations such as the Family Educational Rights and Privacy Act, the Georgia Open Meetings and Open Records Laws, and the Constitution of the State of Georgia. While protecting free speech, UNG has a responsibility to provide an environment in which it can carry out its stated mission and so reserves its right to restrict the time, place, and manner of speech and other expression in order to safeguard that mission.

UNG agrees with the American Association of Colleges & Universities clarifying statements listed in the [2006 Academic Freedom and Educational Responsibility publication](#).

1. In an educational community, freedom of speech, or the narrower concept of academic freedom, does not mean the freedom to say anything that one wants. For example, freedom of speech does not mean that one can say something that causes physical danger to others. In a learning context, one must both respect those who disagree with oneself and also maintain an atmosphere of civility. Anything less creates a hostile environment that limits intellectual diversity and, therefore, the quality of learning.
2. Students do not have a right to remain free from encountering unwelcome or "inconvenient questions," in the words of Max Weber. Students who accept the literal truth of creation narratives do not have a right to avoid the study of the science of evolution in a biology course; anti-Semites do not have a right to a history course based on the premise that the Holocaust did not happen. Students protesting their institution's sale of clothing made in sweatshops do not have a right to interrupt the education of others. Students do have a right to hear and examine diverse opinions, but within the frameworks that knowledgeable scholars—themselves subject to rigorous standards of peer review—have determined to be reliable and accurate. That is, in considering what range of views should be introduced and considered, the academy is guided by the best knowledge available in the community of scholars.

3. All competing ideas on a subject do not deserve to be included in a course or program, or to be regarded as equally valid just because they have been asserted. For example, creationism, even in its modern guise as “intelligent design,” has no standing among experts in the life sciences because its claims cannot be tested by scientific methods. However, creationism and intelligent design might well be studied in a wide range of other disciplinary contexts such as the history of ideas or the sociology of religion.
4. While the diversity of topics introduced in a particular area of study should illustrate the existence of debate, it is not realistic to expect that undergraduate students will have the opportunity to study every dispute relevant to a course or program. The professional judgment of teachers determines the content of courses.

### Procedure for Free Speech Challenges

This procedure will guide UNG responses to objections from university or community members to academic content, library materials, art, speakers, performances, events, and other elements of UNG campus life on the basis of the ideas expressed. This procedure will be used in conjunction with the policies on academic freedom and free speech.

In case of a challenge the following procedure will be used:

A formal expression of concern must be made to the relevant unit head in writing.

The unit head will respond to person(s) who submitted concern. The review process should take no more than 10 working days. The challenging person will be informed of the expected date of resolution.

The unit head will convene an ad-hoc review committee (at least 4 members in addition to unit head) tailored to fit the type of concern. Care will be given to include people with diverse perspectives (i.e., from different departments, especially those that might have an interest in the specific subject) on the committee.

The committee composition will be offered for review to the unit head's supervisor.

The committee members will be asked for prompt input, which each member may offer independently after reviewing the issue.

The unit head will collect input from the committee and will share with supervisor.

With the committee members' input and sometimes additional input from the unit head's supervisor, the unit head develops a response and replies in writing to the person who submitted concern.

(Pending Approval by Academic Affairs Committee, July 2013)

### 4.14 Academic Freedom

UNG affirms its support of full freedom of expression by members of the academic community. Academic freedom ensures that faculty members and students have the rights and freedom to engage in discussion, debate, and peaceful and non-disruptive protest and dissent.

UNG agrees with the tenets listed in the [1940 Statement of Principles on Academic Freedom](#) jointly developed by the American Association of University Professors and the Association of American Colleges.

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

## 5 Class Attendance Policies

### 5.1 Student Attendance Policy

University of North Georgia expects students to attend all regularly-scheduled classes for instruction and examination. When a student is compelled for any reason to be absent from class, the student should immediately convey the reason for the absence directly to the instructor. The student is responsible for all material presented in class and for all announcements and assignments.

The decision to permit students to make up work that is required in any missed class resides with the instructor. Students who stop attending class may be administratively withdrawn (with or without academic penalty); a grade of W may be assigned when students fail to attend 10% of any class meetings prior to the midpoint of the term; a grade of WF will be assigned when students stop attending after the midpoint. Individual instructors or departments may have attendance policies stricter than that of the university, as long as the policies are stated in the class syllabus.

Students who are absent because of University-sponsored activities that are approved by the Provost or Vice President for Student Affairs will be permitted to make up any work missed during the absence. “University sponsored activities” include activities related to performance groups, university athletic teams, the Corps of Cadets, the Student Government Association, field trips related to academic courses, as well as any other University sponsored activities approved by the Provost or Vice President for Student Affairs. Approval of such absences will be granted only if the



instructor receives advance notice in writing from the faculty member or university official sponsoring the activity.

Extenuating circumstances for which an absence may be excused include participation in university sponsored activities (see above), hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family. Instructors may request documentation to verify the extenuating circumstances.

Any absence problems which cannot be resolved between the instructor and the student are referred immediately to the appropriate department head and, if necessary, to the Dean of the appropriate school. The Dean of the appropriate school is the final arbiter in all absence disputes.

Approved 12-DEC-2012

### 5.2 Withdrawal/Drop Policy

There is a short period at the beginning of each new semester during which students are permitted to drop and/or add classes with no penalties and they are not required to obtain permission from the instructor.

After the drop/add period, students will be able to withdraw from courses only via their Banner account. Students with a HOLD on their registration process may withdraw from a course or courses by completing the *Course Withdrawal Request* form and submitting it to the Registrar's Office in person, via FAX, or via U.S. Mail.

Limitations with regard to the official Last Day to Drop a Course with a grade of W apply in the online withdrawal process.

If the student processes the online withdrawal form before 12:00 Midnight on the last day to withdraw with a W, the student will receive a grade of W for the course.

If the student processes the online withdrawal form after 12:00 Midnight on the last day to withdraw with a W, the student will receive a grade of WF for the course.

If the student processes a paper withdrawal request in person, via FAX or via U.S. Mail before 5:00 PM on the last day to withdraw with a W, the student will receive a grade of W for the course.

If the student processes a paper withdrawal request in person, via FAX, or via U.S. Mail after 5:00 PM on the last day to withdraw with a W, the student will receive a grade of WF for the course.

It is possible for students who demonstrate a hardship or qualifying medical condition(s) to receive a grade of W should their withdrawal occur after the last day to withdraw with a W.

Instructors retain the ability to assign grade of W or WF for excessive absences per the University's Attendance policy, assuming the student is withdrawn for excessive absences prior to the student processing the online withdrawal form.

Students may be reinstated into a class from which they have withdrawn by completing the *Course Reinstatement Request* form. The *Course Reinstatement Request* requires the signature of the instructor of record for the course, Department Head and Dean, or their designee. The *Course Reinstatement Request* must be submitted to the Registrar's Office no later than 5:00 PM on the last day of classes for the term in which the course is being offered.

For the purpose of University records (Registrar's Office, Financial Aid Office, Business Office, etc.), the date the completed online or paper request is received in the Registrar's Office will be considered to be the last day of attendance in the class.

Approved 10-APR-2013

### 5.3 Children on Campus

Children are welcome on campus when accompanied by a parent/guardian or supervising adult. If children are disruptive or left unattended, both the adult and child may be asked to leave the campus. Children are not permitted in classrooms, studios or science labs unless part of a University sanctioned and supervised activity or upon approval of the instructor of record for a course.

### 5.4 Animals on Campus

Animals may be permitted on campus in accordance with local city and/or county ordinances. If animals are disruptive, left unattended, or are not under the control of the owner, both the owner and animal may be asked to leave the campus. Animals are not permitted in campus buildings or on athletic fields unless approved by the building supervisor or Athletic Director. Service animals accompanying persons with disabilities and properly identified service animals in training are permitted on campus.

Approved 13-FEB-2013

## 6 Grades & Student Records

### 6.1 Reporting Grades

The Board of Regents has adopted the following grading system for all institutions in the university system (see the BOR Academic Affairs Handbook): All institutions of the University System of Georgia shall be on a 4.0 grade point average system. The following grades are approved for use in institutions in the determination of the Grade Point Average:

A Excellent (4.0)

- B Good (3.0)
- C Satisfactory (2.0)
- D Passing (1.0)
- F Failure (0.0)
- WF Withdrew Failing (0.0)

Incomplete grades (I) - This grade indicates that a student was doing satisfactory work but, for non-academic reasons beyond her/his control, was unable to meet the full requirements of the course. For undergraduate programs, if an "I" is not satisfactorily removed after one semester (excluding summer), the symbol of "I" will be changed to the grade of "F" by the appropriate official. For graduate programs, if an "I" is not satisfactorily removed after two semester (excluding summer), the symbol of "I" will be changed to the grade of "F" by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the department head and the dean.

To assign a grade of "I" for a student, a Grade Assignment of Incomplete form must be completed and approved the by the Department Head and Dean of the College. This form, once approved, will be forwarded to the Registrar's Office for processing. Any "I" grade may remain on the student's record until the end of the following term. At that time, the grade will be changed to an "F" grade. However, the instructor may file an extension for the "I" grade with the Dean, if needed. Once the requirements of the course have been met, the instructor should submit a completed Request for Grade Change form to the Department Head and Dean. This form will be forwarded to the Registrar's Office for processing.

In Progress (IP) - This grade is appropriate for thesis hours, project courses, Learning Support and English as a Second Language (ESL) courses. These courses require a continuation of work beyond the semester for which the student signed up for the course. It is not appropriate for traditional credit courses. If an "IP" grade isn't satisfactorily removed after 3 semesters, the appropriate official will change the symbol of "IP" to the grade of "F". Under special circumstances, this period of time can be increased with the approval of the dean. However, students who receive a grade of "IP" in a learning support course or an ESL will retain this grade due to the nature of the course.

K - This symbol indicates that a student was given credit for the course via a credit by examination program approved by the respective institution's faculty. (CLEP, AP, Proficiency, etc.) K credit may be provided for a course the student has previously audited if the institutional procedures for credit by examination are followed.

CR – Credit (for Military experience)

NR - This symbol indicates that the grade was not reported by the instructor.

S- This grade symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.

U- This grade symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.

V - This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa. If an audit student withdraws from a course prior to the end of the term, a W will be assigned as the grade rather than a grade of V. An audit student who is dropped by the instructor for excessive absences will be assigned a grade of W.

W - This symbol indicates that a student was permitted to withdraw without academic penalty. Students may withdraw from courses prior to the midterm and receive a grade of W. Withdrawals without penalty will not be permitted after the midpoint of the total grading period except in cases of hardship as determined by the appropriate official. If a student withdraws before the deadline, the grade of W will be given. The grade of WF is for students who withdraw after the deadline for the term or commit academic integrity violations.

Consistent with the approved UNG Syllabus Template, faculty are required to list their grading scale in the course syllabus.

(Pending Approval by Academic Affairs Committee, July 2013)

## 6.2 Posting Grades

The Family Educational Rights and Privacy Act (FERPA) prohibits the posting of grades by social security number, student identification number, or in any manner personally identifiable to the individual student. FERPA does not prohibit the posting of grades using code numbers that are appropriately restricted to school officials who have been determined to have a legitimate educational interest in the grades. Even if such code numbers are used, the list should not be alphabetized or ordered in any other way, which might make identification possible, by unauthorized individuals.

The safest course of action is to refrain from posting grades at all. If a faculty member chooses to post grades, he/she should use code numbers as indicated above or posting of grades within the learning management system.

Approved 13-FEB-2013

## 6.3 Grade Changes

Grade changes are not to be a regular practice by faculty members. However, if a grade must be updated or changed (e.g., because it was not

reported on time, or it was improperly recorded, or an incomplete has been completed), the Request for Grade Change form must be completed by the instructor. The form must include the reason for the change, the prior grade, the new grade, and signatures from the instructor, the instructor's Department Head (or designee), and the Dean of the College (or designee).

Grades of W assigned after the mid-term will follow procedures outlined in section 5.2 Withdrawal and Drop Policies.

Approved 27-MAR-2013

#### 6.4 Student Grade Appeals

The procedure for student grade appeals will be as follows:

1. The course syllabus is considered an agreement between the instructor and student. If classroom procedures outlined on the syllabus conflict with institutional policies, institutional policies shall supersede the syllabus. A student who believes a grade violates classroom and/or institutional policy should first, within the first 30 calendar days of the start of the subsequent semester, attempt to resolve a grade appeal directly with the instructor.
2. If this attempt fails, the student must, within the first 30 calendar days of the start of the subsequent semester, submit via college email a written appeal to the instructor's campus-based administrator, copying the instructor as well as the associate dean of the college, requesting mediation in his/her grade appeal. The campus-based administrator will facilitate a dialogue between the student and the instructor within 14 working days of receipt of the written complaint. If the complaint can not be resolved at the campus level, the associate dean will review the complaint and render a decision.
3. In instances that cannot be resolved at the departmental/campus or college level, within 30 calendar days of the decision reached in step 2 above, the student will complete and submit a Grade Appeal form (available on the Academic Affairs website), including supporting documentation, to the Associate Provost for Academic Administration or campus-based designee. Academic Affairs will, within 14 working days, schedule the hearing as well as elicit additional information from all parties involved (i.e., student, instructor, department chair, campus administrator, dean) necessary for the Student Grade Appeals Committee to conduct the hearing.
4. The faculty pool for the Student Grade Appeal Committee will be chosen in the following manner:
  1. Each year, the Faculty Senate/Leadership Appointments committee will select a pool of faculty members with representation from each college. When a student grade appeal is submitted to the Associate Provost for Academic Administration or campus-based designee, three faculty members will be selected to serve as a Student Grade Appeal Committee for that particular appeal. A committee chair and a recording secretary will be designated.
  2. Faculty from the same degree program as the instructor(s) involved in the appeal will not serve on the committee. Faculty from the same degree program of the student's academic major will not serve on the committee.
  3. Faculty who are potentially biased against or in favor of the student or the involved instructor(s) will not serve on the committee.
  4. The aggrieved student and each involved instructor may strike one member from the panel without prejudice.
5. The committee functions in the following manner:
  1. The committee investigates the circumstances of the appeal, allowing both the student and the involved instructor(s) to present their cases. The student and the instructor have the option of addressing the committee in person or providing the committee with a written statement of appeal in lieu of appearing in person. Both the student and the instructor(s) may name other individuals with relevant, first-hand information to address the panel in person or in writing. If the student chooses to address the committee in person, he/she has the privilege of bringing one advisor, selected from the faculty, staff, or student body, to the meeting. The advisor is not allowed to address the committee or to ask questions of committee members during the meeting. The student is allowed, during the meeting, to confer privately with the advisor. The student and the instructor(s) have the right to remain in the room while testimony is being given. All oral testimony will be recorded. If the student chooses to provide the committee with a written statement of appeal in lieu of appearing in person, the student will be required to submit a signed statement indicating that he/she has chosen not to meet with the committee. If there are follow-up questions from the committee, they will be mailed to the student, along with a request that they be answered in writing.
  2. After considering all information relating to the appeal, the committee will formulate recommendations based on the decision of the majority.
  3. The committee will forward a record of the hearing and a recommendation to the Office of the Provost.
6. The Associate Provost for Academic Administration will review the recommendation. It will be the responsibility of the Associate Provost to render a decision in the case, whereupon the student, the department head and the faculty member shall be advised in writing. If circumstances warrant, the Provost shall have the authority to change a student's grade upon recommendation of the committee.
7. In the event the student wishes to appeal the decision of the Associate Provost, he/she may direct his/her appeal in writing to the Provost within five business days from the receipt of the letter sent by the Associate Provost. The decision of the Provost shall be final and binding.

Approved 13-FEB-2013

#### 6.5 Grade Codes on Transcripts

The following codes are used on student transcripts:

\* **RHSC Course.** RHSC courses (formally CPC) are taken to meet deficiencies in high school credit. College credit is not awarded for completion of the course(s). These courses must not be used towards degree requirements. No grade below a C satisfies RHSC deficiencies.

# **Academic Renewal (AR).** Student has officially been granted academic renewal. Only courses with grades of A, B, C, or S retain earned hours, and only these courses may be used towards degree requirements. US/GA history/constitution requirements met prior to receiving academic renewal remain satisfied even though these requirements may not be included in AR credit.

@ **Post Secondary Option.** Joint Enrolled courses are college courses taken prior to high school graduation. College credit is awarded for these courses.

% **Learning Support.** Learning Support course(s) are not counted in the overall hours/GPA and must not be used towards degree requirements.

^ **Undergraduate course taken by a Graduate Student.** Graduate students may enroll in undergraduate courses in a term, but these courses do not count in the student's grade point average (GPA) or towards their degree requirements.

\$ **Course taken at a prior college, but no transfer credit given.** These courses are taken at a prior college, but do not transfer to UNG. These courses must not be used towards degree requirements.

## 6.6 Honors

### 6.6.1 Term Honors

At the close of each semester, these honors will be given to students who meet the stated criteria.

#### **President's List**

Students who have a grade point average (GPA) of 4.0 while carrying 12 or more hours are placed on the President's List.

#### **Dean's List**

Students who have a grade point average of 3.5 while carrying 12 or more hours with no grade below "B" are placed on the Dean's List.

Approved 27-MAR-2013

### 6.6.2 Graduation Honors

Scholastic recognition at graduation will be based on a overall grade point average (GPA) calculated on the basis of all work in the student's college career, including any attempted at other institutions. Credit by examination, DSST, CLEP, and AP credit, as well as courses specifically excluded by university policy cannot be used in the GPA calculation for graduation with honors.

For baccalaureate students, the specific award will be one of the following:

<i>Cum Laude</i>	3.50-3.69
<i>Magna Cum Laude</i>	3.70-3.89
<i>Summa Cum Laude</i>	3.90-4.00

For students earning an associate or career associate degree, the specific award will be *With Distinction* for an overall GPA of 3.5 or higher.

Graduate students are not eligible for the above honors.

## 6.7 Academic Standing

Good academic standing requires a minimum cumulative overall GPA of 2.0. A student who has earned less than 15 hours and has less than a 2.0 cumulative overall GPA will be placed on academic warning. After earning 15 credit hours, a student who does not have a minimum cumulative GPA of 2.0 will be placed on academic probation. A student on academic probation must earn a minimum semester GPA of 2.0 for each subsequent semester, until good academic standing is achieved, to remain on continued probation and avoid suspension. If the student fails to maintain a minimum GPA of 2.0 for each subsequent semester while on probation, he/she will be suspended for one year.

Should there be extenuating circumstances that contributed to the student's poor academic performance, the student may write a letter of appeal to the Office of the Provost prior to the next Appeals committee meeting. The student would be encouraged to provide explanation regarding past academic performance and provide an outline of steps that he/she will take in the future in order to be successful academically in the future. Documentation must be submitted to support the student's appeal. The Appeals committee will meet to consider the appeal and make a recommendation to the Provost, who will notify the student of the disposition of the appeal within a week of the committee meeting.

Suspension will be for one year. Students suspended at the end of one semester will not be eligible to enroll for the next three academic semesters including summer.

After the period of suspension, students must appeal for readmission to the institution. Readmission is not automatic or guaranteed. Students who choose to attend another institution must provide official transcripts upon application for readmission. These transcripts will be evaluated during the readmission process. All students will be required to submit a plan for improvement for their return to the institution.

Students receiving financial aid are still required to meet Satisfactory Academic Progress to maintain aid eligibility.

## 7 Faculty Research

### 7.1 Intellectual Properties

#### **Purpose**

The purpose of this policy is to define the respective rights of creators and of the university in intellectual property ("IP"). The University of North Georgia (UNG) recognizes the significance of teaching and the supporting character of the scholarship and other IP created by its faculty, staff, and students in the course of their regular work. Universities should be places where innovation and creativity can flourish. To encourage such work, and in recognition of the efforts of its constituent members, the university distinguishes between IP created in the normal course of work and IP created under a specific contractual arrangement. Creators shall hold exclusive rights to IP created in the normal course of work-products of learning activities, exercising regular staff duties, teaching, writing, publishing and performing, etc. If the university and a faculty member, staff member, or student enter into an agreement about "assigned work," specific rules about the ownership, the commercial use, and the distribution of revenues will apply (see below).

#### **Definitions**

For definitions, refer to Board of Regents' policy ([6.3 Intellectual Properties - Board of Regents Policy Manual](#)). For the purposes of UNG, textbooks have the same status with respect to the creator's IP rights as other published material.

#### **Instructions for Registering Intent to Create Intellectual Property**

When a member of the university community (student, staff, faculty) plans to develop IP and seeks to make special arrangements with the university or with outside funding organizations in order to develop intellectual property, the person must begin by contacting UNG's Office of Grants and Contracts Administration (GCA).

The GCA will then begin discussions on the best way to achieve the intended results. Furthermore, the office will be responsible for maintaining a file of agreements, disclosures, revenue-sharing documents and all other paperwork related to the production of IP. The staff of the GCA will direct the potential creator to other offices on campus as may be required; e.g., the VP for Business and Finance, HR, the Provost, or other applicable entities.

#### **Determining Ownership of Intellectual Property**

*Definitions for purposes of this statement:*

The "creator" of Intellectual Property (IP) shall be determined to be the person or institution that has or shares a primary interest in the creation of the IP in question. A creator refers to the person and/or institution that conceives, develops, perfects, or otherwise makes a substantial contribution to the creation of IP. A creator of any IP owns that IP (or a percentage of that IP in the case of co-creators).

The university may share in the proceeds of IP and be considered a creator or co-creator only under circumstances wherein the institution has actively and intentionally agreed to provide (and resulting from said agreement actually does provide) extraordinary and substantial support specifically for the creation of said IP. Additionally, such extraordinary and substantial support must be actively and intentionally accepted by the primary "creator." A written agreement is required to indicate the university's interest in all such cases.

To qualify as "extraordinary and substantial university support" the university's participation in or support of the creative or developmental activity leading to IP must be active and intentional, material, significant, and beyond the resources normally provided to individual faculty, employees, staff members, and students.

The provision of normal and customary compensation, student financial aid, library resources, office or laboratory supplies and facilities, office staff or laboratory support, telecommunications facilities at routine levels, individual personal computers, and ordinary and reasonable access to the university's computer network and websites (or similar university-provided electronic communication tools used for non-commercial scholarly pursuits), and all other similar services, supplies, and facilities **does not** constitute "extraordinary and substantial University support."

The terms "normal" and "customary" are subject to change as technology and university operations evolve. Ordinarily, "normal" and "customary" will be defined through general published procedure, actual practice, and/or established University policy.

#### **Discussion and Illustrations of Extraordinary and Substantial University Support**

"Extraordinary and/or substantial support" may include such elements as awarding release time, purchasing specialized equipment, paying support staff or providing student assistants specifically to assist the creator, or otherwise entering into the creation of IP after said project has been conceived (and/or otherwise begun) and providing significant support beyond the usual day-to-day support provided for teaching and/or research.

To qualify as having offered extraordinary and substantial support, the institution must actively desire and direct that the work be done and intentionally provide most or all of the financing, staffing, and/or material support (beyond the normal and customary levels) required for the work to end in a successful product.

The University may be considered the **plenary "creator"** of IP only in the limited circumstance wherein the institution has specifically hired staff (including the faculty and/or researchers responsible for conception, development, and/or completion) with the express intention of creating, *ab initio*, specific IP.

In certain instances, the university might hire an outside "creator" specifically to develop a project that was begun beyond the purview of this University.

In such cases, the institution may not be considered the plenary “creator” but, at most, only a “co-creator” of the IP brought in under such a hire. However, there must be a clearly defined understanding (in writing created before said hire is made) that the staff, faculty, and/or researcher specifically agrees to share IP proceeds with the institution.

In the limited instances where the institution is deemed a “co-creator,” the “UNG Intellectual Property Revenue Distribution Guidelines” shall apply to indicate what percentage split between creator(s), department(s), and institution(s) should exist. The percentage split determined in these guidelines may be modified at any time by mutual consent of all parties involved under the provisions of this statement.

The cases numbered I through VIII constitute possible scenarios of extraordinary and substantial support.

I. The University actively and intentionally provides use of university software designers, programmers or other information technology staff or university computing or telecommunications facilities specifically for the creator's use in developing the agreed-upon IP, and these services and/or facilities are substantially above and beyond the services and facilities provided to other members of the institution.

II. In the case of students, the university actively and intentionally provides support beyond ordinary and reasonable classroom/laboratory resources provided in conjunction with a specific academic program.

III. In the case of any instructional materials, curricula, examinations, teaching or learning aids, “lessonware,” “courseware” or other student interactive audio/visual material created or used by any faculty, employee, staff member or student, extraordinary and substantial support would mean such materials:

are created under the active and intentional direction of the university *and*

are part of a University-initiated strategic plan for remote or distance education or cyber teaching program, *and*

have been substantially supported by the university, beyond the usual day-to-day support provided for teaching and/or research.

IV. The university owns special or rare holdings such as museum collections, rare manuscripts or books or the like that constitute a substantial portion of the IP in question.

V. The creator of IP makes use of university-provided student assistance substantially beyond that which is normal and customary for the department or division in question.

VI. The creator of IP uses substantial creative or developmental contributions from University faculty, employees, staff members, or students while those persons are engaged in the course of their regular university employment or academic program (excluding the creator(s)'s own contributions).

VII. The IP in question substantially uses voice(s) or image(s) of persons in their roles as university faculty, employees and/or staff members or substantially uses of university property in such a manner as otherwise to infringe upon university copyright, patent, trademark, or other such rights.

VIII. The use in IP of the university's name or insignia, or the name or insignia of any of its affiliate organizations (other than for the purpose of identification of places and/or individuals) to promote any product, services or enterprise, or any other identification or reference in the IP that could reasonably be understood by members of the public to imply approval or endorsement by the university or any of its affiliate organizations.

### **Illustrations**

In a first case, where an employee works both in the office and at home developing an Internet database or writing a novel, or other such enterprise, that employee is not being given the degree of institutional support required for the university to assert any interest in the resultant IP despite the employee's use of the office computer, computer services, telephone, copy machine, paper, and all other services and materials available to said employee in the normal and customary course of the day.

In a second case, where an employee is substantially employed to develop software solutions, or other such enterprise, that employee is being directed and supported to some degree to produce potentially valuable inventions. That degree would need to be determined, either by institutional guidelines or a mutually agreed percentage split, and the resultant profit split should flow accordingly.

In a third case, where UNG hires a person or persons specifically to develop a new type of insect-resistant plant, or other such enterprise, and then provides all financing, space, and special equipment to cause the invention to occur, then the institution has greater (but probably not exclusive) rights to the profits resulting therefrom. Even in such a case as this, the conception, development, and successful completion of the project should earn the primary individual involved some agreed-upon share of the resultant profits flowing from said IP.

### **UNG Intellectual Properties Committee**

An Intellectual Properties Committee (IPC) will be appointed by the university president in accordance with BOR policy ([6.3 Intellectual Properties - Board of Regents Policy Manual](#)). The committee's composition and duties are included in the Faculty Senate's bylaws. The committee acts in an advisory function to the president.

### **UNG Intellectual Property Revenue Distribution Guidelines**

#### *Applicability*

Allocations are calculated for each innovation/creation and are not affected by changes in the licensee(s) for any particular innovation/creation. The

decision to license multiple, related innovations/creations as if they were one innovation/creation will be made by the IPC in consultation with the creators of the works. If there are multiple developers/creators and more than one innovation/creation covered by a single license agreement, the majority of the developers/creators will determine the weight that each innovation/creation should be given in order to calculate the developer's/creator's share. The results of this calculation will also be used to distribute the other shares. A net accumulation will be calculated for each innovation/creation but accumulation limits (see below) apply to the multiple, related innovations/creations as if they were one innovation/creation. Decisions about whether licenses shall be exclusive or non-exclusive shall be made by the IPC in consultation with the creator(s).

The university's administration may reallocate central university funds and must approve any exceptions to the policy. The IPC will resolve disagreements about matters of definition and the applicability of distribution policy.

Unless the university and the creator have come to a prior written agreement the following distribution model shall apply. Expenditures for continuing development may be subject to limitations imposed by external entities with whose support these ideas were conceived.

**Distribution of Revenue from Intellectual Property Substantially Supported by the University**

Net income is defined as the gross monetary payments the university receives as a

result of transferring rights in the intellectual property less the university's expenses (including legal fees) directly related to protecting, developing, and transferring that intellectual property. The university's administration reserves the right to deduct additional sums for extraordinary expenses. After deductions the distribution of net income will be as follows:

**Revenue Distribution for University-Supported Intellectual Property Net Income**

<b>Distribution</b>	Net income up to \$25,000	Net income above \$25,000
Creator	85%	60%
Creator's Research and Innovation Account	15%	10%
Department's Research and Innovation Account	0%	10%
College's Research and Innovation Account	0%	10%
University's Research and Innovation Account	0%	10%

The following examples are given as illustrations of representative dollar amounts for intellectual property at varying levels of net income.

**Example for IP generating \$100,000 in net income:**

	First \$25,000	Above \$25,000	Total
Creator	\$21,250	\$45,000	\$66,250
Creator's Research and Innovation Account	\$3,750	\$7,500	\$11,250
Department's Research and Innovation Account	\$0	\$7,500	\$7,500
College's Research and Innovation Account	\$0	\$7,500	\$7,500
University's Research and Innovation Account	\$0	\$7,500	\$7,500

**Example for IP generating \$200,000 in net income:**

	First \$25,000	Above \$25,000	Total
Creator	\$21,250	\$105,000	\$126,250
Creator's Research and Innovation Account	\$3,750	\$17,500	\$21,250
Department's Research and Innovation Account	\$0	\$17,500	\$17,500
College's Research and Innovation Account	\$0	\$17,500	\$17,500
University's Research and Innovation Account	\$0	\$17,500	\$17,500

If new versions of intellectual property (e.g. software/new media) are significantly different from previous versions, the new versions will be considered separate innovations/creations for the purpose of determining revenue distributions.

Accumulation limits apply and are specified below.

*Share for the Creator*

The creator can be a person or persons or a department, college or the university. Developers/creators can also be a mix of more than one of these categories.

Developers/creators determine allocations of this share among themselves; the IPC will resolve disagreements.

In those cases in which the developer/creator is an individual, his/her share will not be altered when affiliation with the university is terminated. In the event of his/her death, his/her share shall inure to his/her estate.

#### *Share for the Creator's Research and Innovation Account*

The developer's research and innovation account can be controlled by a person or persons or by a department, college or the university. The account can also involve a mix of more than one of these categories.

The developer's research and innovation account may be used only for university research, innovation, or educational purposes designated by the developers/creators.

Any amount in excess of \$500,000 received in a given year reverts to a strategic initiative fund maintained by the university and used for internal funding of research, teaching, and innovation projects.

In those cases in which the creator is a person whose affiliation with the university is terminated, the creator's research and innovation account will be transferred to the university. For these purposes, emeritus status is considered as continuing affiliation with the university.

If there is more than one creator, the same allocation percentages that govern the creator's share will be used for internal allocations of the creator's research and innovation account. Graduate students with no innovative areas of their own will not receive a portion of the creator's research and innovation account.

If there is more than one creator and one of them leaves, the creator's research and innovation account will be reallocated among the remaining creators. New allocation percentages are based upon original ratios. For example, if the original ratio was 50/25/25 and a creator with 25% leaves, the new ratio will be 67/33. If all creators leave, the creator's research and innovation account share reverts to the university to be reallocated.

#### *Share for the Department's Research and Innovation Account*

The department share may be used only for university research, innovation, or educational purposes designated by the department. Any amount in excess of \$1,000,000 received in a given year reverts to a strategic initiative fund maintained by the university and used for internal funding of research, teaching, and innovation projects.

If a creator belongs to more than one department, the unit(s) within which the innovation/creation arose receives the department share. Allocations among departments are determined by the departments according to the contribution each department made to the development of the innovation/creation; the IPC will resolve disagreements. If the creation involves several creators from different departments, allocation of the department share will follow the allocation ratio used for the creator's share. The department share is unaffected when a creator's affiliation with the university is terminated.

#### *Share for the College's Research and Innovation Account*

The college share may be used only for university research, innovation, or educational purposes designated by the dean of the college. Any amount in excess of \$5,000,000 received in a given year reverts to a strategic initiative fund maintained by the university and used for internal funding of research, teaching, and innovation projects. If the creation involves several creators from different colleges, allocation of the college share will follow the allocation ratio used for the creator's share.

The college share is unaffected when a creator's affiliation with the university is terminated.

#### **Appeals Process**

Disputes regarding the application of this policy may be appealed, in writing, to the provost. All appeals will be referred by the provost to the Intellectual Property Committee, which will make a recommendation to the provost within thirty (30) business days or less of its receipt of the appeal. The provost will then make a final decision, which shall be made no later than forty-five (45) business days of the provost's receipt of the appeal. If an individual wishes to appeal the decision of the provost, or if a decision is not made within the time specified above, the individual may appeal to the president, in writing, within forty-five (45) business days of the provost's decision. The president shall make a decision no later than forty-five (45) business days of the president's receipt of the appeal. If the individual wishes to appeal the decision of the president, or if the decision is not made within the specified time period, then the individual may appeal to the Board of Regents in accordance with Article VIII of the Bylaws of the Board.

#### **Additional Resources:**

UNG Intellectual Property Disclosure Agreement

AAUP "[Statement on Copyright](#)"

AAUP "[Sample Intellectual Property Policy & Contract Language](#)"



## Intellectual Property Committee

**Purpose:** The Intellectual Property (IP) Committee shall recommend to the president or his or her designee the rights and equities in intellectual property created by faculty, staff, or students of the institution. The committee will also provide oversight for appeals within the institution in the event of a disagreement as to the ownership and use of such materials.

**Composition:** The committee shall be composed of the following members:

A. Chair - The Chair of the Intellectual Property Committee shall be a faculty member appointed by the president from the following list.

B. Administration members:

Representative from Office of Business and Finance

C. Faculty members:

Five (5) faculty members, one from each College, appointed by the Leadership and Appointments Committee.

Members shall serve staggered two-year terms.

D. The committee may also appoint up to three (3) additional members who have expertise in the field of IP.

**Duties:** The Intellectual Property Committee is a university-wide committee whose purpose shall be to advise the president or his/her designee on matters related to intellectual property policy and its application. The committee shall review disputes regarding the application of intellectual property policies and make recommendations to the provost for resolution. The committee shall also serve as a forum for the receipt and discussion of proposals to change existing institutional intellectual property policy and/or to provide recommendations for contract negotiations. The committee shall monitor changes to the BOR policy on IP (<http://www.usg.edu/policymanual/section6/C352/>).

Intellectual Property Disclosure Agreement: [Link to Form](#)

(Pending Approval by Academic Affairs Committee, July 2013)

## 7.2 Copyright

The University of North Georgia complies with USG Board of Regents Policy regarding the copyrights.

BOR Policy Manual 6.3: Intellectual Properties

BOR Policy Manual 6.3.2.3: Copyrighted Materials

<http://www.usg.edu/policymanual/section6/C352/>

## 7.3 Human Subjects

### 7.3.1 Human Subjects Guidelines

The Institutional Review Board (IRB) at the University of North Georgia is responsible for reviewing and approving all research involving human participants, including faculty and staff projects, theses, and all student projects. The main function of IRB is to protect human subjects and ensure, to the best of its ability, that all research with human participants is conducted in accordance with certain ethical principles. The three major concerns of the IRB are:

1. whether legally informed consent is obtained from research participants;
2. whether the benefits of the research outweigh the risks to the participant; and
3. whether the participants are deceived.

To obtain information relevant to these concerns, the IRB asks that those wishing to use human research participants complete an application form for each study they intend to perform (this form is titled "Application for Approval of Research with Human Research Participants" and is available on this site and from IRB committee members). Since the review process typically requires the review of the full IRB committee, you should allow two to three weeks for approval of projects that do not raise major ethical concerns. If serious ethical concerns are involved, the process may take longer. After your research is approved, it is your responsibility to report immediately to the IRB any significant changes or unanticipated problems in your project, including but not limited to the addition of other treatment groups, or the introduction of new instruments or materials into the project.

### What Research Studies Must Be Reviewed?

Most research involving human participants at UNG will require a full IRB review, but there are two categories of exceptions EXEMPT and EXPEDITED. The criteria for Exempt status can be found in Appendix A as well as on the application. The criteria for Expedited status can be found in Appendix B and on the application. Again, the best strategy is to submit a completed application, noting the basis for Exempt or Expedited review. All reviews will be carried out either by the IRB chairperson or by one or more experienced reviewers designated by the chairperson.

### What Do I Need to Report on the Application?

We need to know who you are and how to reach you, what question(s) your proposed research intends to answer, what risks are possible for

participants, what is being done to minimize those risks, and what benefits participants will receive. We will need for you to submit a copy of the consent form(s) you will be using in the study. Please follow the general format in the IRB sample consent form.

### **What Does it Take to Get Approval?**

In reviewing applications, the IRB seeks to determine that: (a) risks to participants are minimized; (b) risks to participants are reasonable in relation to expected benefits, if any, to the participants, and the importance of the knowledge that may be reasonably expected to result; (c) selection of participants is equitable, meaning that vulnerable populations are not being used unnecessarily; (d) informed consent will be sought from each prospective participant or the participant's legally authorized representative; (e) informed consent will be appropriately documented, and (f) when appropriate, the research plan makes adequate provision to protect the privacy of participants and to maintain confidentiality of data.

The IRB meets monthly. To have a proposal reviewed at a given meeting, your materials should be received at least one week prior to the meeting date. Meeting dates for the current term are available on the calendar below. You will receive e-mail notification of the IRB's decision within a few days of the meeting.

For more information on Human Subjects Research Guidelines, see the 1993 IRB Guidebook on the National Institutes of Health web site. The IRB is guided by the Federal Code of Regulations, Title 45, Part 46 (Protection of Human Subjects), which is available online.

Approved 12-DEC-2012

## **7.3.2 Institutional Review Board**

### **Bylaws**

#### **Purpose:**

It is the purpose of the Institutional Review Board (IRB) at the University of North Georgia to assess the ethical aspects of human subjects research proposed by its students, faculty, and staff. More specifically, the IRB ensures that the benefits of the research outweigh the risks to the participants in that research, that the participants are in no way deceived during the research process, and that participants indicate their informed consent to such research by signing (and/or having a parent or legal guardian sign) a suitable consent form.

#### **Composition of the Committee:**

The IRB is composed of members representing each of the academic colleges at the University of North Georgia. These core positions are held by individuals who are "actively involved" in human subjects research. A member's active involvement is defined as having published in at least one refereed journal and/or having given two conference presentations based on human subjects research in the five years immediately preceding his or her membership on the IRB. Recommendations for membership are submitted to the *Associate Provost for Administrative Services* for approval.

Each school shall be represented by 3 members, each rotating terms for 3 years with staggering membership (adding one new member each year with another member rolling off to increase membership opportunities and well-rounded representation).

At least one additional member must be from a discipline not typically involved in human subjects research (e.g. fine arts, literature, mathematics, physics, etc.). At least one member of the Board must be from the local community, preferably in a public position (e.g. pastor, city council member, etc.). These members as well as additional members may be appointed by the IRB Chair.

#### **IRB Committee Chair:**

The IRB Chair must have served at least three years as a core member. The leadership of the IRB committee shall consist of a Chair-Elect, Chair, and Past-Chair. The faculty member shall serve in each position for one year for a total of 3 years in a leadership position. Qualified members interested in serving in a leadership position shall contact the Associate Provost for Administrative Services who will then appoint the Chair-Elect.

Chair-Elect shall serve for a period of one year in order to prepare to take over as the Chair.

The Chair shall serve for a period of one year. The Chair shall review all applications for Exempt, Expedited, and Full-Committee status, maintain all files and archival of applications and all other administrative duties as required. The Chair shall be the contact for all research studies involving human subjects and serves as a consultant to faculty and administrators.

The Past-Chair shall serve for a period of one year and serve as a consultant to the Chair and Chair-Elect. The Past-Chair shall maintain OHRP registration in addition to Federalwide Assurance (FWA) and other memberships that are necessary for faculty to develop research agendas.

Approved 12-DEC-2012

## **8 Promotion and Tenure**

### **8.1 Promotion and Tenure Policy Statements**

#### **1. Policies and Procedures – Promotion and Tenure Review**

##### **1.1. Policy Statement –Promotion and Tenure**

The University of North Georgia (the "University") promotion and tenure review processes ("P&T Review") follow the guidelines of the University

System of Georgia Board of Regents Policy Manual ("USG BOR Policy Manual"). These guidelines establish foundational policies and procedural expectations for institutions of higher education and for disciplines within universities while providing for appropriate professional flexibility at departmental levels. This is the University's overarching P&T Policy. Additionally, each academic department and the library is responsible for developing discipline-specific expectations for tenure and for each type of promotion. The UNG Promotion and Tenure Policy described herein should guide these discipline-specific expectations.

1.1.1 The criteria to be used when considering a faculty member for tenure or promotion are as follows:

1. Superior teaching; Demonstrating excellence in instruction
2. Professional Growth & Development / Scholarship / Academic Achievement
3. Outstanding service to the institution, profession, or community

1.1.2 For tenure, the candidate must provide evidence of the following:

1. Noteworthy achievement in teaching and one other category.
2. Meet or exceed expectations in the remaining area not selected for noteworthy contributions.

1.1.3 For promotion to associate, the candidate must provide evidence of the following:

1. Noteworthy achievement in teaching and one other category.
2. Meet or exceed expectations in the remaining area not selected for noteworthy contributions.

1.1.4 For promotion to professor, the candidate must provide evidence of noteworthy achievement in all three categories.

1.1.5 Additional policy statements regarding tenure ( [BoR Policy 8.3.7](#) )

1.1.6 Additional policy statements regarding promotion ( [BoR Policy 8.3.6](#) )

## 1.2. Committees Involved in the P&T Review Process

Faculty members must be informed by the second Monday of April of the preceding academic year that they are eligible for promotion and/or tenure review in the next academic year. For Pre-Tenure Review, if a faculty member is eligible for pre-tenure review their first year of employment they must be notified when hired. For the 2013-2014 academic year reviews, notification will be provided by August 2, 2013.

### 1.2.1. Department Promotion & Tenure Review Committee ("DPTRC")

At the beginning of each academic year, department heads/coordinators will appoint representatives from the tenured faculty members at the rank of associate or full professor to serve on the DPTRC. The number of members serving on the DPTRC will depend upon the number of faculty members in the department to be sufficient for the work load and must represent all of the University campuses. For the libraries, the DPTRC will consist of representatives appointed by head librarians, in conjunction with the dean, from the tenure-track faculty members at the rank of assistant, associate, or full professor and must represent all of the University campuses. In the case of departments with fewer than three fulltime faculty members, the department heads/coordinators in conjunction with the dean will designate representatives from similar discipline areas to serve on the DPTRC.

Members of the DPTRC will serve for two years and the terms will be staggered so that there are some returning members each year. The chair will be selected by the DPTRC members. Members of the DPTRC should not serve in the same academic year on the University-Wide Promotion and Tenure Committee; however, if necessary, they may also serve on the College Promotion and Tenure Committee.

The DPTRC will review the P&T documentation from all the candidates eligible for tenure ("Candidates") in their department and provide a written review letter with positive or negative recommendations for each Candidate.

### 1.2.2. College Promotion and Tenure Committee ("CPTC")

At the beginning of each academic year, the deans will appoint representatives from the associate and full professors from all departments or equivalent academic units and from all the University campuses to serve on the CPTC. In departments that are not associated with a college, the dean will appoint at least one representative from the department and designate at least three representatives from other disciplines at the rank of associate or full professor from University campuses to serve on the CPTC. Members of the CPTC will serve for two years and the terms will be staggered so that there are some returning members each year. The chair will be selected by the CPTC members. If possible, the CPTC members should not serve on the University-Wide Promotion and Tenure Committee.

The CPTC will review the P&T documentation from all the Candidates in their department and provide a written review letter with positive or negative recommendations for each Candidate.

### 1.2.3. University-Wide Promotion and Tenure Committee ("UWPTC")

The UWPTC is a University committee whose purpose will be to review and make recommendations for Candidates requesting tenure and

to make recommendations regarding appeals for post-tenure to the Provost. The Provost is responsible for establishing and charging the UWPTC, which shall be composed of two tenured faculty members holding the rank of Professor from each college and one representative from the Library. None of the members of the UWPTC may serve in an administrative position above the level of department head or coordinator. In cases where department head/coordinators' recommendations are under consideration, they will recuse themselves.

The number of department heads serving on the UWPTC will not exceed 20% of the members of the committee.

## 2. Promotion & Tenure Monthly Calendar

Action	Date
Submit pre-tenure applications to department head/coordinator	Jan (1st day Sp semester)
Submit post-tenure applications to department head/coordinator	Jan (1st day Sp semester)
Deans appoint Pre-TRC and Post-TRC members	Jan (1st day Sp semester)
P&T faculty members notified by the Provost	Jan (Last Monday)
Submit pre-tenure letters to department heads/coordinators	Feb (Last Monday)
Submit post-tenure reports to department heads/coordinators	Feb (Last Monday)
Post-tenure discussion with faculty and department head/coordinator	Apr (Last Monday)
Pre-tenure discussion with faculty and department head/coordinator	Apr (2nd Monday)
Submit post-tenure reports to deans	Apr (2nd Monday)
Post-tenure discussion including the development plan, if needed, with dean, department head/coordinator and faculty	Apr (Last Monday)
File pre and post-tenure documents in appropriate offices	Apr (Last Monday)
Submit pre-tenure recommendations to the deans	May (1st Monday)
Submit the pre and post-tenure recommendations to the Provost	May (3rd Monday)
Submit the P&T applications to department head/coordinator	Sept (2nd Monday)
Provost appoint UWPTC members	Sept (2nd Monday)
DPTRC complete review and forward to CPTC	Sept (Last Monday)
CPTC complete review and forward to UWPTC	Oct (Last Monday)
UWPTC complete review and forward to the Provost	Dec (1st Monday)

### 8.2 Promotion

#### 1.0 Criteria for Promotion

Promotions are not granted automatically for satisfactory performance. Tenure-track faculty members must make strong, positive cases in the application for Promotion, including superior teaching. For Promotion to Associate Professor, the faculty members must provide evidence that they meet or exceed expectations in all three areas, and exceed expectations in either service or scholarship. For Promotion to Professor, faculty members must provide evidence of exceeding expectations in all three categories. Refer to departmental guidelines for criteria required to meet or exceed expectations.

#### 2.0 Timing for Consideration of a Promotion

Promotions will be considered after faculty members have been under contract in tenure-track positions at the University for a specific number of years. The normal requirements are as follows:

Instructor to Assistant Professor – three years of service as an Instructor, including the year under consideration for promotion. Exceptions to tenure status and years of services requirements may be granted with the permission of the President, Provost and Dean.

Assistant Professor to Associate Professor – four years of service as an Assistant Professor on tenure track, including the year of consideration. Faculty members may not submit applications for Promotion to Associate Professor unless they are on tenure-track and both applications for Tenure and Promotion are submitted concurrently or they have already been tenured.

Associate Professor to Professor – five years service as an Associate Professor, including the year of consideration for Promotion. Faculty

members applying for Promotion to Professor must have earned a doctorate or the equivalent in training, ability, or expertise.

Faculty members may be considered for “early” promotion sooner than the number of years of service identified above when strong justification is provided in support of such a recommendation by both departmental and college administrators.

### 3.0 Procedure for Promotion Review

The purpose of these guidelines is to assist faculty members in presenting their professional experiences and accomplishments in the best possible context and to assure equity of consideration during the P&T Review. If requested by the department head/coordinator, dean, DPTRC, CPTC, or UWPTC, a faculty member may add materials and documents that may have been incomplete or under review at the time of the original submission.

#### 3.1. Documentation

The following documentation will be presented in a University electronic portfolio system:

##### 3.1.1. Cover sheet providing the following information in order as applicable:

Name of college and department

Name of individual

Degrees earned (highest first)

Years, dates, and current rank and title in tenure-track position

Area(s) of specialization within the discipline

Date of hire and total number of years at the University, including the current academic year

Total number of years at the University at rank of assistant professor or higher

Credit awarded toward tenure at time of appointment

Dates of temporary suspension of the tenure process (e.g.: leave of absence – see Faculty Handbook)

##### 3.1.2. Current CV and a summary of documentation if not included in CV:

###### a. Teaching

List of all courses taught (prefix, number, title, semester)

Course/curriculum development

Supervision of students' honors, research, thesis, creative activities

Published teaching materials

Honors and awards associated with teaching

###### b. Service

Academic advisement – number of undergraduate and/or graduate students for the current academic year

Published service materials

Committee service (names, dates, roles)

Department

College

University

University System of Georgia

Professional organizations (names, dates, roles)

State

Regional

National

International

Honors and awards associated with service

###### c. Scholarship

Updated degrees, institutions, dates since last review

Advanced studies or continuing education

Professional certifications

Publications and creative activities with complete bibliographic information

Academic and professional activities

Contracts and grants

Honors and awards for professional achievements

3.1.3. Departmental P&T guidelines

3.1.4. Summary of statements of each area including teaching and service and scholarship

Past achievements in each area (1-2 pages)

Statement of professional goals and progress towards those goals (1 page)

Areas of special interest and competence (1 page)

Future goals in each area with an overview of means by which the goals will be accomplished (1-2 pages)

3.1.5. Performance evaluations – annual self-reports with department heads/coordinators and dean's evaluations for years under consideration

3.1.6. Letter from primary campus academic administrator if different than the department head/coordinator

3.1.7. Student evaluation summaries and complete sets of evaluations with students' comments from all the years under consideration in a tenure track position

3.1.8. Peer letters- two from peers with at least one from a tenured colleague

3.1.9. Letter from the DPTRC – added after the review with an explicit recommendation

3.1.10. Letter from the department head/coordinator – added after the review with an explicit recommendation

3.1.11. Letter from the CPTC – added after the review with an explicit recommendation

3.1.12. Letter from the dean – added after the review with an explicit recommendation

3.1.13. Letter from the UWPTC – added after the review with an explicit recommendation

3.2. Process and Timeline

3.2.1. Faculty members submit the documentation identified in Section 3.1 above, to their department head/coordinator by the second Monday in September.

3.2.2. The department head/coordinator shall review the faculty member's documentation and make either a positive or negative recommendation for Promotion.

3.2.3. Members of the DPTRC shall review the faculty member's documentation and department head/coordinator's recommendation and provide a review letter with positive or negative recommendations, along with a separate numerical tabulation of committee votes. The letter must be signed by all members of the committee. Signing the letter is an indication of participation in the review process and not an indication of concurrence with the recommendation. The DPTRC shall complete its review of all departmental faculty member's applications no later than the last Monday in September.

3.2.4. The academic dean shall review the faculty member's documentation, the department head/coordinator's recommendation and the DPTRC's review letter and make either a positive or negative recommendation.

3.2.5. Members of the CPTC shall review the faculty member's documentation, the department head/coordinator's and academic dean's recommendations, and the DPTRC review letter and provide a review letter with positive or negative recommendations, along with a separate numerical tabulation of committee votes. The letter must be signed by all members of the committee. Signing the letter is an indication of participation in the review process and not an indication of concurrence with the recommendation. The CPTC shall complete its review of all college faculty members applications for Promotion no later than the last Monday in October.

3.2.6. Members of the UWPTC shall review the faculty member's documentation, the department head/coordinator's and academic dean's recommendations, and the DPTRC and CPTC's review letters and provide a review letter with positive or negative recommendations, along with a separate numerical tabulation of committee votes. The letter must be signed by all members of the committee. Signing the letter is an indication of participation in the review process and not an indication of concurrence with the recommendation. The UWPTC shall complete its review for all faculty member's applications for Promotion no later than the first Monday after the fall semester commencement.

3.2.7. The faculty member's application for Promotion documentation, the department head/coordinator's and academic dean's recommendations, and the DPTRC, CPTC, and UWPTC's review letters shall then be submitted to the Provost for a final determination.

3.2.8. The Provost shall prepare a signed report with his or her final determination for each faculty member being considered for Promotion to the President by the last Monday in January. The Provost shall also notify each faculty member being considered for Promotion of the Provost's

final recommendation by the last Monday in January. A copy of the signed report and written responses, if any, will be filed in the Academic Affairs office.

3.2.9. Faculty members being considered for Promotion who wish to appeal the final recommendation of the Provost may do so following the Appellate Procedure identified in Section 4 below.

13.2.0. The President will review any appeals filed and make a final determination regarding a faculty member's consideration for Promotion.

#### 4.0 Appellate Procedures

4.1 Candidates who have been denied tenure or promotion by the final recommendation of the Provost have the right to appeal the final recommendation to the President. Appeals must be based on one of the following circumstances and should be addressed in the written appeal: (i) discrimination on the basis of race, ethnicity, religion, sex, sexual preference, age and/or a physical handicap; (ii) procedural improprieties, or (iii) a violation of academic freedom. A candidate may not appeal the final determination if he simply disagrees with the decision.

A written notification of intent to file an appeal must be received by the President's office no later than the close of business seven days after the candidate receives written notification of the Provost's final recommendation. The complete written appeal and supporting documentation must be received in the President's office no later than the close of business fourteen days after the faculty member receives written notification of the Provost's final recommendation.

4.2 The President may choose one of the following three options: (i) review the appeal and render a decision; (ii) appoint an ad hoc committee to review the appeal and make a recommendation to the President; (iii) return the file to the appropriate committee to review again. In any case, the candidate will be notified, in writing, of the results of the appeal no later than the close of business on the tenth (10) business day after the date the President receives the written full appeal.

4.3 The burden of proof in an appeal rests with the candidate. To prevail on appeal, the candidate must demonstrate that the recommendation to deny tenure or promotion was due to (i) discrimination, (ii) procedural improprieties, or (iii) academic freedom. In the absence of convincing proof to the contrary, the original recommendation to deny tenure will be affirmed.

4.4 A candidate who is aggrieved by the decision of the President may apply to the Board of Regents, without prejudice to position, for a review of the decision. The application for review shall be submitted in writing to the Associate Vice Chancellor for Legal Affairs within a period of twenty (20) days following the decision of the President. The application for review will be considered according to the provisions stated in Bylaw X of the Bylaws of the Board of Regents of the University System of Georgia. The written appeal should be sent to the Associate Vice Chancellor for Legal Affairs, 270 Washington Street, Atlanta, GA 30334.

### 8.3 Pre-Tenure Review

#### 1.1. Policy Statement – Pre-Tenure Review

The University Pre-Tenure Review follows the guidelines of the USG BOR Policy Manual. The purpose of the Pre-Tenure Review is to (i) provide tenure-track faculty feedback on progress toward tenure, (ii) identify areas needing improvement, and (iii) provide guidance in preparing the professional portfolio to support the review for tenure. All tenure track faculty members shall also comply with discipline-specific expectations developed by each academic department or Library.

#### 1.2. Pre-Tenure Review Committee

At the beginning of each spring semester, the deans will appoint, from the pool of Associate and Professors in all the departments or equivalent academic units from all of the University campuses, to serve on the Pre-Tenure Review Committees ("Pre-TRC"). The Pre-TRC will conduct the Pre-Tenure Review of eligible faculty members in their respective departments based on the departmental, college and University criteria for tenure. Upon completion of the review, the Pre-TRC will provide the department heads/coordinators written letters of their findings ("Pre-TRC Letter"), which will include (i) explicit, informed and candid feedback for each area, including teaching, service and Scholarship, concerning the faculty member's accomplishments, quality of contributions, and weaknesses or deficiencies; and (ii) guidance on improving performance in each area, including teaching, service and Scholarship, particularly with reference to recommendations for faculty development activities that might address deficiencies in the faculty members' supporting documentation.

#### 1.3. Criteria for Pre-Tenure Review

All tenure-track faculty members at the rank of Assistant Professor or higher will go through the Pre-Tenure Review in the third year of employment at the University. The criteria to be used when conducting a Pre-Tenure Review are (i) effectiveness in teaching; (ii) service; and (iii) Scholarship.

#### 1.4. Timing for Pre-Tenure Review

The Pre-Tenure Review process will be conducted for faculty members as follows:

No prior credit toward tenure – during the third year of service at the University.

One year of credit toward tenure – during the second year of service at the University.

Two years credit toward tenure – during the first year of service at the University.

Three years credit toward tenure – during the first year of service at the University.

In cases where faculty members have been granted credit toward tenure, consideration may be given to supporting documentation related to work done prior to joining the faculty at the University, particularly with reference to effectiveness in teaching and Scholarship.

#### 1.5. Procedure for Pre-Tenure Review

The purpose of these guidelines is to assist faculty members in presenting their professional experiences and accomplishments in the best possible context and to assure equity of consideration during the pre-tenure review process. If requested by the department head/coordinator, dean, or Pre-TRC, the faculty members may add materials or documents that were incomplete or under review at the time of the original submission.

##### 1.5.1. Documentation

1. The following documentation will be presented in a University electronic portfolio system:

Cover sheet providing the following information in order as applicable:

Name of college and department

Name of individual

Degrees earned (highest first)

Area(s) of specialization with the discipline

Current title

Date of hire and total number of years at the University including the current academic year

Years at the University in a tenure-track position

Credit awarded toward tenure at the time of hire

Dates of temporary suspension of the tenure process (e.g.: leaves of absence – refer to Faculty Handbook)

2. Current CV and a summary of documentation if not included in the CV

##### Teaching

List of all courses taught (prefix, number, title, semester)

Course/curriculum development

Supervision of students' honors, research, thesis, creative activities

Published teaching materials

Honors and awards associated with teaching

##### Service

Academic advisement – number of undergraduate and graduate students for the current academic year

Published service materials

Committee service (names, dates, roles)

Department

College

University

University System of Georgia

Professional organizations (names, dates, roles)

State

Regional

National

International

Honors and awards associated with service

##### Scholarship

Updated degrees – institutions and dates

Advanced studies or continuing education

Professional certifications Publications and creative activities with complete bibliographic information



Academic and professional activities

Contracts and grants

Honors and awards for professional achievements

3. Departmental promotion and tenure guidelines

4. Summary statements of each area in teaching and service and scholarship

Past achievements in each area (1-2 pages)

Include a statement of coherent agenda and progress towards goals

Include areas of special interest and competence

Future goals in each area including an overview of means by which the goals will be accomplished (1-2 pages)

5. Performance evaluations – annual self-reports with department head/coordinator and dean's evaluations for the years under consideration

6. Letter from the primary campus academic administrator if different than department head/coordinator

7. Student evaluation summaries and complete sets of evaluations with students' comments for all years under consideration

8. Letter from the Pre-TRC – added after the review with explicit recommendations

9. Letter from department head/coordinator – added after the review with explicit recommendations and a faculty development plan, if needed.

1.5.2. Process and Timeline

1.5.2.1. Faculty members submit the documentation, identified in Section 2.5.1 above, to their department heads/coordinators the first day of the Spring Semester.

1.5.2.2. The department head/coordinator shall review the faculty member's documentation and make either a positive or negative recommendation.

1.5.2.3. Members of the Pre-TRC shall review the faculty member's documentation and provide the Pre-TRC Letter. The Pre-TRC will provide department heads/coordinators Pre-TRC Letter by the last Monday in February.

1.5.2.4. The department heads/coordinators will meet with each faculty member and review and discuss the Pre-TRC Letter by the second Monday in April.

1.5.2.5. If a faculty member desires, he has the opportunity to prepare written responses to the Pre-TRC Letter, and the written responses will be appended to the Pre-TRC Letter.

1.5.2.6. By the last Monday in April, the department heads/coordinators and the faculty members should sign the Pre-TRC Letters and file the pre-tenure documentation in the appropriate department and/or college personnel files. The department heads/coordinators will furnish the appropriate deans their explicit recommendations by the first Monday in May.

1.5.2.7. The deans will submit to the Provost the list of names of faculty members who complete the Pre-Tenure Review by the third Monday in May.

Once a faculty member has received the Pre-TRC Letter, he/she should utilize it to further develop a record of teaching effectiveness, service and Scholarship that will promote a successful tenure application. It is important that faculty members understand that the recommendations in the Pre-TRC Letters in no way represents a contract between the University and the faculty member, nor is it a guarantee that tenure will be granted.

## 8.4 Tenure

1.1. Tenure

1.1.1. Criteria for Tenure

Tenure is granted to those who, through their performance, "emphasize excellence in teaching for all teaching faculty." (USG BOR Policy Manual 8.3.6). Candidates eligible for tenure must have an "earned doctorate or the equivalent in training, ability, or experience" to be considered for tenure. (USG BOR Policy Manual 8.3.7.3). Candidates in their fifth or sixth year of tenure-track service at the University or who have been granted credit towards tenure, may have consideration given to their supporting documentation related to work done prior to joining the faculty at the University, particularly with reference to effectiveness in teaching and scholarship. To earn tenure, Candidates must provide evidence of noteworthy achievements in teaching and evidence of meeting department expectations in service or professional growth and development/scholarship/ academic achievement ("Scholarship") and exceeding expectations in one of the two areas outside of teaching (service or Scholarship).

1.1.2. Procedure for Tenure Review

The purpose of these guidelines is to assist Candidates in presenting their professional experiences and accomplishments in the best possible context

and to assure equity of consideration during the P&T Review. If requested by the department head/coordinator, dean, DPTRC, CPTC, or UWPTC, a Candidate may add materials and documents that may have been incomplete or under review at the time of the original submission.

1.1.2.1. Documentation

The following documentation will be presented in a University electronic portfolio system:

1. Cover sheet providing the following information in order as applicable:

Name of college and department

Name of individual

Degrees earned (highest first)

Years, dates, and current rank and title in tenure-track position

Area(s) of specialization within the discipline

Date of hire and total number of years at the University, including the current academic year

Total number of years at the University at rank of assistant professor or higher

Credit awarded toward tenure at time of appointment

Dates of temporary suspension of the tenure process (e.g.: leave of absence – see Faculty Handbook)

2. Current CV and a summary of documentation if not included in CV:

a. Teaching

List of all courses taught (prefix, number, title, semester)

Course/curriculum development

Supervision of students' honors, research, thesis, creative activities

Published teaching materials

Honors and awards associated with teaching

b. Service

Academic advisement – number of undergraduate and/or graduate students for the current academic year

Published service materials

Committee service (names, dates, roles)

Department

College

University

University System of Georgia

Professional organizations (names, dates, roles)

State

Regional

National

International

Honors and awards associated with service

c. Scholarship

Updated degrees, institutions, dates since last review

Advanced studies or continuing education

Professional certifications

Publications and creative activities with complete bibliographic information

Academic and professional activities

Contracts and grants

Honors and awards for professional achievements

3. Departmental P&T guidelines

4. Summary of statements of each area including teaching and service and scholarship

Past achievements in each area (1-2 pages)

Statement of coherent agenda and progress towards goals

Areas of special interest and competence

Future goals in each area with an overview of means by which the goals will be accomplished (1-2 pages)

5. Performance evaluations – annual self-reports with department heads/coordinators or dean's evaluations for years under consideration
6. Letter from primary campus academic administrator if different than the department head/coordinator
7. Student evaluation summaries and complete sets of evaluations with students' comments from all the years under consideration in a tenure track position
8. Peer letters- two from peers with at least one from a tenured colleague
9. Letter from the DPTRC – added after the review with an explicit recommendation
10. Letter from the department head/coordinator – added after the review with an explicit recommendation
11. Letter from the CPTC – added after the review with an explicit recommendation
12. Letter from the dean – added after the review with an explicit recommendation
13. Letter from the UWPTC – added after the review with an explicit recommendation

#### 1.1.2.2. Process and Timeline

- 1.1.2.2.1. Candidates submit the documentation identified in Section 1.3.2.1 above, to their department head/coordinator by the second Monday in September.
- 1.1.2.2.2. The department head/coordinator shall review the Candidate's documentation and make either a positive or negative recommendation.
- 1.1.2.2.3. Members of the DPTRC shall review the Candidate's documentation and department head/coordinator's recommendation and provide a review letter with positive or negative recommendations, along with a separate numerical tabulation of committee votes. The letter must be signed by all members of the committee. Signing the letter is an indication of participation in the review process and not an indication of concurrence with the recommendation. The DPTRC shall complete its review of all departmental Candidates no later than the last Monday in September.
- 1.1.2.2.4. The academic dean shall review the Candidate's documentation, the department head/coordinator's recommendation and the DPTRC's review letter and make either a positive or negative recommendation.
- 1.1.2.2.5. Members of the CPTC shall review the Candidate's documentation, the department head/coordinator's and academic dean's recommendations, and the DPTRC review letter and provide a review letter with positive or negative recommendations, along with a separate numerical tabulation of committee votes. The letter must be signed by all members of the committee. Signing the letter is an indication of participation in the review process and not an indication of concurrence with the recommendation. The CPTC shall complete its review of all college Candidates no later than the last Monday in October.
- 1.1.2.2.6. Members of the UWPTC shall review the Candidate's documentation, the department head/coordinator's and academic dean's recommendations, and the DPTRC and CPTC's review letters and provide a review letter with positive or negative recommendations, along with a separate numerical tabulation of committee votes. The letter must be signed by all members of the committee. Signing the letter is an indication of participation in the review process and not an indication of concurrence with the recommendation. The UWPTC shall complete its review for all Candidates no later than the first Monday after the fall semester commencement.
- 1.1.2.2.7. The Candidate's documentation, the department head/coordinator's and academic dean's recommendations, and the DPTRC, CPTC, and UWPTC's review letters shall then be submitted to the Provost for a final recommendation.
- 1.1.2.2.8. The Provost shall prepare a signed report with his or her final recommendation for each Candidate to the President by the last Monday in January. The Provost shall also notify the Candidates of the Provost's final recommendation by the last Monday in January. A copy of the signed report and written responses, if any, will be filed in the Academic Affairs office.
- 1.1.2.2.9. Candidates who wish to appeal the final recommendation of the Provost may do so following the Appellate Procedure identified in Section 1.4.4 below.
- 1.1.2.2.10. The President will review any appeals filed and make a final determination regarding the award of tenure for that Candidate.

## 8.5 Post-Tenure Review

### 1. Policies and Procedures – Post-Tenure Review

#### 1.1. Policy Statement – Post-Tenure Review

The University Post-Tenure Review process follows the guidelines of the USG BOR Policy Manual. The purpose of Post-Tenure Review is to examine, recognize, and enhance the performance of tenured faculty members at the University, (i) with a focus on career development and (ii) identification of opportunities for faculty to reach their full potential in service to the institution and their disciplines. This policy is designed primarily as a tool for faculty development and/or instruments for recommendations. Each department and the Library have developed discipline-specific expectations for Post-Tenure Review.

## 1.2. Post-Tenure Review Committee

At the beginning of each spring semester, the deans will appoint, from the pool of Associate and Professors in all the departments or equivalent academic units from all of the University campuses, to serve on the Post-Tenure Review Committees ("Post-TRC"). The Post-TRC will conduct the Pre-Tenure Review of eligible faculty members in their respective college or Library. Upon completion of the review, the Post-TRC will provide the department heads/coordinators written letters of their findings ("Post-TRC Letter"), which will informed, candid feedback on the quality of the faculty member's performance, accomplishments, and contributions. The Post-TRC will also provide the department heads/coordinators a list of faculty members under review and specify one of three outcomes (unsatisfactory, satisfactory or outstanding) for each of the areas: teaching, service and scholarship ("Post-TRC Evaluation").

## 1.3. Criteria for Post-Tenure Review

Faculty members must provide evidence of noteworthy achievements in teaching and evidence of meeting department expectations in service or scholarship and exceeding expectations in one of two areas outside of teaching, including service or scholarship. Departmental expectations for post-tenure review should be aligned with departmental expectations for tenure. Criteria governing post-tenure review shall not infringe on the accepted standards of academic freedom of faculty, including the freedom to pursue novel, unpopular, or unfashionable lines of inquiry.

## 1.4. Timing for Post-Tenure Review

Full-time tenured track faculty members who have teaching loads greater than or equal to one-half time will have a Post-Tenure Review in the fifth year after they have been awarded tenure. Although Post-Tenure Review is a separate process from the review conducted for Promotion (Section 1.4 above), the Promotion Review is considered part of the overall process. Therefore, faculty members recently reviewed for a Promotion will not have to also participate in a Post-Tenure Review. Instead, the Post-Tenure Review cycle will start again after any successful review for Promotion.

Administrators who return to a full-time teaching load will participate in the Post-Tenure Review process and will be evaluated under those guidelines as faculty members in their fifth year following the return to full-time faculty status and at subsequent five-year intervals.

## 1.5. Procedure for Post-Tenure Review

The purpose of these guidelines is to assist faculty members to present their professional experiences and accomplishments in the best possible context and to assure equity of consideration in the Post-Tenure Review process. If requested by the department head/coordinator, dean or the Post-TRC, faculty members may add materials or documents that were incomplete or under review at the time of the original submission.

### 1.5.1. Documentation

The following documentation will be presented in a University electronic portfolio system:

1. Cover sheet providing the following information in order as applicable:

Name of college and department

Name of individual

Degrees earned (highest first)

Years, dates, and current rank and title in tenure-track position

Area(s) of specialization within the discipline

Date of hire and total number of years at the University, including the current academic year

Total number of years at the University at rank of assistant professor or higher

Credit awarded toward tenure at time of appointment

Dates of temporary suspension of the tenure process (e.g.: leave of absence – see Faculty Handbook)

2. Current CV and a summary of documentation if not included in CV:
  - a. Teaching
    - List of all courses taught (prefix, number, title, semester)
    - Course/curriculum development
    - Supervision of students' honors, research, thesis, creative activities
    - Published teaching materials
    - Honors and awards associated with teaching
  - b. Service
    - Academic advisement – number of undergraduate and/or graduate students for the current academic year
    - Published service materials
    - Committee service (names, dates, roles)
    - Department
    - College
    - University
    - University System of Georgia
    - Professional organizations (names, dates, roles)
    - State
    - Regional
    - National
    - International
    - Honors and awards associated with service
  - c. Scholarship
    - Updated degrees, institutions, dates since last review
    - Advanced studies or continuing education
    - Professional certifications
    - Publications and creative activities with complete bibliographic information
    - Academic and professional activities
    - Contracts and grants
    - Honors and awards for professional achievements
3. Departmental P&T guidelines
4. Summary of statements of each area including teaching and service and scholarship
  - Past achievements in each area (1-2 pages)
  - Statement of coherent agenda and progress towards goals
  - Areas of special interest and competence
  - Future goals in each area with an overview of means by which the goals will be accomplished (1-2 pages)
5. Performance evaluations – annual self-reports with department heads/coordinators and dean's evaluations for years under consideration
6. Letter from primary campus academic administrator if different than the department head/coordinator
7. Student evaluation summaries and complete sets of evaluations with students' comments from all the years under consideration in a tenure track position
8. Peer letters- two from peers with at least one from a tenured colleague
9. Letter from Post-TRC – added after the review with an explicit recommendation
10. Letter from the department head/coordinator – added after the review with an explicit recommendation
11. Letter from the dean – added after the review with an explicit recommendation

## 1.5.2. Process and Timeline

1.5.2.1. Faculty members submit the documentation identified in Section 1.5.1 above, to department heads/coordinators on the first day of Spring semester.

1.5.2.2. The department head/coordinator shall review the faculty member's documentation and make either a positive or negative recommendation.

1.5.2.3. Members of the Post-TRC shall review the faculty member's documentation and provide the Post-TRC Evaluation and the Post-TRC Letter to the department head/coordinators by the last Monday in February. The Post-TRC Letter must be signed by all members of the committee. Signing the letter is an indication of participation in the Post-Tenure Review process and is not an indication of concurrence with the evaluation.

1.5.2.4. If the Post-TRC determines a faculty member should receive an "unsatisfactory" evaluation in any one area of teaching, service or scholarship, the Post-TRC will also provide a specific list of fundamental, severe, or chronic deficiencies that must be addressed.

1.5.2.5. The department heads/coordinators will meet with each faculty member and review and discuss the Post-TRC Letter and Post-TRC Evaluation by the last Monday in April. If a faculty member receives an "unsatisfactory" evaluation, the department head/coordinator and the faculty member will formulate plans and timelines ("Development Plan") to clearly resolve the issues identified in the Post-TRC Letter.

1.5.2.6. If a faculty member desires, he has the opportunity to prepare written responses to the Post-TRC Letter, and the written responses will be appended to the Post-TRC Letter. All written responses should be complete and submitted to the department head/coordinator by the second Monday in April.

1.5.2.7. Department heads/coordinators will furnish copies of the Post-TRC Letter, including written responses, and any Development Plans (if applicable) to the appropriate deans by the second Monday in April for review, comment, revision and approval.

1.5.2.8. Deans will work with faculty members and department heads/coordinators to finalize any Development Plans that may be required. By the last Monday in April, the deans, department heads/coordinators, and faculty members will sign the Post-TRC Letter and Development Plans, if applicable, that should include the following:

- " Specific concerns to be addressed in the Post-TRC Letter;
- " Specific outcome objectives to remedy concerns and assist faculty members in overcoming any identified deficiencies;
- " Outline of activities to achieve the goals in the Development Plan;
- " Timeline for activities and achieving objectives;
- " Criteria by which faculty members may monitor progress towards achievement of goals;
- " Sources of funding required for implementation of the Development Plan.

1.5.2.9. The deans will provide the Provost with summary statements regarding the Post-Tenure Review for faculty members by the third Monday in May. Copies of the Post-TRC Letter, written responses, and any Development Plans (if applicable) will be placed in the faculty members' official personnel files in the Academic Affairs office.

## 1.5.3. Effect of Post-TRC Evaluations

1.5.3.1. If a faculty member receives a "satisfactory" and/or "outstanding" Post-TRC Evaluation in all three areas of teaching, service and scholarship, the dean, in communication with the department heads/coordinators, will recommend a salary enhancement.

1.5.3.2. This policy does not replace, alter, or supersede existing policies regarding annual evaluations or dismissal for cause. Moreover, if after three (3) academic years, faculty members have not been successful in remedying any deficiencies identified in connection with an "unsatisfactory" Post-TRC Evaluation or Post-TRC Letter, they may be subject to dismissal for cause, and the regular, independent dismissal processes will apply. Refer to the USG BOR Academic Affairs Handbook, Section 4.6., Post-Tenure Review.

## 1.6. Appellate Process

### 1.6.1. Basis for Appeal

Faculty members given an "unsatisfactory" evaluation in one of the three areas of teaching, service or scholarship on the Post-Tenure Review, have the right to appeal that determination. Appeals must be based on one of the following circumstances and should be addressed in the written appeal: (i) discrimination on the basis of race, national origin, religion, sex, sexual preference, age and/or a physical handicap; (ii) procedural improprieties, or (iii) a violation of academic freedom. A faculty member may not appeal the professional judgment of the reviewers or the final determination if he simply disagrees with the decision.

## 1.6.2. Timing for Appeal

Within ten (10) business days of receipt of the dean's reports, including the Post-Tenure Letter, faculty members will submit in writing to the department heads/coordinators, their letters indicating the desire to appeal (the "Notice of Appeal"). Failure to submit a notice of appeal within ten (10) business days will constitute a waiver of the right to appeal. The Provost, in his/her sole discretion, may grant an extension to this deadline.

## 1.6.3. Process for Review

The dean will forward the Notice of Appeal to the Provost and the Chair of the Post-TRC. After submitting their Notice of Appeal, faculty members must prepare written responses to the Post-TRC Letter (the "Appeal") and submit it to the Provost within 10 business days after receiving a written notification of the dean's final recommendation.

### 1.6.3.1. Review by Provost

The Provost will review the Post-TRC Letter, the written responses and the Appeal submitted by the faculty member. The Provost shall make a final determination of whether to accept the original recommendations, and advise the faculty member, in writing, of the final determination.

### 1.6.3.2. Review by the UWPTC

A faculty member may file an additional appeal, in writing, to the UWPTC, within ten (10) business days of receiving Provost's final determination. The President will charge the UWPTC within ten (10) days after receiving the appeal of the Provost's final determination. The purpose of the UWPTC appeal is to determine whether the final determination of the Provost should be upheld or overturned. The UWPTC will review the case, including the faculty member's appeals and the Provost's subsequent reevaluation report. The UWPTC may ask for additional documentation from the faculty member. After reviewing the documentation for the Appeal, the UWPTC will, by secret ballot and simple majority, judge the faculty member's performance and forward their recommendation to the President who will make the final decision. The President's final decision cannot be appealed any further.

## 9 Credit

### 9.1 Credit by Examination

#### 9.1.1 Credit by Examination Process

University of North Georgia offers credit by examination upon approval of the respective academic department and the Provost when scores on nationally standardized examinations or other academic experience strongly indicate that the student has acquired the information or skills related to given courses of instruction offered by the university.

The University awards credit for the College Level Examination Program (CLEP) tests, Advanced Placement Program (AP) tests, DSST (DANTES Subject Standardized Tests), International Baccalaureate (IB), Foreign Language Achievement Testing Service (FLATS), and the evaluation of a prior learning assessment portfolio. A student may also receive credit for specific courses by departmental testing.

The university gives credit awarded by examination only for courses officially provided for academic credit. The credit (noted with a grade of K) carries no academic grade and is not computed in the grade point average. In no instance will the university award more than forty five (45) semester hours of credit by examination, (and no more than 24 hours in credit from IB testing). No more than 30 hours may be applied to an associates degree program.

A student who is currently enrolled in the course or has earned a grade other than a W in the course may not earn CLEP or DSST credit for the course. Credit will be evaluated and awarded only after a student has been admitted to UNG and has an active student status.

Credits granted by the University of North Georgia are listed on the Academic Affairs website. UNG will honor coursework for credit by exam granted by other USG institutions without requiring the student to provide additional score reports or explanation.

#### **Consortia Statement on Credit by Examination**

University of North Georgia is a member of the University System of Georgia's Adult Learning Consortium (ALC) and the Servicemembers Opportunity College (SOC) Consortium. The University will adhere to the Consortia policies related to awarding academic credit via prior learning assessments. The American Council on Education (ACE) course equivalency information (College Credit Recommendation Service) standards will be used to guide the awarding of academic credit for CLEP (College Level Examination Program) examinations.

CLEP exams cover material that students typically encounter during their first two years of college. Thus CLEP credit may be awarded for courses at the 1000 and 2000 level.

Approved 12-DEC-2012

#### 9.1.2 CLEP

<http://ung.edu/testing/clep.php>

#### 9.1.3 International Baccalaureate

<http://ung.edu/testing/ib-credits.php>

#### 9.1.4 DSST

<http://ung.edu/testing/dsst.php>

#### 9.1.5 Foreign Language Achievement Testing Service (FLATS)

Students may earn a maximum of 14 academic credits in select foreign languages through the Foreign Language Achievement Testing Service (FLATS) offered by Brigham Young University (BYU).

Students must contact the UNG Testing Office for additional information prior to registering for a FLATS test.

Approved 10-APR-2013

#### 9.1.6 AP

<http://ung.edu/testing/ap-credits.php>

#### 9.1.7 Credit for Prior Learning Assessment

Students can earn appropriate credit in their work or military experience towards a degree for verifiable college level learning acquired through life or work experience, not for the experience itself. Students who acquire the level of knowledge that meets the expectations and the learning outcomes of a specific course may get credit for that course, provided the students can demonstrate proficiency in that specific course.

Upon the recommendation of the Prior Learning Assessment (PLA) Coordinator, a student seeking credit for prior learning through portfolio assessment will enroll in the Prior Learning Documentation (PLAC 2000) course. In this course, the student will learn how to prepare a portfolio for submission. PLAC 2000 cannot be used to fulfill Core Curriculum or degree requirements.

Once students complete and submit the PLA portfolio, assessors will evaluate it to determine if the portfolio provides evidence which ties those skills to a specific course objective. Credit may be awarded when a qualified faculty assessor determines that the prior learning is acceptable for credit. A separate portfolio must be prepared for each course for which a student is seeking credit. Credit will be indicated by a grade of K on the student's academic transcript. For more information, consult the *Prior Learning Assessment (PLA) Student Manual*.

Approved 12-DEC-2012

#### 9.1.8 Departmental Credit by Exam

Any academic department can provide credit for satisfactory completion of approved credit by examinations within the department. A list of credit by exam opportunities are on the department website.

### 9.2 Credit for Military Service

Students who served on active duty or attended military training may receive academic credit for their prior learning. Students must submit appropriate documentation to request that their records be evaluated for this credit. The Center for Adult Learners and Military and the Veterans Success Center coordinate the review of service members' records by academic departments and submit approved credit to the Registrar's office to be recorded on the students' academic transcript (with a grade of CR).

Approved 10-APR-2013

### 9.3 Transfer Credit

UNG accepts collegiate level credit from regionally accredited institutions. The Registrar's office will seek assistance from departments to make course determinations when course equivalencies cannot easily be made. Courses without exact equivalents may be transferred in by title with an 'X' suffix attached to the course number. These courses are not directly equivalent to a UNG course, but may substitute for a UNG course as appropriate and as approved.

All official international transcripts must have a foreign course-by-course credential evaluation by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. (NACES) (<http://www.naces.org/members.htm>). The evaluation must be sent directly from the agency to the institution, and must display the course title, the final grade, and credit hours awarded for each course.

#### Transfer Credit Appeals

The student may appeal to the Registrar's Office in writing if a course included on the professional evaluation is denied transferability. The appeal is then submitted by the Registrar's Office to the appropriate Department Head and/or Dean for further review of transferability. The appropriate Academic Department will then make the determination whether or not an equivalent course is offered in the UNG catalog or if the course may be used to fulfill a degree requirement or not.

If the student receives an unsatisfactory result from the appeal, he/she may seek an appeal from the Associate Provost for Academic Affairs, or designee.

### 9.4 Credit Restrictions

#### 9.4.1 Non Degree Seeking Students

An undergraduate applicant admitted as a non-degree student is allowed to earn up to 12 semester hours from selected courses. **Students who have earned a bachelors degree should apply and meet the requirements for a Post-Baccalaureate non-degree seeking student.** Students may not enroll in any course for which there is a learning support prerequisite unless they have been screened for and have exempted the relevant learning support course. Students are advised to check course prerequisites and descriptions carefully and to consult with an academic advisor prior to registering for courses.



The following courses are approved for non-degree undergraduate students:

ACCT 2101	Principles of Accounting I	ACCT 2102	Principles of Accounting II
ART 1100	Art Appreciation	ART 1010	Drawing I
ART 2510	Introduction to Art History	ART 2520	Introduction to Art History
ASTR 1010	Astronomy of the Solar System	ASTR 1010L	Solar System Lab
ASTR 1020	Stellar and Galactic Astronomy	ASTR 1020L	Stellar Astronomy Lab
BIOL 1101	Biology: A Human Perspective	BIOL 1101L	Biology: A Human Perspective Lab
BIOL 1260	Environmental Science	BIOL 1260L	Environmental Science Lab
CHEM 1151	Survey of Chemistry I	CHEM 1151L	Survey of Chemistry I Lab
CHEM 1152	Survey of Chemistry II	CHEM 1152L	Survey of Chemistry II Lab
CRJU 1100	Introduction to Criminal Justice		
CSCI 1100	Introduction to Computers and Information Systems	CSCI 1250	Information Technologies
FREN 1001	Elementary French I	GEOL 1121K	Physical Geology
GERO 3081	Survey of Aging	GERO 3381	Biology of Aging
GRMN 1001	Elementary German I	HIST 2111	American History
HIST 2112	American History	INTL 2200	Cross Cultural Learning Experience
MILS 1000	Leadership & Personal Development	MILS 1100	Intro to Tactical Leadership
MILS 2000	Innovative Team Leadership	MILS 2100	Foundation/Tactical Leadership
-		MUSC 1100	Music Appreciation
NURS 1020	Nutrition Therapy	NURS 3330	Cultural and Health Assessment
PHED 1000	Wellness	POLS 1101	American Government
PSYC 1101	Introduction to Psychology	PSYC 3181	Psychology of Aging
SOCI 1101	Introduction to Sociology	SOCI 3481	Sociology of Aging
SPAN 1001	Elementary Spanish	THEA 1100	Theatre Appreciation

All 1000-2000 level music courses

All physical education one-hour activity courses

Non-degree students may enroll in courses not included on this list with the permission of the department head, dean and Associate Provost for Academic Affairs, or designee.

Approved 27-MAR-2013

**9.4.2 Required High School Curriculum Deficiencies**

formerly College Preparatory Curriculum—CPC--Deficiencies)

Students who do not meet the minimum SAT/ACT minimums for full freshman admission or who have RHSC deficiencies will be required to take the appropriate sections of the COMPASS Exam prior to registration in order to determine specific requirements for remediation in reading, English and mathematics. These students must make up their RHSC deficiencies according to established guidelines. Students who are granted provisional admission may satisfy RHSC deficiencies as follows:

Area of Deficiency	Prescribed Remediation
English	The student must pass COMPASS placement tests in Reading and English or complete Learning Support Reading and English

Mathematics	The student must pass the COMPASS placement test in Mathematics or complete Learning Support Mathematics.
Science	The student must complete one of the following courses along with its corresponding laboratory course: ASTR 1010, ASTR 1020, BIOL 1101, BIOL 1102, BIOL 1260, CHEM 1151, GEOG 1111K, GEOL 1101K, or PHYS 1111 with a grade of "C" or higher.
Social Science	The student must complete ANTH 1102, HIST 1111, ECON 2105, GEOG 1101, GEOG 1102, SOCI 1101, POLS 2301, POLS 2401 or PSYC 1101 with a grade "C" or higher.
Foreign Language	The student must complete any foreign language at the 1001 level with a grade of "C" or higher.

College courses taken to satisfy RHSC deficiencies cannot be used to fulfill core curriculum or degree requirements, but they are calculated in the cumulative grade point average. The academic record of transfer students who satisfy RHSC requirements at another University System of Georgia institution will acknowledge that the requirements are met.

Students who accumulate 30 or more semester hours of college-level credit in the institution before completing all RHSC requirements may not register for other courses, unless they also register for the appropriate deficiency course.

Approved 27-MAR-2013

## 10 Administrative Policies

### 10.1 Administrative Release Time

Approved teaching loads for administrators as follows:

Deans: Will teach or team teach at least one course per contract year.

Associate Deans: Will teach at least 8 credit hours per contract year.

Assistant Deans: Will teach at least 12 credit hours per contract year.

Chairs/Department Heads:

12 month contract will teach at least 15 credit hours per contract year.

9 month contract will teach at least 12 credit hours per contract year.

(Approved Aug 20, 2012)

### 10.2 Faculty Orientation

The University of North Georgia Faculty Orientation process is facilitated by the [Center for Teaching, Learning, and Leadership](#).

### 10.3 Faculty Meetings

The University of North Georgia complies with USG BOR policy related to faculty meetings as found in [BOR Policy Manual, Section 3.2.3](#).

### 10.4 Changes to Course Schedule

Once the class schedule for the term has been approved and published on the University of North Georgia website, changes to course information (meeting dates, location, instructor) should be minimal. Any changes in meeting time(s), locations, and/or instructor should be communicated to each student prior to the start date of the course.

### 10.5 Retaining Academic Records

The University of North Georgia complies with USG Board of Regents Policy as prescribed in the [USG Records Retention Manual, Series B: Academic Affairs](#).

### 10.6 Confidentiality of Student Records

The University of North Georgia complies with USG Board of Regents Policy related to confidentiality of student records.

USG BOR Policy: Business Procedures Manual: 12.5.1 "[Family Education Rights and Privacy Act \(FERPA\)](#)"

### 10.7 Grants and Sponsored Programs

#### Indirect Cost Allocation Policy

#### University of North Georgia

#### Philosophy/Overview

The University of North Georgia encourages grant writing that promotes the mission and goals of the University, and adequately funds facility, administrative, and other costs associated with grant activities. Moreover, UNG understands that faculty pursuit of grants is incentivized by appropriate compensation to the Principal Investigator (PI) and the home academic unit. Accordingly, the institution seeks to encourage grant writing by allocating indirect funds in a manner that rewards faculty effort, innovation and expertise, while ensuring that general institutional expenditures associated with grant activities are funded appropriately.

#### Definitions and Examples

**Direct costs** are costs that can be specifically identified and assigned with relative ease and with a high degree of accuracy to sponsored projects. However, there are other costs associated with sponsored projects that are not so easily identified or assigned to the specific project.

In order to qualify as direct costs and be included in the budget for a project, the costs must be:

**Reasonable and necessary** for the performance of the project

**Allowable** – Costs that are specifically allowed under the terms and conditions of federally sponsored projects and the Office of Management and Budget (OMB) Circular A-21

**Allocable and easily identifiable** – The costs must have a direct benefit and be directly attributable to the project or activity being performed

These **indirect or facilities and administrative (F&A)** costs are general institutional expenditures that are incurred for multiple or shared projects, functions or activities and therefore cannot be identified with relative ease and with a high degree of accuracy to a specific sponsored project, instructional account, or any other institutional account.

Costs incurred for multiple projects/activities must be identified as follows:

If the cost is specific and benefits more than one project, the cost can only be assigned and allocated to the project(s) based on the portion of the expense that represents the direct benefit to the project

This allocation of costs should be made at the time of purchase

If an appropriate basis, such as actual usage, cannot be identified to allocate the costs with relative ease and with a high degree of accuracy, such costs must be considered indirect costs

Generally, if these costs benefit multiple (e.g., four or five) projects or activities, the ability to accurately allocate the cost to the appropriate projects/activities diminishes and therefore becomes questionable as a direct cost.

If the benefit is spread over multiple projects to serve common shared activities and it is difficult to identify a direct benefit to each activity or project, the cost must be considered an indirect cost.

Indirect costs are incurred in the following areas:

Depreciation, maintenance, and utilities for University buildings and equipment

Academic colleges and departments for the administrative effort of clerical, faculty and other professional personnel involved in various missions of the unit

Expenses for offices serving the entire University, such as the President's Office, Human Resources, Purchasing and Finance

Central operations, such as facilities management, telecommunications, sponsored projects administration and libraries

The **Indirect Cost Rate** is a composite rate applied to sponsored projects as a percentage of the sponsored project's direct costs. A federally negotiated indirect cost rate for organized research is developed by the University in accordance with OMB circular A-21 and negotiated with the Department of Health and Human Services, the University's federal cognizant audit agency. This rate allows the University to recover some of the indirect costs of performing the scope of work on sponsored projects.

### **Unacceptable Direct Cost Charging Practices**

The following are examples of unacceptable practices for direct charging:

Rotating charges among projects without establishing that the charges accurately reflect the relative benefit to each project during that specified period of time

Allocating indirect expenses directly to a project

Transferring expenses from other accounts at the end of a project period for the sole purpose of expending a residual balance

**Unallowable Costs** are defined in OMB Circulars A-21 and A-110. These costs cannot be included in the development of the indirect cost rate, charged as a direct cost to federally sponsored projects, or included in University service center rates. Such costs include alumni activities, development and fund raising, entertainment and lobbying. Unallowable costs must be charged to non-federal accounts and appropriate sub-codes as defined by the University's Business Office.

### **Exceptions:**

Costs normally charged as indirect are charged as direct when:

There is a functional difference in the work performed by individuals in the same job classification

Size, nature and complexity goes well beyond normal departmental support, e.g., center awards, epidemiology studies, clinical trials, multidisciplinary awards

The cost is incurred for the sole benefit of a grant, e.g., mailing a progress report to a sponsor

Costs listed as "indirect" can be charged directly on non-federal agreements

Costs listed as 'direct' become indirect when they are for general institutional purposes or support multiple project/activities, and they cannot be charged with relative ease and a high degree of accuracy to those projects/activities.

**Typical Direct and Indirect Costs**

Direct	Indirect
<p><b>Salaries &amp; Wages/Fringe Benefits</b></p> <p>Faculty, technicians, scientists, research assistants, postdoctoral associates, or other programmatic personnel who are necessary to accomplish the goals of the project</p> <p><b>Computer Costs</b></p> <p>Software, supplies and services</p> <p><b>Long Distance Telephone Charges</b></p> <p><b>Scientific &amp; Technical Equipment</b></p> <p><b>Maintenance agreements</b> related to scientific and technical equipment</p> <p><b>Materials</b></p> <p>Including non-capitalized equipment</p> <p><b>Participant Expenses</b> (NSF awards)</p> <p><b>Lab Supplies</b></p> <p>Items solely consumed by the project</p> <p><b>Services Obtained</b> From outside vendors <b>Consultant/Professional services Subcontracts</b></p> <p><b>Human Subjects Fees</b></p> <p><b>Travel</b></p>	<p><b>Salaries &amp; Wages/Fringe Benefits</b></p> <p>Clerical and administrative positions such as</p> <p>fiscal officers, accountants, secretaries, directors,</p> <p>vice presidents, president, office personnel,</p> <p>executive assistants, and administrators</p> <p><b>Telephone</b></p> <p>Data lines, equipment, recurring, installation and</p> <p>maintenance</p> <p><b>Equipment</b></p> <p>Office and general purpose</p> <p><b>Janitorial Services</b></p> <p><b>Sanitation Services</b></p> <p>Including hazardous waste</p> <p><b>Repair &amp; Maintenance</b></p> <p>Buildings, grounds, equipment, remodeling, etc.</p> <p><b>Subscriptions, Library Books, Periodicals, etc.</b></p> <p><b>Postage</b></p> <p><b>Memberships</b></p> <p><b>Office Supplies</b></p> <p><b>Photocopy</b></p> <p>For general office use</p> <p><b>Utilities</b></p> <p><b>Recruitment Travel</b></p>

**Allocation Formula and Rationale**

Indirect costs must be included in all grant submissions except those grants prohibiting indirect cost reimbursement. Indirect costs must be calculated at the University's approved, negotiated rate unless the grant announcement sets forth a rate that must be used. For grants that do not allow full recovery of indirect costs, but require a match, the difference between the recovery amount allowed and the University's negotiated rate can be used as a portion of the match requirement for the grant, if allowed by the sponsor.

Indirect costs recovered on grants will be distributed among the following in the percentages listed:

Principal Investigator(s)	30%
Academic Affairs	30%
Dean	20%
Business Office	10%
Grants & Contracts	10%

Each entity listed above will determine how funds under their purview will be used within University expenditures guidelines. Funds will be disbursed to the accounts of the entities listed above, with funds for the PI going into the PI's department, college or unit account. In such cases as the Principal Investigator has a joint appointment or there are multiple PI's, possibly in different units, indirect cost distribution will be negotiated between those units prior to proposal submission as reflected on the Indirect Cost Distribution Agreement form found on the Grants and Contracts website. Funds will be distributed quarterly on a Fiscal Year (July 1-June 30) basis with funds becoming available after they have been recovered from the sponsor. Distribution may be delayed due to reporting requirements and schedules of grantor agencies. Principal Investigators who do not meet grant obligations successfully and in a timely manner will not receive any portion of the indirect cost distribution.

#### **Other Considerations (Waivers)**

In order to facilitate service to smaller community agencies and opportunities for students to be involved in paid internships and other forms of service learning, the University will waive indirect cost recovery for grants and contracts totaling \$5,000 or less. For sponsored projects over \$5,000, waivers may be requested and will be considered by stakeholders on a case-by-case basis.

### **10.8 Faculty Evaluation & Grievance**

#### **10.8.1 Annual Evaluation**

##### **I. GENERAL**

The evaluation and development of faculty members honors excellence in teaching, service, and professional growth and development/scholarship/academic achievement. As part of the annual review process, the supervisor's evaluation and development plans (if necessary) should be specific and meaningful. The faculty member's departmental supervisor (or equivalent) is responsible for providing the faculty member's annual evaluation with input from academic administrators on the faculty member's home campus.

##### **II. PROCEDURE**

###### **A. FACULTY**

1. In January or February of each year, every teaching faculty member will be evaluated by the departmental supervisor (or equivalent), with input from the academic administrator on the faculty member's home campus if appropriate. The supervisor will document multiple sources of input, to include student input, that are used in preparing the evaluation. The evaluation should be documented on the appropriate UNG faculty evaluation form. The departmental supervisor, home campus academic administrator when appropriate, and the faculty member will meet in person to discuss the evaluation, review any required development activities, and sign the form. The faculty member should be given a copy of the completed form. The original completed form should be stored in \_\_\_\_\_.
2. The overall rating on the evaluation is based on a weighted average of the three evaluation factors (Teaching, Service, and Professional Growth and Development/Scholarship/Academic Achievement). Teaching is weighted 60% and the other two factors are weighted a total of 40%. Each year the faculty member and departmental supervisor will agree upon the distribution between Service and Professional Growth and Development/Scholarship/Academic Achievement by establishing a percentage of 10% to 30% for each.
3. Faculty members and departmental supervisors may arrange interim meetings throughout the year to review performance and progress toward the achievement of development goals, and/or make revisions to development plans and strategies.

###### **B. DEPARTMENT HEADS/COORDINATORS**

1. In February or March, each department head/coordinator will be evaluated by the academic dean. The evaluation will document multiple sources of input, to include faculty input, that are used in preparing the evaluation. The evaluation should be documented on the appropriate UNG faculty evaluation form. In cases where the department head/coordinator is not located on the same campus as the dean, then the dean will solicit input from the academic administrator on the faculty member's home campus. The dean and the department head/coordinator will discuss the evaluation, review required development plans, and sign the form. The department head/coordinator should be given a copy of the completed form. The original completed form should be stored in \_\_\_\_\_.

2. Department heads/coordinators and academic dean may arrange interim meetings throughout the year to review performance and progress toward the achievement of development goals, and/or make revisions to development plans and strategies.

### C. ACADEMIC DEANS

1. In April or May following the initial appointment/hire date, the academic dean will be evaluated by the Senior Vice President for Academic Affairs (VPAA) and Provost. The evaluation will document multiple sources of input, to include college academic administrators and faculty, that are used in preparing the evaluation. The evaluation should be documented using a standard evaluation format. (In subsequent years, the evaluation will be on a bi-annual basis.) The VPAA and the dean will discuss the evaluation, review any required development plans, and sign the evaluation. The dean should be given a copy of the completed evaluation. The original completed form should be stored in \_\_\_\_\_.
2. Deans and/or the VPAA may arrange interim meetings throughout the year to review performance and progress toward the achievement of development goals, and/or make revisions to development plans and strategies.

### III. RELATIONSHIP TO PROMOTION, TENURE, AND MERIT PAY

Performance evaluations will be used as one form of evidence in making promotion, tenure, and merit recommendations in accordance with Board of Regents and UNG policies and procedures.

#### 10.8.2 Faculty Grievance Procedures

1.0 A grievance review will be available to hear the complaints of faculty members who have exhausted normal internal channels of appeal but who have not received satisfaction in the resolution of a grievance. Normal internal channels shall be construed to mean an appeal to administrative officers, through and including at least one level of authority higher than the employee's immediate supervisor, to satisfactorily resolve the grievance.

2.0 The Grievance Committee shall consider and act upon all grievances filed by a faculty member except grievances related to salary, performance evaluations, workload assignments, promotion, tenure, dismissal, and non-renewal of employment status unless it is reasonably alleged that the action in dispute was a result of discrimination based on race, color, sex, religion, creed, national origin, handicap or age. The Committee shall not consider any grievance upon which the President has made a final decision.

#### 3.0. Request for Hearing

1. The grievant's name and job title
2. The department/unit in which the grievant is employed
3. The actions alleged, including the pertinent facts of the complaint, the date, time and place of the occurrence, the university policies believed to have been violated or improperly applied
4. The communication between the grievant and the individuals in the normal internal channels for resolution, including the original complaint and supervisor's response
5. The reason the grievant disagrees with the response
6. The grievant's suggestion for corrective action
7. The names of any witnesses who may have relevant information regarding the complaint
8. Request for oral hearing, if desired (if not requested, the grievance committee will render a decision based upon written documentation provided by the grievant and respondent)

A copy of the written grievance will be provided to the other party or parties to the dispute ("respondent"). The respondent will have an opportunity to identify witnesses and provide documents. A copy of the documents will be provided to the complainant.

Once all documentation has been compiled, the Provost (or President) will notify the Faculty Senate of the need to appoint a grievance committee.

#### 4.0. Selection of Committee

A Grievance Committee shall consist of one faculty member from each college and one representative from the library and one at-large faculty member, for a total membership of 7 faculty members. When a grievance committee is required, the Faculty Senate's Leadership and Appointments Committee will identify the faculty representatives. All committee members shall elect the Chair.

#### 4.1. Removing Committee Members for Cause

The Chair may excuse hearing committee members if he or she determines that there is a conflict of interest, illness, or other good cause. In this case, a new representative will be selected to replace the excused committee member. In addition, a party may present a request in writing, at least three days in advance of any hearing, to the Chair to remove any member of the hearing committee for reasonable cause. If the Chair grants the request, the Faculty Senate Leadership and Appointments Committee, will appoint another member to fill the vacancy thus created.

#### 5.0. Notice of Review

After the committee and chair have been selected, written notice of the date and time set for the review shall be hand-delivered, emailed, or mailed to the parties, and to the members of the committee, by the Chair, no less than three or more than ten working days in advance of the date set for the review.

## 6.0 Review Procedure

The following procedures shall apply to committee reviews:

1. The review will be conducted in private; however, a tape recording, transcript or written summary of the proceedings shall be kept and made available to the parties concerned at reasonable cost.
2. Attorneys are not authorized to participate in oral hearings. However, the grievant may select an advisor other than an attorney to assist and advise the grievant.
2. If an oral hearing is to be held, the grievant shall appear first in the hearing; other parties who are respondents shall appear after the grievant. The committee may invite witnesses identified by either party to participate by meeting with the committee or if they prefer by responding in writing to the committee's request for information.
3. If an oral hearing is to be held, the chair of the committee will choose the option that the complainant and respondent appear separately or together. Parties will not be permitted to cross-examine each other during the hearing. Formal legal rules of evidence do not apply in the hearing.
4. The grievant has the burden of proving by the preponderance of the evidence that he or she has been wronged. If at the conclusion of a review the committee is unable to reach a decision, the grievant fails to carry this burden and the finding should be in the respondent(s)' favor.
5. All persons involved should avoid public statements and publicity about the hearing process.

## 7.0 Results of the Review

The committee should complete its report within ten (10) days of the conclusion of the review/hearing. The Chair should send copies of the report to the President, the grievant, and his or her direct supervisor. The committee may send confidential recommendations to the President, which shall be advisory only, and shall in no way commit him or her to any suggested course of action.

## 8.0 Action of the President

In making his decision, the President will not be bound by the findings or confidential recommendation(s) (if any) of the Grievance Committee. The President should, within ten (10) class days after the receipt of such written notification of the findings and confidential recommendation(s) (if any) of the Grievance Committee, advise the faculty member, his or her direct supervisor, Provost, and other parties concerned in writing of his decision, or the President may refer the matter back to the Chair of the Grievance Committee for further response and recommendation(s) before rendering his or her final decision. The employee should also be advised by the President in writing of his or her right to appeal to the Board of Regents for review of the President's decision in accordance with the Provisions of The Policy Manual of the Board of Regents.

## 9.0 Prohibition of Retaliation

Any attempt to intimidate or retaliate against a person for raising an issue or participating in these procedures is strictly forbidden. Any person who makes such an attempt will be subject to disciplinary action, up to and including termination of employment.

(Pending final approval by the UNG Provost Council and Academic Affairs Committee)

## 10.9 Employment Policies

### 10.9.1 Amorous Relationships

The University of North Georgia complies with USG Board of Regents policy as found in the Human Resources Administrative Practice Manual: Employee Relations.

[http://www.usg.edu/hr/manual/amorous\\_relationships](http://www.usg.edu/hr/manual/amorous_relationships)

UNG Department of Human Resources (HR) Anti-Harrassment Policy

[http://www.northgeorgia.edu/uploadedFiles/Administrative/Human\\_Resources/Policies\\_and\\_Procedures/Workplace\\_Policies/891.0%20Anti-Harassment%20Policy.pdf](http://www.northgeorgia.edu/uploadedFiles/Administrative/Human_Resources/Policies_and_Procedures/Workplace_Policies/891.0%20Anti-Harassment%20Policy.pdf)

### 10.9.2 Information Technology

Policies related to faculty use and responsibilities related to Information Technology can be found at the following websites:

USG BOR Information Technology Handbook, Section 5.6 Security Awareness, Training, and Education

[http://www.usg.edu/information\\_technology\\_handbook/section5/tech/5.6\\_security\\_awareness\\_training\\_and\\_education](http://www.usg.edu/information_technology_handbook/section5/tech/5.6_security_awareness_training_and_education)

<http://ung.edu/information-technology/index.php>

#### 10.9.3 Purchasing and Contracts

UNG Purchasing website with all related policies

<http://ung.edu/purchasing/>

#### 10.9.4 Endowed Chairs

Term - Upon appointment, an agreed upon review of status with the Dean and Provost will be established.

Contracts - Employment contracts will specify what portion of the faculty member's salary is state-funded and what portion is funded by the endowment. The endowment portion will be labeled as a "supplement" to the base state salary and may change on an annual basis. The President must approve funding arrangements annually.

Merit Raises - State merit raises will be awarded based on the state-funded base salary only. Merit raises based on endowment may be negotiated.

#### 10.9.5 Travel Regulations

UNG [Travel Regulations](#) (login required) can be found on the [Office of the Comptroller's](#) website.

### 10.10 Salaries

#### 10.10.1 Salaries & Other Compensation

##### **Faculty Compensation**

Given the university priority of attracting and retaining highly qualified faculty for the overall good of the institution, for attracting, educating and graduating students, and for making a significant impact regionally and at the state level as well as nationally and internationally, the University of North Georgia must set appropriate levels of compensation and adjust those levels as future circumstances necessitate. In sum, the University of North Georgia recognizes that the best faculty and staff require competitive salaries to attract them and to retain their services for the good of the students.

Faculty will receive compensation based on a number of factors, including discipline, rank, professional credentialing, time of service, and annual evaluations. The University of North Georgia is committed to appropriate compensation considering these factors and in comparison with peer institutions nationally. Compensation should be equal and within a prescribed range using nationally-recognized data (CUPA-HR or SREB, for example). Faculty equity adjustments should be a top institutional priority to achieve sufficiency and appropriate levels of compensation for faculty.

Approved Nov 2012

#### 10.10.2 Summer Pay

Summer faculty pay for full-time academic year employees is based upon a maximum rate of 3% of regular salary per credit hour with a total summer salary not to exceed 27% of regular salary w/o approval of the Dean and Provost. UNG policy does not allow summer salary to exceed 31% of contracted salary. The rate of pay for a course is subject to being prorated based upon the number of students in a course.

Summer 2013 part-time faculty will be paid the part-time rate per credit hour as recorded on the faculty member's summer salary letter.

Beginning summer 2014 part-time faculty will be paid at a credit hour rate of \$800 for non-terminal degree and \$900 for terminal degree. Part-time faculty teaching science labs will be paid \$1000 per lab credit hour. Any variation in part-time compensation must be approved by the Dean and the Provost.

Deans and Directors are responsible for reviewing summer course enrollments. A decision to pay full summer salary or reduce a summer salary may be based upon such factors as low enrollment, average course enrollment across the unit, course rotation requirements, and student needs. Faculty do not receive summer pay for courses which are canceled. A decision on what constitutes a low enrollment course and whether or not to reduce pay or pay the regular rate for a course is based upon professional judgment and not on a prescribed formula.

Since budget is allocated by departments and colleges and is not separated by campus location, it's important that Deans and Directors view summer budgets and summer course enrollments as a whole "across all campuses" rather than as separate campus locations.

#### 10.10.3 Extra Compensation Policy

Although full-time faculty already have their responsibilities in teaching, research/scholarship/creative activities, and service, from time to time, the institution may need faculty to teach an additional course in order to assist students in their efforts to progress and reach graduation.

Approved Nov 2012

#### 10.10.4 Part-Time Faculty Compensation Policy

Part-Time faculty compensation must be competitive with proximate institutions in order to attract and retain highly qualified faculty in all areas. Although some departments depend on part-time faculty more than others, every effort should be made to provide part-time faculty with reasonable schedules, faculty offices, and other professional considerations.

Approved Nov 2012

#### 10.10.5 Merit Raise Policy



The University of North Georgia's merit increase program is designed to recognize and reward the valuable contributions of faculty to the University's commitment to the highest levels of excellence in teaching, research, service and administration. Merit increases are different from "across-the-board" increases, adjustments to meet market conditions, adjustments to achieve internal equity, and other adjustments, and are, therefore, not universal.

The determination of whether a faculty member's service during a given academic year can be judged meritorious depends to some degree on certain quantifiable factors, including teaching effectiveness, scholarly and creative activities, professional service, and professional development. Also important in determining merit are many other intangible qualitative factors which cannot be measured quantitatively. These include, but are not limited to, intellectual curiosity, creativity, enthusiasm, attitude, rapport with students and colleagues, effective student advising, and the ability to motivate. Comprehensive professional evaluations of faculty must be made by the respective department head, utilizing subjective as well as objective professional judgments.

Criteria Used in Evaluating the Faculty Merit Increases:

1. Faculty job performance is evaluated annually. The evaluation process is designed to assess individual faculty contributions to departmental goals, which are aligned with the UNG Mission Statement. The evaluation process also measures faculty achievement of specific individual goals. Faculty members hired, re-employed, promoted, transferred or demoted on or after April 1, are not eligible for a merit increase.
2. Instruments Used in Evaluating Faculty for Merit Increases:
  - Annual performance evaluation form completed by department head.
  - Faculty evaluations completed by students
  - Various other statements of performance criteria as established in department faculty meetings and memoranda.
3. Procedures Used in Evaluating Faculty for Merit Increases:
  - The department head evaluates and discusses with each faculty member his/her performance during the year. At the appropriate time, the department head makes salary recommendations to the academic dean.
  - The dean reviews recommendations with department head and makes recommendations to the Provost and Senior Vice President of Academic Affairs.
  - The Provost and Senior Vice President of Academic Affairs reviews these recommendations from the University perspective.

Approved Nov 2012

#### [10.10.6 Gratuities and Gifts](#)

The University of North Georgia complies with USG Board of Regents Policy 8.2.13 "Gratuities". See link below.

<http://www.usg.edu/policymanual/section8/C224/>

#### [10.10.7 Public Service/Continuing Education Employment](#)

The University of North Georgia complies with USG Board of Regents policy, 8.3.12.4 "Research, Saturday Classes, and Off-Campus Continuing Education" as found in the BOR Policy Manual. See link below.

<http://www.usg.edu/policymanual/section8/C245/>

### [10.11 Leave & Absence](#)

#### [10.11.1 University-wide Leave Policies](#)

The Board of Regents has established policies on the following types of leave:

1. Vacation/Annual Leave (Policy 8.2.7.1)
2. Sick Leave with Pay (Policy 8.2.7.2)
3. Sick Leave without Pay (Policy 8.2.7.3)
4. Educational and Professional Leave (8.2.7.4)
5. Military Leave with Pay (Policy 8.2.7.5)
6. Family and Medical Leave (Policy 8.2.7.6)
7. Miscellaneous Leave (Policy 8.2.7.7)

Miscellaneous leave includes leave related to court duty, voting, military physical exams, personal leave, leave for organ and marrow donation, and other leave due to inclement weather or emergencies.

Please refer to the [UNG Human Resources \(HR\)](#) website for more details.

#### [10.11.2 Professional Leave for Faculty](#)

The University of North Georgia complies with USG Board of Regents policy as found in Section 4.9.2 "[Educational and Professional Leave](#)" of the Academic & Student Affairs Handbook.

### 10.11.3 Faculty Absence from Class

For all cases when a faculty member will be absent, the faculty member is responsible for notifying his or her supervisor before class, if possible. Professional Development/Activity - Faculty absence from one or more class sessions as a result of travel due to professional development and/or any other sanctioned professional activity requires prior authorization via the completion and approval of the Professional Travel Authorization Request.

Illness/Personal Emergency - In all other cases in which a faculty member is absent from a class session (e.g. due to illness or other personal emergencies) the faculty member must process the appropriate leave request. If a faculty member is absent three or more consecutive days, the faculty member should consult with Human Resources to request FMLA.

Approved June 2013

### 10.11.4 Inclement Weather

Decisions on closings, delayed openings, and class cancellations for each site of the University of North Georgia are based on weather conditions and road conditions in the local area and surrounding counties. Conditions in other site locations and the status of classes in other locations, may vary significantly. Students and employees are advised to check conditions in their area before attempting to drive to class or work. Please do not drive if conditions in your area are unsafe.

UNG students who travel to other locations for course-related activities such as clinicals and internships should be aware of the inclement weather policy of the academic department of their major and, as appropriate, should consult with on-site supervisors or preceptors to make decisions about travel.

Students, faculty and staff may seek inclement weather information about each campus from the following sources:

" North Georgia website	" <a href="http://ung.edu">http://ung.edu</a>
" Television stations	" WSB-TV Channel 2
	" WAGA-TV Channel 5
	" WXIA-TV Channel 11
	" WNEG-TV Channel 32
	" WGCL-TV Channel 46
" Radio Stations	" WDUN 550 AM
	" WGST 640 AM
	" WSB 750 AM
	" STAR 94 (94.1) FM
	" MAGIC 102.9 FM

Because of limited options for input provided by radio and television states, it is likely that more detailed information can often be found at the website and on the 1400 telephone line than through the radio and television.

### Emergency Notification System

Students, faculty and staff who have registered under Blackboard Connect Emergency Notification System will receive information not only about college and individual campus closures but also about the status of college and campus hours, including late openings.

If you have questions regarding the Blackboard Connect system, please contact Public Safety at 706-864-1500 or send an e-mail to [emeralert@ung.edu](mailto:emeralert@ung.edu).

### Other References

[Continuing Education](#)

[Employee Handbook](#)

Approved 27-MAR-2013

### 10.11.5 Religious Holidays

#### Faculty/Staff

In instances where a religious holiday occurs outside of the published holiday schedule for the university, twelve-month employees may substitute their religious holidays for other designated holidays whenever possible. When a substitution is not possible, supervisors will work with employees to allow their religious holidays to be observed, with vacation leave charged to the employee's account. In instances where a religious

holiday occurs when classes are in session, department heads will work with faculty to facilitate personal leave for the purpose of observing religious holidays. Department heads are encouraged to support personal leave requests for this purpose. In the situations described above, authorization by the employee's supervisor must be granted in advance via the appropriate leave request procedures.

### **Students**

Students who wish to be absent to observe a religious holiday during scheduled class times must make arrangements in advance with their instructors. Faculty members will be sensitive to the observance of these holidays.

This policy on religious holidays is in keeping with the University System of Georgia Board of Regents's policy on religious holidays

[Section 3.4.3 Board of Regents Policy Manual](#)

[Section 2.1 of the Board of Regents Academic and Student Affairs Handbook](#)

Approved 14-NOV-2012

## 10.12

### 10.12.1 Search Committees

Few other committees perform a task that is as vital to the overall strength of the university as search and screening committees. Formed for the purpose of recommending the selection of individuals who will serve as new faculty or academic administrators for UNG, these ad hoc committees are tasked with carefully reviewing application documentation, conducting candidate interviews, checking references and ultimately recommending individuals whom the committee believes best meet the position qualifications. Policies & procedures related to search committees can be found on the [UNG Human Resources](#) website.

### 10.12.2 Joint Academic Appointments

#### 10.12.2.1 UNG Joint Academic Appointment Guidelines

##### **I. Introduction**

Critical to the mission of the University of North Georgia (UNG) are collaborative academic endeavors that provide opportunities for faculty to teach, conduct research, and provide professional service across colleges, departments and programs. These guidelines describe the process for establishing formal collaborative endeavors between units at UNG.

Joint Academic Appointments may be developed between:

- Academic departments/units within a college.
- Academic departments/units in different colleges.
- Academic departments/units in one or more colleges and an institute.
- Any of the above and an administrative unit.

A joint appointment in two or more organizational units may be initiated either upon request by the faculty member or the heads/directors of the units involved in the joint appointment. A formal Memorandum of Understanding (MO) outlining the conditions of the joint appointment must be agreed upon by the faculty member and the head(s) and director(s) of every department involved in the appointment.

Once approved at the departmental level, the MO will be forwarded to the appropriate dean(s) and/or Associate Vice President(s) for college/division approval and then to the Provost and/or the Senior Vice President for University Affairs for final approval. All requests for joint appointments must; a) demonstrate that they help fulfill the missions of the academic programs and university, and b) clearly show how they allow the faculty involved to achieve successful performance evaluations

##### **II. Definitions**

*Academic Unit:* an academic department, institute, or college.

*Home Unit:* the unit most relevant to the discipline of the faculty member making the request for the joint appointment and with which the faculty member feels the closest identity.

*Joint Appointment:* faculty members hold joint appointments if they have appointments in two or more UNG units (academic or administrative).

*Sharing Unit:* an academic unit that has joined with a faculty member's identified home unit in a collaborative manner to support a joint academic appointment

##### **III. Guidelines**

1. Prior to the approval of the joint appointment, a Memorandum of Understanding between the sharing unit(s) and the home unit must be developed which addresses the specific critical elements listed below. The MO must identify or state:
  - a. Units involved in the joint appointment.

- b. Home unit of the of the jointly appointed faculty member. The *home unit* will have the lead responsibility in the management of personnel issues and coordination of annual performance evaluations, merit decisions, tenure, and promotions in rank reviews. For tenure-track or tenured faculty, the commitment of tenure and rank will be within the home unit. Often, but not always, the *home unit* will be the unit with the higher workload fraction. As a general guide, the designated home unit should be the unit that is most relevant to the faculty member or administrator's discipline, inclusive of the faculty member's area of intellectual / creative pursuits, and that which the individual faculty member feels the closest identity.
  - c. Terms of the appointment, e.g., academic year, twelve months, etc. (Extended appointments may be negotiated.)
  - d. Tenure status of the appointment, e.g., tenured, tenure track or non-tenure track.
  - e. Rank or title of the applicant for the appointment.
  - f. Workload distribution between the two units and whether this is for the duration of the joint appointment or up for review at designated times; if the latter, state the times.
  - g. Eligibility criteria and expectations regarding membership on unit level committees.
  - h. Location of joint appointee's office, access to instructional support materials, secretarial support, and research support.
  - i. Method in which the home unit will modify its evaluation and review processes for annual review, pre-tenure, tenure, promotion, and post-tenure review to be inclusive of the sharing unit's input on faculty performance (see Evaluation of Appointee for additional information).
  - j. Processes which will be formulated to conduct joint appointment faculty searches, interviewing, and hiring.
  - k. Mechanisms by which applicable revenues are managed if generated by a joint appointee with an externally funded grant.
  - l. Process for modifying or terminating the joint academic appointment.
  - m. Positions may not be split-funded at this time. Exceptions may be granted in rare circumstances. Additional compensation for above-load work may be provided by the sharing department.
2. In order for the joint appointment to be executed, the MO must contain the following signatures in the following order:
- a. Heads and/or directors of departments/programs involved in the joint appointment.
  - b. Deans and/or associate vice presidents of colleges/institutes involved in the joint appointment.
  - c. Provost and/or Senior Vice President for University Affairs.
  - d. Faculty member who will receive joint appointment. The faculty member's signature signifies his/her final review and acceptance of the conditions of MO and the joint appointment.

#### **IV. Evaluation of Appointee**

The evaluation procedures of the home unit should be followed for joint academic appointments. The evaluation procedures of the home unit must recognize the jointly appointed faculty members' multiple academic commitments and should base evaluations on their total performance, inclusive of interdisciplinary instruction, scholarly activities, and service. The annual evaluative processes and forms typically used within the home unit should be modified as necessary to ensure that the sharing unit has notable input in the evaluation process. While the administrator of the home unit will be responsible for completing the evaluation, the administrator of the sharing unit must also provide a written performance evaluation pertaining to the faculty member's performance of responsibilities within the sharing unit. This evaluation must be included in the overall evaluation documents. The final evaluation completed must be reflective of these two unit level administrators' perspectives. Prior to commencement of the appointment, both sharing unit administrators should make sure that the jointly appointed faculty member understands the explicit evaluation criteria that will be applied to his/her work in each unit. The responsibility of conducting tenure and promotion review of jointly appointed faculty lies with the home unit. However, as in the annual evaluation process, the sharing academic unit must have equitable opportunity for input during the review.

In order to resolve personnel conflicts, the home and sharing units must identify the steps jointly appointed faculty should follow if they experience concerns about the terms of the joint academic appointment and/or the actions of the units involved. In general, it is recommended that an individual faculty member's concerns be first expressed at the most appropriate lowest level of either the home or sharing unit. Appropriate upper levels of administration related to the academic units should become involved only if the units' efforts to resolve the difficulty prove to be unsatisfactory. If problems persist, the relevant upper level administrators should undertake to resolve them. The home unit is responsible for addressing performance and conduct issues. The home unit should consult with the sharing unit supervisor, if appropriate. If the sharing unit has concerns that require substantive corrective feedback and/or disciplinary action, the sharing unit supervisor should notify the home unit supervisor and work collaboratively to address the problem.

#### **V. Additional Information**

Each unit should provide the jointly appointed faculty member with opportunities to participate broadly in the life of the academic community. Ideally, the joint appointments will afford the faculty member substantive opportunities for involvement in scholarly activities and organizational responsibilities in each of the sharing units.

A jointly appointed faculty member's overall effort and access to resources must be comparable, in total, to faculty who hold an academic appointment in only one unit. Such resources may include mentoring, space, equipment, travel funds and other sources of funding.

The faculty member who holds a joint appointment is expected to play an active role in helping the sharing academic units effectively collaborate. The faculty member should make the effort to become familiar with each academic unit's expectations and procedures. If these procedures conflict, the faculty member should speak up in a timely way. The faculty member should inform the relevant administrators of issues that arise as a result of the joint appointment.

## **VI. New Tenure Track Faculty Appointments**

If the appointment is for a tenure track faculty member, the home unit should identify a mentor for the jointly appointed faculty member who, ideally, is familiar with his or her interdisciplinary work. The mentor should provide feedback and advice for the faculty member on a regular basis throughout the year. At least once a year, the mentor and faculty member should meet together to discuss the faculty member's performance and progress.

## **VII. Changes in Appointment**

Faculty members with joint appointments may wish to change the terms of the original agreement. Sharing units may also wish to change the terms of their arrangements with other units or with individual jointly appointed faculty members. Such changes may be made through the establishment of a new Memorandum of Understanding as per Section III above.

## **VIII. Hiring Jointly Appointed Faculty**

The responsibility of hiring faculty into newly created joint appointment lines, or replacing faculty in an existing joint appointment line lies with the home unit. However, the sharing academic unit must have opportunity for input during the search and selection process. Accommodations must be made in the home unit's normal hiring processes, e.g. preparation of the position description and advertising procedures, committee structure, interview format, administrative recommendation, etc. that will provide appropriate representation of the sharing academic units' collegial peer and administrative involvement. A recommendation to the Provost and/or Senior Vice President for University Affairs to make an offer must be approved by both administrators of the sharing units.

## **IX. Budget**

Salary will be budgeted in the home department, with an agreed upon workload distribution as specified in the MO. Work above load may be provided by the sharing department.

Approved 27-FEB-2013

### [10.12.2.2 Draft MOU for Joint Appointments](#)

#### **Memorandum of Understanding**

#### **Joint Appointed Faculty**

#### **University of North Georgia**

This Memorandum of Understanding outlines the joint appointment of [faculty FIRSTNAME LASTNAME] to [Unit A] and [Unit B] for [insert Terms involved: Academic Year, 12 months, multiple years, etc.] at [insert tenured/tenure-track/non-tenure] and rank of [insert rank]. At the expiration of the terms of this agreement, the MOU will be reevaluated with respect to workload distribution and/or changes in promotion/tenure needs or guidelines.

1. **The Home Unit:** [Unit A/B] is designated as the administrative home unit. All laboratory and office space will be provided by [Unit A/B]. [Unit A/B] will supply administrative support, including contracts and grant administration.
2. **Salary:** Salary will be budgeted within the faculty member's Home Unit.
3. **Teaching:** Classes will be scheduled by the respective departments (i.e., [UNIT A] will schedule [UNIT A] classes and [Unit B] will schedule [Unit B] classes). In the case of cross-listed courses, [UNIT A/B] will remain the administering department and will collect course evaluations.
4. **Workload:** The normal teaching load for UNG faculty is 24 hours per academic year; exceptions are defined in attached documents. Professor LASTNAME will be expected to meet the following:

#### **Specific Teaching and Service Workload Expectations:**

**UNIT A:**

**UNIT B:**

Professor LASTNAME \_\_\_is/\_\_\_is not eligible to serve on the departmental committees for [Unit A]. Professor LASTNAME \_\_\_is/\_\_\_is not eligible to serve on the departmental committees for [Unit B].

*Teaching and service expectations, including Advising, will be coordinated annually between the two Units. Service in both departments should be roughly that of the teaching expectations and with the above restrictions in mind, but jointly appointed faculty should be prepared to participate in both Units' faculty meetings and to serve on ad hoc committees as needed.*

#### **Scholarship Workload Expectations:**

*With regard to scholarship requirements, the expectations will normally be outlined by the Home Unit. Exceptions should be noted in attached documentation.*

**5. Review of Personnel Actions:** University policy requires that for jointly appointed faculty, reviews be coordinated between all involved departments. The Home Unit will take the lead on processing performance evaluations, promotion and tenure reviews, as well as merit decisions. The Home Unit will seek the Sharing Unit's input on review cases and then forward to the Dean of the Home Unit. Merit and/or promotion consideration will follow the Home Unit's departmental policies and process.

Faculty Member

Date

Department Head/Director Home Unit

Department Head/Director Shared Unit

Dean/Asst. or Assoc. VP, Home Unit

Dean/Asst. or Assoc. VP, Shared Unit

Provost and Senior VPAA

Senior VP for University Affairs (if needed)

#### **10.12.3 Types of Faculty Employment**

The University of North Georgia's Policy is consistent with the USG BOR Human Resources Administrative Practice Manual: Classification, Compensation, and Payroll

[http://www.usg.edu/hr/manual/employee\\_categories](http://www.usg.edu/hr/manual/employee_categories)

#### **10.12.4 Reappointment of Non-Tenured Faculty**

The University of North Georgia's Policy is consistent with USG BOR policy found in the Academic & Student Affairs Handbook: 4.7.1 Renewal and Nonrenewal of Contracts of Non-tenured Faculty.

[http://www.usg.edu/academic\\_affairs\\_handbook/section4/handbook/C691/#p4.7.1\\_renewal\\_and\\_nonrenewal\\_of\\_contracts\\_of\\_non-tenured\\_faculty](http://www.usg.edu/academic_affairs_handbook/section4/handbook/C691/#p4.7.1_renewal_and_nonrenewal_of_contracts_of_non-tenured_faculty)

USG Bor Policy 8.3.4.2 Non-Tenured Faculty with Academic Ranks of Instructor, Assistant Professor, Associate Professor, and Professor

[http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.11\\_faculty\\_contract\\_forms](http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.11_faculty_contract_forms)

#### **10.12.5 Employment and Service for Academic Department Head/Chair**

#### **10.12.6 Employment of Retired Faculty Members**

The University of North Georgia complies with USG Board of Regents Policy related to the employment of retired faculty.

[USG Academic & Student Affairs Handbook Section 4.3.1](#)

### **10.13 Faculty Resignation & Removal**

#### **10.13.1 Faculty Resignation**

The University of North Georgia complies with USG Board of Regents Policy related to faculty resignations.

USB Board of Regents Policy Manual, Section 8: Personnel, Section 8.3.4 "[Notice of Employment and Resignation](#)"

#### **10.13.2 Faculty Dismissal**

The University of North Georgia complies with USG Board of Regents Policy related to faculty resignations.

USB Board of Regents Policy Manual, Section 8: Personnel, Section 8.3.4 "[Notice of Employment and Resignation](#)"

### **10.14 Emeritus/a Title**

The University of North Georgia complies with USG Board of Regents Policy related to Emeritus/a Title for retired faculty.

[USG BOR Policy 8.3.13](#)

## 10.15 Personal Use of University Property

Georgia Code Annotated 50-5-80 states in part:

"(b) It shall be unlawful for any employee or official of the state or any other person to purchase, directly or indirectly, through the Department of Administrative Services, or through any agency, department, board, or bureau of the state, any article, material, merchandise, ware, commodity, or other thing of value for the personal or individual ownership of himself or herself or other person or persons. All articles, materials, merchandise, wares, commodities, or other things of value purchased, directly or indirectly, by or through the Department of Administrative Services or by or through any agency, department, board, or bureau of the state shall be and remain the property of the state until sold or disposed of by the state in accordance with the laws governing the disposition or sale of other state property."

"(c) It shall be unlawful for any person knowingly to sell or deliver any article, material, merchandise, ware, commodity, or other thing of value to any person, directly or indirectly by or through the Department of Administrative Services or by or through department, agency, board, or bureau of the state for the individual and personal ownership of such person or other person or persons except that property of the state may be sold or otherwise disposed of in accordance with the laws governing the sale or other disposition of state property.

"(d) Any person who violates any provision of this Code section shall be guilty of a misdemeanor."

The Policy Manual of the Board of Regents of the University System of Georgia states the following:

"Property owned by an institution shall be used only for institutional purposes. No employee in the University System shall permit such property to be removed from the campus of an institution for use on either a rental or loan basis for personal use."