

300 FACULTY PERSONNEL POLICIES

301 Employment Policies [Replaced 13 January 1997] The regulations governing employment at Georgia State University prohibit discrimination in employment based on race, sex, color, religion, national origin, disability, age or veteran status. This includes, but is not limited to: recruitment, hiring, compensation, retention, training, tenure and promotion.

The Provost and Vice President for Academic Affairs annually appoints an Affirmative Action Advisory Committee. This committee represents a cross-section of job categories and interest groups on campus. The purpose of the Committee is to:

- 1.assist and advise the director on affirmative action programming, the development and implementation of policy and the the evaluation of affirmative action efforts,
- 2.serve as a direct communication link between faculty, staff and students and the Office of Affirmative Action, and
- 3.work with the director to ensure that the university is sensitive and attuned to problems and issues in the area of affirmative action and equal opportunity.

301.01 Civil Rights Compliance - Education [Replaced 13 January 1997]

Georgia State University is an equal opportunity institution. As such, students are admitted and treated without regard to race, sex, color, age, religion, national origin, veteran status or disability. Georgia State University complies with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. These regulations prohibit discrimination based on race, color or national origin and sex respectively. The university also complies with Section 504 of the Rehabilitation Act of 1973. Section 504 prohibits discrimination based on disability.

(Source: Office of Affirmative Action)

301.02 Affirmative Action Policy [Replaced 13 January 1997]

It is the policy of Georgia State University to implement affirmative action and equal opportunity for all employees and students, without regard to race, color, religion, national origin, sex, age, veteran status or disability. This policy also applies to applicants for employment or admission.

The university's affirmative action program and related policies are developed to comply with Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973 (Sections 503 and 504) and the Americans with Disabilities Act of 1990 (Title II), and their implementing regulations; the Age Discrimination in Employment Act of 1967; and the

Vietnam Era Veterans' Readjustment Assistance Act of 1974 as it amends 38 U.S.C. 4212.

Primary responsibility for implementing Georgia State University's affirmative action program lies with the president and the vice presidents. In turn, this responsibility rests with respective deans, department heads and directors. Operational responsibility for implementing, monitoring and annually updating the university's Affirmative Action Plan lies with the Director of Affirmative Action. The director is responsible to the Provost and Vice President for Academic Affairs.

The responsibilities of the Director of Affirmative Action include, but are not limited to, the following:

- 1.monitoring all matters within the university that pertain to affirmative action and equal employment opportunity, and developing policy statements, training programs and other affirmative action programs and activities designed to assure compliance in this area,
- 2.updating and maintaing current data required for the university's annual affirmative action plan, state and federal agencies, and the central office of the Board of Regents,
- 3.identifying affirmative action/equal employment opportunity problem areas within the institution, and helping the university's administration arrive at solutions to these problems,
- 4.designing and implementing auditing and reporting systems to assess the effectiveness of the university's affirmative action/equal employment opportunity program, and
- 5.investigating affirmative action/equal employment opportunity complaints and serving as a liaison with federal, state and local agencies that enforce and monitor affirmative action compliance.

(Source: Georgia State University Executive Order Affirmative Action Plan)

301.03 Policy Statement on Individuals with Disabilities [Replaced 13 January 1997]

It is the policy of Georgia State University not to discriminate against any individual because he or she has a disability. This applies to employees and students. It also applies to applicants for admission or employment. Georgia State University provides physical and program accessibility and reasonable accommodations for persons with disabilities. Support services provided by Georgia State University include, but not limited to: evaluation of individual needs, advisement, couseling and testing servies, parking (for persons with certain limiting mobility imapairements), and academic program assistance for

students. Policies regarding individuals with disabilities conform with Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (Title II).

A complete listing of services and facilities for persons with disabilities, particularly students, is provided in *A Guide for Students and Employees with Disabilities*. The *College Student with a Disability: A Handbook for Faculty* is available as a reference to help faculty members work with students with disabilities. Questions regarding students with disabilities and requests for the above-referenced publications should be directed to the Office of Disability Services. Matter related to faculty and staff members with disabilities should be directed to the Office of Affirmative Action.

(Source: Affirmative Action Office)

301.04 Policy on Accommodation of Religious Practice - [Replaced 13 January 1997]

Title VII of the Civil Rights Act of 1964 prohibits employers and other covered entities from discriminating in any aspect of employment on an individual's religious beliefs. Employers must accommodate employees' religious needs unless it would cause an undue hardship to the business. Failure to do so is an unlawful employment practice.

The obligation to accommodate begins when an employee notifies the employer of the need for an accommodation. Once notified, the employer should consider the available alternatives for accommodating the religious practice involved. If there is more than one alternative available which would not cause undue hardship, the employer must offer that which would least disadvantage the individual's employment opportunities. The offered accommodation does not have to be the one the employee prefers, if the above standard (i.e., least disadvantage) is met.

(Source: Office of Affirmative Action)

301.05 Policy Statement on Disabled Veterans and Veterans of the Vietnam Veteran Era [Replaced 13 January 1997]

It is the policy of Georgia State University not to discriminate against any employee or applicant for employment because he or she is a disabled veteran or veteran of the Vietnam era. It is also the policy of Georgia State University to take affirmative action to employ, and advance in employment, qualified disabled veterans and veterans of the Vietnam era. This policy applies to all employment actions including, but not limited to: advertising, recruiting, hiring, compensation, retention, training, demotion, promotion, transfer, layoff, termination and tenure. This policy meets the provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974. For information about the university's written affirmative action plan for disabled veterans and veterans of the

Vietnam era, contact the Office of Affirmative Actions.

Georgia State University maintains a veteran's coordinator in the Office of the Registrar to certify and help students who are eligible for veteran benefits and to coordinate veteran affairs.

(Source: Office of Affirmative Action)

301.06 Board of Regents' Policy on Employment of Relatives

The basic criteria for the appointment and promotion of faculty in the several institutions of the University System shall be appropriate qualifications and performance as set forth in the policies of the Board of Regents. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance, or welfare.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing. (Minutes, February 14, 1973, p. 312)

(Source: BOR Policy, Section 802.03)

301.07 Employment of Aliens

With the initial employment of an alien, the institution must certify that the services to be performed by the alien do not involve direct participation in the formulation, execution, or review of broad public policy and that United States citizenship does not bear some rational relationship to the special demands of the particular position to be filled.

(Source: BOR Policy, Section 802.05)

301.08 Potential Conflict Of Interest In Amorous Relationships [Added 14 April 1997]

Introduction

People in positions of authority within the university community need to be sensitive to the potential for sexual harassment (see Section 206.03 of the Faculty Handbook, Section 6-1

in the Classified Employee Handbook, and p. 18 of the GSU General Catalog for the Sexual Harassment Policy of the university) as well as conflict of interest in amorous relationships with people over whom they have a professional power/status advantage.

The individual in authority bears the primary responsibility for any negative consequences resulting from an amorous relationship. It is in the interest of the university to provide clear direction and educational opportunities to the university community about potential professional risks associated with consensual amorous relationships between members of the university community where a power/status advantage exists.

Status/Power Advantages

Faculty Advantage. A faculty member always will be treated as having a power and status advantage when that faculty member has authority to assign grades; serves on thesis, dissertation, or scholarship awards committees; provides research and/or training opportunities, etc. Status and power advantages also can occur between junior and senior faculty and faculty and administrators.

Staff Advantage. A staff member will always be treated as having a power advantage when the staff member has the authority to evaluate, determine salary, and/or make employment decisions.

Professional Risks

Conflict of interest. Relationships that the parties involved view as mutual and consensual may be viewed by others as exploitative and may adversely affect the work environment in that serious conflicts of interests may be perceived to exist. In particular, the parties to an amorous relationship should be aware that such relationships often create general conflicts of interest and the fear from co-workers or other students of unfair treatment in terms of promotions, grades, etc.

Individuals entering into amorous relationships where power/status advantages exist must recognize that:

the reasons for entering, maintaining, or terminating such a relationship may be a function of the power/status advantage;
it often is the case that the individual with power or status advantage in the relationship will be held responsible if the relationship ends and sexual harassment is claimed.
it is almost always the case that the individual with power or status advantage in the relationship will bear the accountability.

Any university employee who enters into an amorous relationship with a student or subordinate employee where a power/status advantage exists must realize that, if a charge

of sexual harassment is subsequently lodged, the fundamentally asymmetric nature of the relationship will make it exceedingly difficult to prove mutual consent. A defense based on mutual consent under such circumstances has not been well received in national litigation.

Therefore, Georgia State University strongly discourages such relationships.

(Source: Approved by Senate Faculty Affairs Committee, 14 April 1997)

301.09 Faculty Hiring Policy [Added 7 January 1998]

NOTE: Please check with the Affirmative Action Office before using this policy for the FIRST time.

PHASE I - Preparing for the Interview

Committee Membership:

The appointment of a search committee for a faculty position shall be the responsibility of the College and the department that is recruiting.

A department with 15 or more faculty shall have a search committee consisting of at least 5 members; a smaller department shall have a committee consisting of at least 3 members. Departments may, if they choose, have a representative from outside the department, and/or outside the college, and/or from within the wider community. While departments are encouraged to establish committees with diverse membership, which includes, if possible, members of an under represented group/protected class, such as women and minorities, all committee members are responsible for promotion of diversity within department. The Department Chair or a designee shall serve as the committee's compliance resource member.

Obtaining Approval to Search:

1. The Department Chair forwards the completed Faculty Vacancy Form (Appendix A) to the Unit Personnel Coordinator, who checks that it has been completed appropriately and then sends it to the Dean for approval. The Dean in turn forwards it to the Provost\VP for Academic Affairs for approval and assignment of a Log Number.
2. Provost\VP for Academic Affairs returns written approval to the Dean, who forwards copies to the Department Chair and the Search Committee Chair. The Provost will also provide the Office of Affirmative Action with a copy of the Faculty Vacancy form.

PHASE II - Recruitment

Search Process:

3. The Office of Affirmative Action will schedule workshops at appropriate times during the year to acquaint faculty with legal and other information relevant to conducting searches. Search Committee Chairs and Chairs of departments that expect to be recruiting should attend one of these workshops. If neither does so, the Department Chair or the Search Committee Chair must contact the Director of Affirmative Action to schedule a meeting in order to be briefed on the relevant information.

Approving the Pool:

4. When the closing date for applications has passed and before any on-campus interviews are held, the Search Chair shall call the Office of Affirmative Action for responses to the Optional Applicant Self-Identification form. The Search Chair, in consultation with the Department Chair, shall complete the Affirmative Action Checklist and Approval of Pool form (Appendix B) and forward it, together with the vitae of the candidates selected, to the Unit Personnel Coordinator, who will check that it has been completed properly and submit it to the Dean for approval. If a department does not specify a deadline for applications (i.e., if it accepts dossiers until the position is filled), the Search Committee Chair should complete the Affirmative Action Checklist and Approval of Pool form prior to the first set of on-campus interviews and submit an amended form to obtain approval for any subsequent on-campus interviews.

5. The Dean forwards the signed Affirmative Action Checklist and Approval of Pool form to the Office of Affirmative Action for review. Once approval has been given, the department can invite candidates for on-campus interviews. Affirmative Action will contact the Search Committee Chair and the Unit Personnel Coordinator within 48 hours (2 working days) of receiving the Affirmative Action Checklist to approve or to discuss problems that require a delay.

PHASE III - Screening and Interviewing

Interview Procedures:

6. Interviews should be conducted with every assurance that the University is complying with State, Federal and its own policies on AA/EEO. The Department Chair or a designee, who functions as the compliance resource member, will be responsible for providing the committee members with an overview of appropriate and inappropriate procedures. In order to do this, this person will rely on the information provided by the Office of Affirmative Action in the workshops or in the separately scheduled meeting.

PHASE IV - Administrative Review

Unit Coordinator - Department Chair/Director - College Dean:

7. When the on-campus interviews and the College review are complete, the Search Chair will forward to the Unit Personnel Coordinator:

- a. For the Record form (Appendix C)
- b. Completed Affirmative Action Checklist and Approval of Pool form (Appendix B)
- c. Copy of the text of all advertisements. (So long as the text duplicates what appeared in print, photocopies of the actual ad are not required.)
- d. Vitae of candidates interviewed on campus and letters of reference for top applicant.
- e. Copy of the recommendation from the Search Committee Chair to Department Chair/Director and from Department Chair/Director to the Dean. The Dean will forward this material with a letter of endorsement to the Provost/VP for Academic Affairs for approval. The Department Chair's letter should include a detailed statement of the basis for choosing the preferred candidate over the others who were brought to campus.

Affirmative Action - Provost/VP Academic Affairs:

8. The Provost/VP for Academic Affairs reviews all of the materials, while conferring with Affirmative Action, and forwards the approved For the Record to the Dean's Office.

9. The Dean's Office notifies the Department Chair of approval of the For the Record. The Dean's Office also sends a letter of offer to the prospective faculty member, noting that the offer is contingent upon approval by the Regents. Personnel forms will accompany the letter.

10. When the candidate has accepted the offer and completed the Personnel forms, the Dean's Office will forward to the Provost\VP for Academic Affairs all information necessary to submit to the Board of Regents. Board of Regents Approval:

11. When the Regents grant approval, the Provost\VP for Academic Affairs will inform the Dean, who in turn will send a letter to the candidate and to the Department Chair.

(Source: Adopted by the Administrative Council, 7 January 1998)

302 Recruitment and Appointment

302.01 Appointments to the Faculty

All recommendations for faculty appointments originate with departmental chairmen and are presented to the Board of Regents through the dean of the appropriate college, the Provost and Vice President for Academic Affairs, and President. Approval by the Chancellor and the Board of Regents is also required for part-time instructors (BOR

Policy, Section 203.0303).

By Board of Regents' policy, institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs which are anticipated to have a limited life span or which are funded, fully or partially, through non-System sources. There is no maximum time limitation for service in positions in this category (BOR Policy, Section 803.10).

The Affirmative Action Office, in consultation with the Provost and Vice President for Academic Affairs and the deans of the colleges, set(s) the affirmative action goals for hiring women and minority faculty for each year. Every effort should be made to insure that these goals receive priority consideration.

Justification is required when departments recommend hiring a faculty member holding the terminal degree from Georgia State University. Strong justification will be necessary if the degree was earned in the recommending department. In addition, letters are required from the applicant's terminal degree-granting institution indicating the status of the applicant in the degree program if a candidate has not completed the terminal degree. The rank of Assistant Professor is to be recommended only if the terminal degree is expected prior to the beginning of the candidate's first quarter.

Source: Letter from President, February 9, 1990.

302.02 Joint Appointment of Faculty

A joint appointment occurs when a faculty member is affiliated with more than one academic unit or department. Such appointments normally involve a division of assignments and responsibilities. The exact division of responsibilities and rights should be defined. In making joint appointments there is also a need to clarify such matters as administrative jurisdiction, promotion and salary considerations, tenure evaluations, and budget allocations on a case-by-case basis. This policy on joint appointment of faculty was developed and passed by the Academic Affairs Committee of the University Senate on October 27, 1982.

A teaching assignment outside a faculty member's primary unit does not necessarily require a joint appointment nor does the offering of a course in one department or college to which students of another department or college are admitted require that the instructor hold a joint appointment in both departments or colleges.

A joint appointment should be made only when the individual plans to participate in each of the faculties in which he/she will have an appointment. Participation may involve

teaching, research, attendance at faculty meetings, acceptance of administrative assignments, and other such functions.

In order to avoid misunderstandings and conflicts of interest, the following guidelines apply to joint appointments:

A. Appointment Process

Joint appointments shall be made by the Provost and Vice President for Academic Affairs upon the concurring recommendations of the heads of the academic units involved. Normally, these will be the respective deans of the units. Joint appointments will

be confirmed by letter rather than by contract and may be either continuous or term appointments. Term appointments shall ordinarily specify a one-year period. A jointly appointed faculty member may, if recommended, be reappointed with no limitations on the

maximum number of term or annual reappointments. The appointment process may be initiated by either the primary or secondary dean.

B. Administrative Jurisdiction

The primary administrative jurisdiction shall remain with the department or unit in which the faculty member was appointed originally and is budgeted. Joint faculty members shall have voting rights and the opportunity to serve on the primary unit's standing committees and may have such rights and opportunities in other unit(s). Although the granting of a joint appointment normally will involve negotiations between an individual faculty member

and the primary and secondary deans, a joint appointment generally should be granted when a faculty member devotes a substantial amount of time to teaching required or core courses, is engaged in research, and/or provides support activities for the secondary unit or department.

C. Salary, Promotion, and Tenure

Recommendations for salary, promotion, and tenure should originate in the unit having the

primary appointment. All faculty should have a primary unit appointed when initially employed. Upon request of the primary unit, the other unit(s) should contribute documentation to the primary unit for its deliberations. The jointly appointed faculty member will appear in the budget of his/her primary appointment. If the other unit(s) provides a portion of the faculty member's salary, it shall be consulted on salary recommendations.

D. Rank

Every effort should be made to insure that an individual with a joint appointment holds the same rank in all faculties. When this is not feasible, the rank in other units should not be higher than the one in the primary unit. The other unit(s) should give the same scrutiny and apply the same standards for its joint appointments as it would in making a primary appointment.

E. Evaluations

Annual written evaluations will be required in both the primary and other unit(s). The other unit(s) will forward a copy of the evaluation(s) to the head of the faculty member's primary unit and to the faculty member. The evaluation process will conform to the policies and procedures of the University.

302.03 Pre-employment Records

A. Personnel Records

The following pre-employment records are required of new faculty:

1. Security Questionnaire and Loyalty Oath - under state law, before the appointment of a faculty member can be made final, he/she must complete and sign a security questionnaire and loyalty oath.
2. A Faculty Personnel Data Sheet

B. Faculty Information Data Forms

During the employment process for faculty, Faculty Information Data (FID) forms are completed by the hiring department and submitted to the Board of Regents for approval. Copies of the FID forms are maintained by the department, college, Office of the Provost and Vice President for Academic Affairs and the Personnel Services Department.

C. Degree Verification

Each faculty member recommended for employment must file a verification of highest earned degree with the hiring official who forwards it to the Vice President for Academic Affairs.

303 Contract Types

303.01 Academic Year Contracts

The academic calendar is developed by the Admissions and Standards Committee of the

University Senate and is adopted by the Senate. The University System fiscal year begins July 1 and ends June 30. The academic calendar includes four academic quarters, beginning with summer quarter. The institution's calendar conforms to broad guidelines issued by the Chancellor (BOR Policy, Section 302.02).

Academic year contracts are based on dates as established in the academic calendar. An academic year contract covers three of the four academic quarters in a given fiscal year. The form of the contract is stipulated by the (BOR Policy, Section 803.13).

The beginning date for a standard contract, which covers fall, winter, and spring quarters, is one week before the beginning of class for fall quarter. It ends on the date that grades are due for spring quarter. A contract which includes summer quarter as one of the three quarters covered by the academic year contract begins one week before the beginning of summer quarter. It ends the day that grades are due for the last quarter covered by the contract. The "quarter off" begins on the date that grades are due the preceding quarter and ends one week prior to the beginning of classes for the next quarter for which the faculty member may be contracted.

The offer of employment to academic-year-contracted faculty in the quarter not included in the academic year contract shall be based on programmatic needs. Compensation for the quarter not included in the academic year contract shall be based on the rate of pay of the previous year's academic year contract (BOR Policy, Section 803.1403).

303.02 Fiscal Year Contracts

Administrative officers of the University, deans of colleges, and certain of their associates and assistants as well as departmental chairmen are appointed for the full fiscal year. Faculty members whose work requires continuous service also may be employed on this basis.

304 Compensation

Faculty salary increases are determined by such factors as scholarly attainment and professional growth as evidenced by: a) teaching activity and effectiveness;

b) research, publication, creative scholarly activity, or artistic performance; and

c) University, professional, and public service activities (Statutes, Article XI, Section 11). Recommendations for salary increments begin with the departmental chairman in preparation of the annual budget (Statutes, Article X, Section 3, G) and shall be based upon and preceded by the evaluation of faculty described in Section 311.

A. Salaries

The Board receives an annual appropriation from the General Assembly for all phases of its operations. This appropriation may be increased or decreased by the Legislature or the Governor during the period of any fiscal year. Expenditures for operation of the University System are therefore necessarily contingent upon legislative appropriations. In the event that the General Assembly or the Governor at any time reduces the amount of funds appropriated to the Board, the compensation of all employees and other operating expenses may as a consequence be correspondingly reduced. It shall, however, be the intent of the Board to maintain current salary commitments in so far as possible to every employee and the Board will exert its composite influence and best efforts to that end. (BR Minutes, 1976-66, p. 184)

B. Criteria for Determining Salaries

Consistent with Regents' policy on non-discrimination and with the approved purpose of the institution, each unit of the University System shall utilize specific criteria for the determination of entry-level salaries for full-time teaching faculty members employed at the ranks of instructor, assistant professor, associate professor, and professor and for the determination of the extent of salary increases awarded to currently employed full-time faculty members.

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

Salary increases for full-time teaching faculty shall be awarded on the basis of merit. The criteria for the determination of the extent of such increases shall include: teaching ability, completion of significant professional development activities including the attainment of additional academic degrees, promotion in rank, seniority, research productivity, academic achievements and publications, academic honors and recognitions, relevant professional achievements and recognitions, and non-teaching services to the institution. Each institution shall identify specific criteria, consistent with this policy, upon which the determination of the extent of salary increases will be based. The institution shall also identify the methods by which the faculty member's performance will be evaluated for purpose of the determination of salary increases. Upon approval by the Chancellor, both the criteria and the evaluation methods shall be published in the faculty handbook of the institution. (BR Minutes, January 1982, p. 184)

C. Summer School Salaries

Payment of compensation to faculty members for full-time employment during the summer quarter shall be at a rate not to exceed 33-1/3% of their regular nine months compensation for the previous academic year. (BR Minutes, 1950-51, p. 333; 1984-85, p. 80)

Source: BOR Policy, Section 803.14

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305 Personnel Files

305.01 Appointment Papers

A faculty member has access to his/her official personnel files of the University, college and/or department.

Papers relating to the initial appointment of faculty are maintained by the college and by the Provost and Vice President for Academic Affairs. The "Faculty Information Data Forms" and "Verification of Highest Degree" are maintained by the College and by the Provost and Vice President for Academic Affairs. The "Faculty Information Data Forms" are also maintained by the Personnel Services Department. The Loyalty Oath and Security Questionnaire are maintained by the Personnel Services Department.

305.02 Annual Review: Promotion and Tenure History

Copies of annual review documents and promotion and tenure history are maintained by the departmental chairmen and/or by the individual college or other academic unit.

305.03 Contract Documents

All contract documents are maintained by the Personnel Services Department.

305.04 Fringe Benefits and Tax Documents

Documents related to health, life, and disability insurance (including statements of beneficiaries); retirement; social security; Federal and State tax withholding are maintained in the Personnel Services Department.

305.05 Change of Personnel Records

When a faculty member has a change in personal information, such as address, phone number, marital status, department location or educational data, he or she must complete a

a

Change of Personnel Records Form (PF#7). Supporting documentation must accompany this form for marital status (marriage or divorce) or name changes. This form must be submitted to the Records and Compensation Office in a timely manner for record update. Forms are available in the Personnel Services Department.

306 Faculty Status and Academic Rank

In compliance with the Board of Regents' policy, Georgia State University has adopted the following specific definitions for various categories of faculty.

306.01 Full-Time University Faculty

Full-time faculty are faculty who have a contract for employment on a 100% workload basis for at least three of four academic quarters. The full-time faculty consist of the following categories:

A. Full-Time Faculty with Board-Approved Academic Rank (Lecturer, Instructor, Assistant Professor, Associate Professor, Professor) Faculty who are tenured, who are on tenure track including instructors, and who are not on tenure track by contract, are included in this category. All faculty who hold one of the five Board-approved academic ranks are in this category, regardless of additional titles they may hold.

Full-Time Instructional Faculty: Full-time instructional faculty hold a contract for full-time employment for the period of at least the academic year, generally, fall, winter, and spring quarters on a 100% work-load basis (at least .75 EFT for the academic year). Full-time instructional faculty consist of the following: teaching faculty (faculty whose primary assignment is instruction); temporary faculty and visiting faculty when employed at .75 EFT or more; research faculty; and departmental chairmen. Academic rank resides in the department.

Librarians: Librarians who hold academic rank in the University Library.

Counselors: Counselors who hold academic rank in the University Counseling Center.

Administrators: Administrators who hold academic rank and have full-time administrative assignments or have been placed on released-time administrative assignments. Administrative appointments serve at the pleasure of the president and can be rescinded at any time.

306.02 Part-Time Faculty

Part-time faculty are those faculty who are employed for the academic year for less than

.75 EFT. They do not earn probationary credit toward tenure and are non-tenure track. They may hold a contract for any portion of the 12-month fiscal year. Temporary faculty and visiting faculty are included when employed at less than .75 EFT.

306.03 Part-Time Instructors (PTI's)

Part-time instructors are employed to teach on a per-course/per-quarter basis. They have Board approval to teach within a designated academic department(s). All individuals in this category are in non-tenure track positions. PTI's are reappointed each year.

306.04 Graduate Teaching Assistants (GTA's)

Graduate teaching assistants are employed to teach on a per-course/per quarter basis. They are enrolled at the graduate level and have Board approval and/or the Chancellor's administrative approval to teach within a designated academic department. All individuals in this category are in non-tenure track positions. GTA's are reappointed each year.

306.05 Adjunct Faculty

Adjunct faculty hold one of the Board approved adjunct faculty ranks and are authorized to teach within a designated academic department. Adjunct faculty are not paid for instructional duties although they may be employed by the University. All individuals in this category are in non-tenure track positions.

306.06 Emeritus Faculty

The President may recommend for approval by the Board of Regents the title of "emeritus" for any retired and tenured professor, associate professor, or assistant professor who, at the time of retirement, had 10 years or more of honorable and distinguished service at the institution.

306.07 Graduate Faculty Membership [Added 24 April 1997]

Background

The Georgia State University Strategic Plan provides the framework for the development of the Graduate Faculty membership criteria: Academic EXCELLENCE is central to Georgia State University's development. This will be accomplished by encouraging, developing and sustaining nationally competitive research, scholarship, and creative activity that generate and advance knowledge and artistic expression, and by maintaining and developing nationally competitive instructional programs at the undergraduate and graduate levels. Georgia State University requires that all of its tenured and tenure-track faculty be teacher-scholars. Being a scholar means engaging in original research. The work of the scholar also means stepping back from one's investigation, looking for connections, building bridges between theory and practice, and communicating one's

knowledge effectively to students and the professional community. After careful analysis of available models of faculty performance, University standards, clarified by unit guidelines, will be established for promotion and tenure, graduate faculty status, and faculty workload (emphasis added).

The following Graduate Faculty membership criteria provide the University standards to be used in the Colleges' development of specific guidelines.

Purpose

Since Georgia State University is one of four research universities in the University System of Georgia, faculty members are expected to generate and disseminate knowledge. The Graduate Faculty will do scholarly research and creative work, teach graduate students, and direct the research of graduate students. Graduate Faculty members are expected to demonstrate current knowledge of and involvement with their fields.

These guidelines describe the general criteria and procedures for the appointment of Graduate Faculty. (The SACS re-accreditation handbook specifies that "Eligibility requirements for faculty members teaching graduate courses must be clearly defined and publicized.") (Section 4.8.2.3)

Duties

A faculty member must hold Graduate Faculty membership in order to fulfill the following duties:

teach doctoral courses and research-oriented masters courses (as identified by the academic unit),
serve as chair, member, or reader of doctoral dissertation committees and direct masters theses. (A dissertation committee may include one member who is not of the Graduate Faculty in order to accommodate researchers and other professionals who may bring special expertise to the committee.)

Criteria

In accordance with the Strategic Plan, university standards, clarified by unit guidelines, will be used in evaluating candidates for the Graduate Faculty.

A member of the Graduate Faculty must

hold the appropriate terminal degree, and

be actively engaged in scholarly or creative activities.

The primary qualitative guideline is current scholarly competence. The Graduate Faculty member is now an active and productive scholar and, recognizing the complementarity of research and teaching, is an effective teacher at the graduate level. Evidence of recent active and productive scholarship includes scholarly books, refereed articles in scholarly journals, chapters in scholarly books, abstracts in scholarly conference proceedings, successful external research grant applications, juried shows, editorships, or the equivalent as determined by the individual academic unit. Evidence of graduate teaching effectiveness includes teaching awards, successful instructional innovation grants, student evaluations, student accomplishments, guidance of graduate students' research projects, peer reviews, innovations in course design or delivery, publications in area of pedagogy, or other quantitative and qualitative evidence as determined by the individual academic unit.

Specific Guidelines. In accordance with the general criterion of current scholarly competence, each College (School) on campus will develop additional qualitative guidelines and quantitative expectations appropriate to its discipline(s) for the College as a whole and/or for its constituent units. Each College's (School's) guidelines must be approved by the College (School) faculty before submission to the Graduate Council (a subcommittee of APACE) for review. In reviewing those guidelines, the Graduate Council will insure that overall standards of scholarship and professional activities are met. The College (School) guidelines will not necessarily be a codification of extant practice, but may instead represent the unit's plan for achieving excellence in graduate education. The Graduate Council will make recommendations to the Provost/Vice President for Academic Affairs for his/her approval of the guidelines. This process also will be followed for any substantive revisions following approval of initial guidelines. The Graduate Council will monitor the implementation of Graduate Faculty Membership guidelines during Academic Program Review.

Review Process

Review for Graduate Faculty membership is initiated at the request of the faculty member. Appointments to the Graduate Faculty shall be for renewable terms of five years. Recommendations for appointment to the Graduate Faculty will be made by a designated committee from the department. (In small departments, the committee may include members from other departments.) The department's recommendation will be forwarded to a College/School designated committee for approval. College/School recommendations will be forwarded to the Provost/Vice President for Academic Affairs for final approval on appointments and reappointments to the Graduate Faculty. In most cases, the timing of the review for regular Graduate Faculty membership should coincide with pre-tenure, tenure, and post-tenure reviews.

Provisional Graduate Faculty Status. A faculty member who has completed his/her

terminal degree within the last five years may request non-renewable provisional graduate faculty membership for a period not exceeding five years. Provisional members may perform all the duties of Graduate Faculty except chairing doctoral dissertation committees. At any point during the provisional period, the faculty member may request review for regular Graduate Faculty status.

All nominations for Graduate Faculty membership must be accompanied by a current vita.

(Source: Approved by the University Senate 24 April 1997)

307 Promotion, Tenure and Development

At Georgia State University, the quality of faculty accomplishments in teaching, scholarship, and service largely determines the quality of the institution as a whole. To ensure that the institution and its faculty achieve a high level of excellence, it is necessary for us to engage in periodic evaluations of faculty. As mandated by the policies of the Board of Regents, an evaluation of each faculty member is conducted once a year by the faculty member's supervisor. The criteria that govern promotion and tenure decisions also govern the annual evaluations. Additionally, faculty members are evaluated for the purpose of promotion and tenure at appropriate intervals during their careers. Hence it is imperative that clear standards for promotion and tenure be articulated and publicized. This document provides a statement of promotion and tenure standards for all members of the faculty at Georgia State University.

In what follows, reference will be made to departments, departmental chairs, colleges, and Deans. The policies enunciated are to apply equally to all units comparable to departments (e.g. schools), to those units comparable to colleges (e.g. centers, divisions and library), and to the highest-level supervisors of these comparable units.

Tenure and promotion decisions are to be based on discipline-specific departmental criteria and college criteria, but satisfaction of these criteria should reflect comparable levels of accomplishment across the university. Although faculty members in different colleges are engaged in varied forms of research, creative effort, and other scholarly activity, the quality of achievement appropriate to the field in question should be comparable. This document provides a statement of the general, university-wide standards that govern the specific departmental and college criteria. These university standards define the expected quality of faculty accomplishments, while the departmental and college criteria identify the concrete forms these achievements should take.

Promotion and tenure decisions are extremely important to the life of the institution. They are the means by which the university retains its most valuable scholars, sustains excellence in its instructional program, and promotes its mission to advance knowledge.

Consequently, standards should be high even as they take into account such factors as teaching loads and the level of support for scholarship at the institution. Moreover, standards should be expected to rise as the institution continues its drive for excellence.

Promotion and tenure decisions are also among the most important events in a faculty member's professional life. Accordingly, it is essential that all faculty members be treated fairly and granted due process in the deliberations that determine tenure and promotion. This document provides general guidelines that govern specific college procedures for promotion and tenure review; it also defines the procedures to be followed in the university-level review. These guidelines and procedures are designed to assure fairness and due process throughout the review process. Included among them are the appeals procedures to be followed in the event of disagreements over promotion and tenure recommendations.

The Office of the Provost periodically reviews college criteria and procedures for promotion and tenure in order to ascertain whether or not they are in accord with university-level standards and procedures and to ensure that all college policies are consistent with university policies.

Departmental chairs and senior colleagues are expected to mentor and advise all new faculty members. In particular, they should inform them of all promotion and tenure requirements. To this end, they should provide the new faculty members with copies of the appropriate departmental, college, and university promotion and tenure policies and explain the contents of these documents to them.

The Annual Calendar for Promotion and Tenure Review is shown below:

The exact dates are determined by the recommendation deadlines set each year by the University System Office as well as the University's academic calendar and holiday schedule.

2nd week of December Dean reports Promotion and Tenure Review results to candidates and reasons for negative decisions

3rd week of December College/Unit Promotion and Tenure recommendations due to Provost

3rd week of December Candidates' appeals of Promotion and Tenure decisions due to Provost

2nd week of January Provost completes Promotion and Tenure Review and consultation with Deans

3rd week of January Provost responds to appeals from candidates; Provost notifies Colleges and President of Promotion and Tenure recommendations

3rd week of January Deans notify candidates of Provost's Promotion and Tenure recommendations

1st week of February Appeals by candidates of Provost Promotion and Tenure recommendations due to President

1st week of February President completes Promotion and Tenure Review and consultation with Deans

2nd week of February President responds to appeals from candidates; President informs Colleges of Promotion and Tenure recommendations to be made to Chancellor

2nd week of February President forwards Promotion recommendations to Chancellor

1st week of March Tenure recommendations due to Chancellor

2nd week of April Promotions approved by Board of Regents

2nd week of May Tenure approved by Board of Regents

307.01 Relevant Tenure Policies of the Board of Regents

1. It is intended that these tenure policies shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustments to its own peculiar problems or circumstances. These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' Policies, and approved by the Board of Regents, shall be incorporated into the Statutes of an institution.

2. Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a one hundred percent workload basis for three out of every four consecutive academic quarters until retirement, dismissal for cause, or release because of financial exigency or program modification as determined by the Board (see Section 803.0901).

3. Only Assistant Professors, Associate Professors, and Professors who are normally employed full-time by an institution are eligible for tenure. The term "full-time" is used in these tenure regulations to denote service on a one hundred percent workload basis for at least three out of four consecutive academic quarters.

Faculty members with adjunct appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific

appointments. (Board of Regents Minutes, 1990-91, pp.369-70)

4. Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of Assistant Professor or higher. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of instructor at the same institution. Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of Assistant Professor or higher.

5. The maximum time that may be served at the rank of Assistant Professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents. The maximum time that may be served in any combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if an institutional recommendation for tenure is not approved by the Board of Regents.

6. The maximum time that may be served at the rank of full-time Instructor shall be seven years.

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

8. On approval of the award of tenure to an individual by the Board of Regents, that individual shall be notified in writing by the President of his/her institution, with a copy of the notification forwarded to the Chancellor.

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

1. At least three months before the date of termination of an initial one-year contract:
2. At least six months before the date of termination of a second one-year

contract:

3. At least nine months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions in whatever rank stated.

307.02 Time in Rank Requirements by the Board of Regents

The policy of the Board of Regents with respect to minimum time in rank for consideration for promotion (Section 4.03.01 of the Academic Affairs Handbook) states that the normal minimum time in the rank for promotion from the rank of instructor to assistant professor is three years in residence, from the rank of assistant professor to associate professor is four years in residence, and from the rank of associate professor to professor is five years in residence.

307.03 Georgia State University Standards

All candidates for promotion and/or tenure will be evaluated in the three areas of (1) teaching, advising and serving students (to include instruction both inside and outside the classroom environment and professional practice, when appropriate), (2) academic achievement and professional development (to include research, other forms of scholarship, and creative activity), and (3) service (to include departmental, college, university, and professional service as well as public service involving professional expertise). In each of these areas candidates will be evaluated as to whether or not they have met, exceeded, or clearly surpassed the expectations for promotion or tenure at peer institutions, defined to be those institutions rated at the same level by the Carnegie or a comparable criteria. Norms and expectations appropriate to the discipline are specified in the unit/college manuals and are expected to be consistent with those criteria at peer institutions as described above.

The tenure criteria for faculty hired at the rank of associate professor are the same as those for promotion to associate professor with tenure. Similarly, the criteria for tenure at the rank of professor are the same as those for promotion to the rank of professor with tenure. The granting of promotion to associate professor without tenure or tenure at the assistant professor level without promotion should occur only in discipline-specific or exceptional individual circumstances.

Consideration for promotion or tenure prior to the normal minimum time in rank specified by the Board of Regents, measured by standards appropriate to the field, should occur only in cases in which there is a clear indication of exceptional merit.

307.04 Procedures

All promotion and tenure decisions at Georgia State University are to be based on

university, college, and departmental procedures as well as on university, college, and departmental standards and criteria. Each unit that is engaged in promotion and tenure decisions must have a manual on promotion and tenure that clearly sets forth its criteria and standards for promotion and tenure as well as the procedures to be followed in the departmental and college phases of the promotion and tenure process. This manual must be approved by the Provost/Vice President for Academic Affairs in accordance with relevant peer university and national norms.

The following general stipulations must be common to the procedures of all colleges:

1. Cumulative Review for Tenure Track Faculty

A formal review of the progress made toward promotion and tenure will be made after three years so that all tenure track faculty members have a clear idea of how adequately they are progressing toward successfully achieving promotion and tenure. This review will

be conducted by a committee of at least three faculty of the appropriate rank elected from the tenured faculty. Normally these faculty members will be from the unit; however, in small units faculty of appropriate rank from outside the unit may be elected. This cumulative review should address accomplishments in teaching, advising and serving students, in research/scholarly/creative activity, and in service. It will be based on available information; e.g., annual reports, student and peer evaluations of teaching, curriculum vita, publications, etc.; a candidate should not be expected to prepare additional

materials solely for the purpose of the cumulative review. This cumulative review should provide an opportunity for colleagues to review accomplishments and provide assistance to the tenure track faculty member seeking tenure and promotion. Such review should complement efforts to implement mentoring programs within each unit. The cumulative review is distinguished from the annual review in that it encourages a longer term perspective on accomplishments while still permitting time for changes in orientation and activity of the individual involved. Guidelines for cumulative review shall be specified in each unit.

A mid-course review instead of the three-year review is suggested in those cases in which the faculty member is hired with prior credit.

A cumulative review should be reviewed and commented on by the department chair, the Dean and the Provost. Faculty must receive a written report of the results of this review.

2. Cumulative Review and Development for Tenured Faculty [Replaced 20

February 1997] All units will conduct a cumulative review of a tenured faculty member. This review will be conducted either by the elected Promotion and Tenure Committee of the College/Unit or by an independently elected committee consisting of at least three tenured faculty. In case of the latter, the composition of the committee and procedures for its election will be determined by the faculty for each college or unit. This review should begin five years after the most recent promotion and continue at five year intervals unless

interrupted by a further promotion or impending candidacy for promotion within a year. This cumulative review should address accomplishments in teaching, advising and serving students, in research/scholarly/creative activity, and in service. It will be based on available information; e.g., annual reports, student/peer evaluations of teaching, curriculum vita, publications, etc. The only additional information that a candidate is expected to supply is a two-page statement of effectiveness in teaching, research, and service over the previous five years. This document should be accompanied by another page outlining projected five-year goals.

Such review provides an opportunity to assess faculty development goals and achievements and provides assistance to faculty in ensuring continuous intellectual and professional growth and provides assistance to the unit in ensuring that all faculty members are contributing to the unit's goals and responsibilities. The cumulative review is distinguished from an annual review in that the former requires faculty and administrators to assess achievements and goals over a longer term, potentially at differing levels (e.g., multi-year projects, research, scholarship) and can facilitate longer term growth and development. Such review might also be connected to determining eligibility to serve as a member of a college's graduate faculty. Guidelines for this review shall be specified in each unit.

A cumulative review should be reviewed and commented on by the department chair, by the Dean and the Provost. Faculty must receive a written report as to the results of this review. After completion of these assessments, a conference is held between the Chair/Director and the faculty member. This conference will produce a plan which focuses on professional goals and/or workload profile, for subsequent approval by the Dean. The Dean of each college will confer with the faculty member and will be responsible for monitoring progress through the regular process of annual faculty evaluations.

Nothing in these guidelines alters the existing rules dealing with tenure termination.

(Source: Approved by the University Senate 20 February 1997)

3. Annual College Meeting

Each college will conduct a meeting each year for the promotion and tenure candidates within the college. This meeting should be held prior to the time candidates must assemble their promotion and tenure dossiers. The purpose of the meeting is to explain promotion and tenure policies and to answer candidates' questions about any and all phases of the promotion and tenure process. The meeting should be open to all interested faculty members in the college.

4. External Reviewer Letters

At least three letters from outside reviewers will be obtained on each candidate. These reviewers should be drawn from lists of those recommended from the candidate, the chair or other appropriate administrator. The outside reviewers will be asked to speak to the quality and level of the candidate's accomplishments in academic achievement/professional development and the impact this work has had on the discipline.

Outside reviewers may also be asked to address the candidate's accomplishments in teaching and service, if applicable. The outside reviewers should be affiliated with institutions in which the emphasis on research and scholarship is of a rigor similar to or more demanding than that at Georgia State University. In appropriate circumstances, outside reviewers may be drawn from relevant non-academic settings which maintain similarly rigorous standards. A brief resume of the outside reviewer--or a description of this person's accomplishments and standing in the field (prepared by the departmental chair or other comparable academic official)--should accompany the reviewer's letter of evaluation.

The letters from the outside reviewers will be made available to faculty members involved in the decision making and will be part of the material to be considered by the relevant committees, as well as by any individual or group subsequently involved in the review beyond the initial level.

5. Candidate's Dossier

All candidates for promotion and/or tenure will prepare a dossier that contains a record of their achievements (in teaching, advising and serving students, academic achievement and professional development, and service), appropriate documentation, copies of their published works, all published reviews of their work, and information about the nature and term of any funded research.

5a. Teaching Effectiveness

Candidates for promotion and tenure must submit evidence of teaching effectiveness that includes, but goes beyond, the results of student evaluations. This evidence might include peer evaluation, representative syllabi, selected examinations and quizzes, reading lists or handouts (or comparable information given to students), a list of special projects, theses and dissertations directed, and an indication of teaching awards and student accomplishments.

5b. Scholarly Assessment

Each college will build into its promotion and tenure manual a clear indication of the types of assessments used in the unit. Moreover, the manual should require that relevant committees include in their recommendations an assessment of the quality and standing in the profession of the journals, presses, museums, exhibitions, concerts, performances and the like in which the candidate's work has appeared. Candidates should identify clearly in their dossiers which of their publications appear in refereed journals. Candidates with co-authored works should clearly indicate their contribution to the works, and evaluative committee(s) should incorporate assessment of this contribution in their letter of recommendation.

5c. Service Assessment

Each college will build into its promotion and tenure manual a clear indication of the types of service assessments used in the unit. University, professional and community accomplishments constitute appropriate activity in this area of assessment.

6. Evaluation of Dossier

The chair and the relevant committee of the department or college will assess the dossier of the candidate in a substantive, detailed, and in-depth fashion, placing special emphasis on the quality and contribution to knowledge of the candidate's scholarly work, and, if appropriate, its impact on professional practice. The departmental or college administrator and/or committee should also provide written reference to the substance of letters from the outside reviewers. The augmentation of promotion and tenure committees with members at the appropriate rank from other departments may be considered in small departments which have insufficient numbers of faculty to constitute a committee of at least three members.

7. College Committee and Dean's Role

Each college or unit will have a committee on promotion and tenure. Such committees will evaluate candidates in light of the recommendations of the departmental committee and departmental chair, if applicable, and the letters from the outside reviewers and make recommendations to the Dean concerning the promotion and/or tenure of each candidate. The Dean in turn will evaluate all of the candidates in light of all the available assessments and forward all positive recommendations to the provost of the university.

In all instances of a positive recommendation at the college level, a file containing the candidate's curriculum vitae, the various letters of internal assessment, and the letters from the outside reviewers will go forward for review at the university level.

8. Written Notification to Candidate

At each of the stages of review, a candidate must receive a written notice of the outcome of the deliberations and a copy of any evaluation(s) that are made of the candidate's credentials including any minority reports. A candidate has the right to respond in writing to any or all of these evaluations, and copies of the candidate's response(s) will be included in the material reviewed at all higher levels.

9. Negative Recommendations at College Level

Departmental and college review should result in denial of promotion and/or tenure for candidates whose records do not meet departmental or college criteria. No such candidates should be forwarded for university-level review.

Candidates not recommended by the Dean must be notified in writing no later than ten working days after the Dean's decision. Candidates who are not recommended by the Dean may appeal the Dean's decision to the provost. This appeal must be made in writing no later than ten working days after receipt of the Dean's written decision. (See section on "Promotion and Tenure Appeals to Negative Recommendations Made by College Dean.")

10. Candidates With Probationary Credit

Candidates for promotion to associate professor or for tenure at the associate professor or professor levels who have been given probationary credit for service at other institutions may submit as part of their dossiers any work done during the one, two, or three years spent at other institutions for which the probationary credit was awarded. Candidates for promotion to professor who have received probationary credit may submit all work done since their promotion to associate professor.

11. Pretenure Review

Under exceptional circumstances colleges may wish to issue assurances of no further or limited tenure review to outstanding candidates for faculty positions. These pretenure reviews will occur at the time of appointment and should be restricted to faculty with distinguished records who have been previously tenured at an equivalent institution. Pretenure reviews must be approved by the usual tenure-decision making bodies of the unit, after which the file will be considered complete at the unit level and will then be forwarded to the Provost's Office for review.

L. Calendar

Each college will include in its promotion and tenure manual a calendar for the various steps involved in the promotion and tenure process. An annual calendar for promotion and

tenure review is shown at the beginning of this section.

307.05 Procedures To Be Followed During the University-level Review of Promotion and Tenure Candidates

Upon completion of reviews in the colleges, dossiers, which have resulted in favorable recommendation, will be forwarded to the Provost. The Provost will review the dossiers based upon the foregoing guidelines, norms, and expectations of the unit and forward positive recommendations to the President. If the Provost expects to forward a negative recommendation to the President he/she will first consult with the appropriate Dean of the

college. The President conducts an independent review of the dossiers, also based upon the foregoing guidelines, norms, and expectations for the unit including college and departmental specifications, and makes promotion and tenure recommendations to the Chancellor. The time interval and the opportunities for review, appeal and consultation reflected on the attached will be specified in a Promotion and Tenure Review Schedule and shall be incorporated into future schedules.

A. Promotion and Tenure Appeals to a Negative Recommendation Made by Department or College Promotion and Tenure Committee or Departmental Chair

Appeals of a negative P&T recommendation by a departmental or college P&T committee or by a departmental chair will be heard in accordance with the appeal procedures provided in the P&T policies of the respective colleges.

B. Promotion and Tenure Appeals to Negative Recommendations Made by College Dean

The college dean shall provide the candidate with a written statement citing reasons for a negative recommendation. Upon receipt of this statement, the candidate shall have, at least, ten business days to appeal the negative recommendation to the Provost. The grounds for appeal shall be procedural errors detrimental to the candidate. Such procedural errors may include violations of due process, such as arbitrariness, capriciousness and discrimination, as well as bias and other forms of nonprofessional judgement on the part of any person or group involved in the promotion and tenure review. A difference in the evaluation of a candidate's accomplishments among the candidate, the departmental or college promotion and tenure committee, the departmental chair, and/or the college dean is not an adequate basis for appeal. The appeal to the Provost must be in writing and must provide a specific statement of the basis for the appeal. New information (e.g., in-process, accepted or published scholarship) which substantially alters the nature of the record as reviewed within the college may not, however, be included. Any such

The Provost may gather additional information pertaining to the appeal from the candidate, the college dean, the departmental chair, the departmental or college promotion

and tenure committee, and/or other appropriate individuals inside or outside the university.

The Provost may initiate meetings with the candidate and the college dean, together or separately, to discuss specifics of the appeal. If the Provost determines that the candidate's appeal should be supported, the Provost shall remand the promotion and tenure recommendation to the dean. The Provost shall provide the candidate with a written decision, including a statement of the bases upon which the appeal is supported or rejected.

This written decision shall be furnished to the candidate at least ten business days prior to the date the candidate must submit an appeal to the Provost.

C. Promotion and Tenure Appeals to Negative Recommendations Made by the Provost

The Provost will inform the President at the same time as the college Dean of the Provost's P&T recommendations. The Dean shall notify each candidate of the Provost's recommendation within three business days after receiving the recommendation from the Provost. Within ten business days of receiving notice of the negative decision of the Provost, the candidate may appeal in writing to the President. The appeal to the President shall conform to the principles and processes stated above for appeals to the Provost. The President shall provide the candidate a written decision within ten business days of receiving the appeal including a statement of the bases upon which the candidate's appeal is supported or rejected.

The periods specified above for filing appeals shall not supersede deadlines for recommendations to be forwarded to the Board of Regents.

D. Promotion and Tenure Appeals to Negative Recommendations Made by the President

Appeals of a negative decision about a candidate's accomplishments made by the President shall be directed to the Chancellor of the Board of Regents of the University System of Georgia. The appeal policies and procedures of the Board of Regents shall be applied as stated in the Policy Manual of the Board of Regents of the University System of Georgia (BOR Policy, Section 201.08).

(Approved by the University Senate, November 3, 1994)

308 Research Professorships

The designation of research professor is conferred on an individual who holds faculty rank

(assistant, associate or professor) by the dean of the college, subject to the approval of the Provost and Vice President for Academic Affairs, and the President, and the acknowledgment of the Chancellor. This designation recognizes the faculty member's

emphasis on research and publication activities as specified by the dean of the nominating college. "Research Professor" is not a tenurable designation. The appointment has no prescribed time limits and is subject to annual renewal by the dean. Written notice of non-renewal must be provided at least one year in advance of the termination date of the appointment.

309 Regents' Professorships

Regents' professorships may be granted by the Board of Regents to outstanding faculty members who are contributing to the academic standing of the institution. They are awarded by the Board upon the recommendation of the Chancellor and the faculty member's institution. Regents' professorships are granted for a period of three years and may be renewed for an additional three years. After a period of six years they become coincidental in form with the regular professorship (BOR Policy, Section 803.04).

310 Non-tenure Track Personnel/Academic Professionals

Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for submission to and approval by the Chancellor. Subsequent requests for such designations submitted during the budget year must also be approved by the Chancellor. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the Chancellor.

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

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

- A. Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.
- B. Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.
- C. Notice of intention to renew or not to renew contracts of non-tenure track personnel

who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure-track personnel. This schedule of notification shall not apply to other professional personnel.

D. Individuals employed in non-tenure track positions may apply, on an equal basis with other candidates, for tenure-track positions which may become available.

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only. (BR Minutes, 1982-83, p. 16).

A. Transfer to Non-Tenure Track

In the event of such transfer, the Request for Transfer form should be completed and approved by the appropriate institutional officials.

B. Academic Professionals

Academic Professional titles may be assigned to appropriate professional positions (as described in the General Categories for Academic Professionals as set forth below) at Type I universities, and in special circumstances approved by the Chancellor, at other University System institutions.

Section 803.10 authorizes institutions to establish non-tenure track professional positions, with the approval of the Chancellor. Persons in such positions may be involved in duties of a managerial, research, technical, special, career, public service, or instructional support nature. Examples of such positions include, but are not limited to, Public Service Professional, Research Scientist, Research Associate, Research Engineer, and Research Technologist. The title Academic Professional would be similar to those currently in use.

The following stipulations apply to all Academic Professional positions:

1. The position requires an appropriate terminal degree or, in rare and extraordinary circumstances, qualification on the basis of demonstrably successful related experience, which exception is expressly approved by the Chancellor.
2. The Academic Professional designation may not be assigned to a position where the teaching and research responsibilities total 50% or more of the total assignment.
3. The position is not a tenure-track position, and the holder of the position is not eligible for consideration for the award to tenure, or for probationary credit toward tenure.

The designation Academic Professional will apply to a variety of academic assignments that call for academic background similar to that of a faculty member with professorial rank but which are distinctly different from professorial positions. Examples include managing instructional laboratories, assuming academic program management roles not

suiting for expectations applied to tenure-track faculty members, operating instructional technology support program, being responsible for general academic advising, assuming professional student counseling center responsibilities, providing specialized skill acquisition training as support for academic programs, and working with tenure-track faculty members in course and curriculum development.

General categories for Academic Professionals will include:

1. **Training and Instructional Support.** This includes educational needs assessment, program development and coordination, instructional materials and technology development, delivery of specialized or skill acquisition instruction, and program evaluation. In light of the restriction above, Academic Professionals must be persons whose instructional duties account for less than half of their total time.
2. **Technical Assistance.** An advisory or operating role which provides specialized knowledge appropriate for program support and development. The activities range from a significant or advisory or operating role to managing a technical support unit to development of organizational structures and function.
3. **Specialized Management.** This includes supervision of clinical practice or field experience, or providing services or out-of-class educational opportunities for students.

Career ladders may be established for Academic Professionals, using the following titles: Academic Professional Associate, Academic Professional, and Senior Academic Professional. Eligible institutions may establish those titles by presenting for the Chancellor's approval policies and procedures governing appointment and promotions within those titles. Otherwise, they may opt simply to use the title Academic Professional.

Reappointments of Academic Professionals will be made annually. Notice of reappointment and non-reappointment must be made in a timely manner consistent with Board of Regents policies. The provisions of (Section 803.10 of the Board of Regents Policy Manual shall apply to the employment of Academic Professionals.

(BOR Policy, Section 803.10, BR Minutes, 1992-1993, p. 188)

311.01 Annual Review

Each faculty member at Georgia State University shall be evaluated at least once annually in writing by the immediate supervisor on the basis of scholarly attainment and professional growth as evidenced by (a) teaching activity and effectiveness; (b) research, publication, creative scholarly activity, or artistic performance; and (c) institutional and professional service activities.

To ensure a measure of procedural uniformity within the University System, the Chancellor has directed that the following steps be part of all evaluation systems:

- A. the immediate supervisor will discuss with the faculty member in a scheduled conference the content of that faculty member's annual evaluation;
- B. the faculty member will sign a statement to the effect that he/she has been apprised of the content of the annual evaluation;
- C. the faculty member will be given the opportunity to respond in writing to the annual evaluation, with this response to be attached to the evaluation; and
- D. the immediate supervisor will acknowledge in writing his/her receipt of this response, noting changes, if any, in the annual evaluation made as a result of either the conference or the faculty member's written response. This acknowledgment will also become a part of the record.

311.02 Student Evaluation of Faculty

Board of Regents' policy calls for a written system of faculty evaluations by students with the improvement of teaching effectiveness as a major main focus BOR Policy, Section 803.07).

STUDENT EVALUATION OF FACULTY

A. Form

Questions applicable University-wide may be developed by the deans of the colleges, the Senate Academic Affairs Committee, and the Senate Faculty Affairs Committee, and shall be approved by the Vice President for Academic Affairs. Questions applicable to a college may be developed by the dean, the departmental chair and the appropriate college-wide faculty committee, and are subject to the approval of the college faculty, the dean, and the Vice President for Academic Affairs. Questions applicable to a department shall be developed by the departmental chair and faculty of the department and are subject to the approval of the faculty of the department, the departmental chair and the dean of the college. Instructors may add questions of their own choice.

B. Frequency

In at least two quarters of each academic year, or more frequently if approved by a majority of full-time faculty members within a department, a division, or a college without departments, each faculty member (including part-time and graduate teaching assistants) shall be evaluated by students in all courses the faculty member is teaching those quarters. Evaluations shall take place during the last two weeks of the quarter. Each faculty member in consultation with the chair shall determine which quarter(s) evaluation by students will take place.

C. Use

The student evaluations are for purposes of self-improvement and information in the faculty evaluation process, as mandated in BOR Policy, Section 803.07. The aggregate data of student evaluation questionnaires shall be given to the instructor with a copy to the chairman or unit head. These aggregate data are available to deans, provided that the instructor and departmental chair accompany the aggregate data to explain their meaning. The Vice President for Academic Affairs, or President, may also review these aggregate data provided the instructor, chair, and dean accompany the data to explain their meaning. Any written comments by students shall be given to the instructor with copies to the departmental chair or unit head.

Any department may require data from student evaluation questionnaires as one item in tenure and promotion materials, provided that a majority of full-time faculty members within the department approve of such an action.

D. Administration

The evaluation materials shall be distributed by the departmental chair to each instructor at the appropriate time. Each instructor shall designate a student or staff member to administer the evaluation and shall leave the room during the process. The person designated shall place the completed evaluation materials in an envelope provided, seal it, and deliver the envelope to the office of the departmental chair. The departmental chair shall be responsible for insuring that all evaluations have taken place and shall arrange for transmitting the results to the instructor.

E. Implementation

This evaluation policy shall go into effect by Fall Quarter 1986. To insure coherence, University questions were developed in the Fall Quarter 1985; college questions, in the Winter Quarter 1986; departmental questions, in the Spring Quarter 1986.

Source: Senate Resolution, May 1985
Office of the Vice President for Academic Affairs

POLICIES AND PROCEDURES FOR IMPLEMENTATION OF SENATE RESOLUTION OF MAY 1985 ON STUDENT EVALUATION OF FACULTY

Some of the policies and procedures contained in this document may be executed at the department level or the college level, depending on the organization of the college. The term "department" is used herein for any academic unit within a college, including departments, institutes, schools and divisions.

PRODUCTION OF STUDENT EVALUATION OF INSTRUCTOR FORMS

Each college or each department within a college, depending on college policy (hereafter college/department), is responsible for designing and printing student evaluation of instructor (SEI) forms in compliance with the 1985 Senate resolution that established this procedure and for using these forms to evaluate courses taught by that college/department.

DISTRIBUTION OF SEI FORMS AND RELATED MATERIALS TO INSTRUCTORS

Envelopes. Each college/department is responsible for providing envelopes that are easily recognizable as belonging to a specific college/department.

Labels. Each college/department will produce computer-generated labels indicating the name of the course instructor, course title, course computer number and number of students enrolled in the course. Each college department will establish procedures for affixing these labels to the envelopes.

Preparation of SEI packets. Each college/department will prepare an envelope with labels affixed for each course being evaluated for the given quarter. Each envelope will contain the instructions for administration of the SEI's (either attached to the envelope or inserted in the envelope) along with a sufficient number of SEI forms for each student in the class.

ADMINISTRATION OF SEI FORMS

Date of administration. The SEI forms are to be administered during the last two weeks of class (excluding final examination week). College/department policy may be more specific as to the period of time within this two week period (e.g., last week of classes). In no cases are SEI forms to be administered during the final examination period since students are expected to be focused on the examinations, rather than on the evaluation of the instructor.

Designation of student to administer SEI forms. During the period specified by the college/department for administration of the SEI forms, the instructor will take the SEI packet to class and designate a student to administer the evaluations. As soon as the student has been designated, the instructor will leave the classroom and will not be involved in the administration of the SEI forms in any manner.

Responsibilities of designated student. The designated student will be responsible for:

Distributing a copy of the SEI form to each student in attendance and returning any unused SEI forms to the envelope

Reading the instructions provided with the SEI packet to the class

Collecting all of the completed SEI forms and returning them to the envelope

Sealing the envelope and signing the back of the envelope to indicate that he/she was responsible for collecting and delivering the SEI Packet

Depositing or returning the completed SEI packet in accordance with the

instructions provided with the SEI packet.

DEPOSIT OR RETURN OF SEI PACKETS:

COURSES TAUGHT ON CAMPUS

Each college/department will determine which of the two following alternatives (or both) will be incorporated in the instructions to be followed by the designated student for deposit

or return of the completed SEI packet:

(1) University dropboxes. The Dean of Students Office (DOS) is designated by the Provost to be responsible for the placement of an adequate number of on-campus dropboxes labeled "STUDENT EVALUATION FORMS." Through procedures established in coordination with the Associate Deans' Group, the DOS will collect completed SEI packets from these dropboxes during certain days of the quarter with specified frequency. The DOS staff will deliver the sealed SEI packets to the college/department identified on the envelope in accordance with the schedule specified in the procedures.

For colleges/departments which utilize university dropboxes, the instructions will indicate that the designated student is to deposit the sealed SEI packet immediately in the dropbox nearest to the classroom in which the SEI was administered.

(2) Return directly to college/department. College/department instructions may specify that the designated student, immediately after administration of the SEI form, return the sealed SEI packet to a departmental or college office specified in the instructions. In this process, the college department must have staff available to receive the packet or must have a tamper-proof depository which will maintain security for the packets.

DEPOSIT OR RETURN OF SEI PACKETS:

COURSES TAUGHT AT OFF-CAMPUS LOCATIONS

For courses taught at off-campus locations, colleges/departments are responsible for developing policies and procedures for the return of sealed SEI packets that are consistent with those policies and procedures utilized for the return of sealed SEI packets for on-campus courses.

PREPARATION, ANALYSIS AND RETURN OF SEI DATA

Colleges/departments are responsible for developing procedures for preparing the op-scan

forms for scanning on University optical scanning equipment. Colleges/departments are also responsible for the subsequent analysis or statistical summary of the SEI forms and providing that summary to the instructor and department chair.

After scanning, the SEI forms are to be returned to the department (along with copies of any analysis) on a timely basis. The SEI forms are to be retained by the department chair and a copy or transcription of the written comments (if any) is to be provided to the instructor in a timely manner, but not before the date set by the Registrar for grades to be turned in.

RETENTION OF SEI DATA BY DEPARTMENTS

The original SEI forms and any related analysis (hereafter SEI materials) are to be retained as follows:

Courses taught by tenure track faculty.

1. Faculty without tenure: retained until the tenure decision is made and, in the case of an unfavorable tenure decision, for the appeal period specified by the University.
2. Tenured faculty: retained until the cumulative review that is conducted every five years is completed.
3. Faculty making an appeal of decisions rendered regarding teaching performance: retained until all appeals are exhausted or until the appeal is dropped;
4. Teaching performance under special review by chair of the department in which the faculty member is budgeted and/or holds faculty rank: retained as long as the department chair deems necessary.

Courses taught by full-time, non-tenure track faculty. Except as specified here, the SEI materials pertaining to courses taught by full-time, non-tenure track faculty will be kept by the department chair for three years beyond the academic term in which the course was offered. Exceptions to this retention policy are as follows:

1. Faculty making an appeal of decisions rendered regarding teaching performance: retained until all appeals are exhausted or until the appeal is dropped.
2. Teaching performance under special review by chair of department in which the faculty member is budgeted and/or holds faculty rank: retained as long as the department chair deems necessary.

Courses taught by other than full-time faculty. The SEI materials pertaining to courses taught by instructors who are not full-time faculty will be kept by the department chair for a minimum of one year beyond the academic term in which the course was offered, except if an appeal is pending that raises questions about the teaching performance of the instructor. In this case the SEI materials shall be retained until all appeals are exhausted or until the appeal is dropped.

RESEARCH ON SEI INSTRUMENT

To assure that SEI instruments are valid (i.e., the SEI instrument appropriately captures pertinent attributes of teaching effectiveness) and reliable (i.e., similar results are obtained

during different administrations of the SEI instrument), colleges may conduct statistical research using SEI data as long as such data are not identified by instructor.

REQUESTS UNDER GEORGIA OPEN RECORDS ACT

In a letter of January 20, 1988, the Attorney General of the State of Georgia ruled that

student evaluations of academic courses are subject to disclosure under the Georgia Open Records Act. Accordingly, through the Office of the Vice President for Academic Affairs, SEI data are provided at cost to the Student Government Association at its request. Any other requests for access to the data under the Georgia Open Records Act are to be referred to the University's Office of Legal Affairs.

Source: Associate Deans' Group, approved by the Senate Faculty Affairs Committee, May, 1996.

311.03 Evaluation of Chairs

The chairs of departments shall be evaluated formally every three years in accordance with the provisions of the University Statutes. The main purpose will be to evaluate, maintain, and improve the performance of the chairs. The procedures for evaluation will be developed by the dean in consultation with the appropriate elected faculty committees, and approved by the faculty of the college. In addition, the dean shall conduct an annual review of the chairs. Findings of either review may lead to a recommendation for re-affirmation and suggestions for improvement or for a non-reappointment (University Senate Resolution, October 27, 1988).

311.04 Evaluation of Deans

The Deans of the colleges, the Director of Developmental Studies, and University Librarian, are to be evaluated formally every three years in accordance with the University Statutes. The main purpose will be to evaluate, maintain, and improve the performance of the Dean, Librarian, and Director. Detailed procedures for the evaluation will be developed by the Provost and Vice President for Academic Affairs, in consultation with the Faculty Affairs Committee of the University Senate, and adopted by the University Senate. In addition, the Provost and Vice President for Academic Affairs shall conduct an annual review of the deans, the Director of Developmental Studies, and the University Librarian. The findings of either review may lead to a recommendation for re-affirmation and suggestions for improvement or for non-reappointment (University Senate Resolution, October 27, 1988).

311.05 Evaluation of Vice Presidents

The vice presidents of the university are to be evaluated formally every three years in accordance with the University Statutes. The main purpose will be to evaluate and improve performance of the vice presidents. Detailed procedures for the evaluation will be developed by the provost and vice president for academic affairs in consultation with the Faculty Affairs Committee of the University Senate and adopted by the University Senate. In addition, the provost and vice president for academic affairs shall conduct an annual review of the vice presidents. The findings of either review may lead to a recommendation for reaffirmation and suggestions for improvement or for non-reappointment (University Senate: 2-27-92).

311.06 Evaluation of the Provost and Vice President for Academic Affairs

The provost and vice president for academic affairs is to be evaluated formally every three years in accordance with the University Statutes. The main purpose will be to evaluate and improve performance of the provost and vice president for academic affairs. Detailed procedures for the evaluation will be developed by the president of the university in consultation with the Faculty Affairs Committee of the University Senate and adopted by the University Senate. In addition, the president shall conduct an annual review of the provost and vice president for academic affairs. The findings of either review may lead to a recommendation for reaffirmation and suggestions for improvement or for non-reappointment(University Senate: 2-27-92).

311.07 Evaluation of the President

The president of the university is to be evaluated formally every three years in accordance with the University Statutes. The main purpose will be to evaluate and improve performance of the president. Detailed procedures for the evaluation will be developed by the Executive Committee of the University Senate in consultation with the Faculty Affairs Committee of the University Senate and adopted by the University Senate. The Executive Committee shall deliver a report of the evaluation to the President(University Senate: 2-27-92).

312 Faculty Duties and Responsibilities

Broadly defined, faculty fulfill three primary functions at Georgia State University: teaching, research, and service.

312.01 Teaching

Faculty members are expected to provide instruction and student advising as assigned by the departmental chairman. Other activities which fall within the broad category of "teaching" include professional librarianship for faculty appointed as librarians and counseling for faculty appointed as counselors. Classroom instruction responsibilities include holding class for the entire period for which the class is scheduled (including the final examination period) and evaluating students' work and assigning grades within the policies of the University and Board of Regents to students officially enrolled in the class.

When any class-related activity beyond normal activities is planned which has a risk of liability, faculty should use Release and Covenant Not to Sue forms. These are particularly necessary for field trips and out-of-state activities. See Appendix L for the full

policy statement. Forms may be obtained from the Office of the Dean or from the Assistant Vice President for Legal Affairs.

A. Teaching Load

The policies of the Board of Regents state that it is the proper function of the academic authorities of each system institution to prescribe the teaching load to be carried by each member of the faculty. The policies also state that "the normal teaching load of a faculty member of the University System of Georgia ordinarily shall be fifteen quarter credit hours per week." The Board of Regents require a minimum of 2500 minutes of instruction

a quarter for a five hour course (BOR Policy Section 301,A; and Section 302.01).

[Replaced 20 February 1997] Workload is a concept with both organizational and individual dimensions. The organizational dimension of workload refers to the collective effort required for any unit to accomplish the goals it has established in relation to the University's mission and strategic plan. The individual dimension of workload refers to the mix of activities required from any individual as part of her/his contribution to a unit's goals and the institution's mission. In order for both of these dimensions of workload to be integrated, units should have carefully articulated programmatic goals, and individual assignments should correspond to the accomplishment of both unit goals and individual career goals.

Once unit goals are identified, the assignment of faculty to accomplish these goals should be equitable. Depending on unit needs and the distribution of faculty talents, individual faculty may be engaged in different mixes of teaching, research, and service activities at any one point in time; individual faculty may be engaged in different mixes of teaching, research and service activities across their careers; and faculty from one unit to the next may be engaged in different mixes of teaching, research, and service activities. Within this context, the intention of a general workload policy is that faculty members contribute comparable levels of effort to their unit's collective work and that they be rewarded on the basis of their performance of the specified contributions.

The Board of Regents defines workload as the equivalent of 30 semester hours of teaching per academic year for full-time faculty members. Because Georgia State University is one of the System research universities, those faculty members with a substantial, demonstrated, and active record of research/creative activity, as defined by the college/unit's promotion and tenure document, are expected to dedicate significant time to this enterprise; thus, their teaching load may vary. Tenure-track faculty, who are expected to demonstrate excellence in research and teaching, shall have an appropriate balance of these activities in their workload. Faculty members whose activity is primarily teaching may expect a teaching load of up to 30 hours per academic year. Variations from the teaching load may also take into account class size and type of instruction and significant service roles.

(Source: Approved by the University Senate 20 February 1997)

Teaching (and research) assignments in a quarter not covered by the academic year contract are at the discretion of the departmental chairman and the appropriate dean. Faculty may not be compensated more than 33.3% of the previous year's academic rate for such work (BOR Policy, Section 803.1403). Currently, Georgia State University's compensation for a five hour course taught in a quarter not covered by the academic contract is 10% of the previous year's contract.

C. Academic Advisement

Academic advisement concerning program requirements and related courses is one of the responsibilities of the faculty of the colleges. Each college has established an Office of Academic Assistance to coordinate advisement and each department has organized its advisement activities (BOR Policy, Section 308).

D. Curriculum Development

The faculty of the colleges have the responsibility "to prescribe and define courses of study for (their students)" (Statutes, Article IX, Section 1).

In order to avoid duplication of courses, the following procedure (adopted by the University Senate, March 26, 1981, amended by the Provost, October 10, 1990, and amended and adopted by the Senate APACE committee, July 18, 1995) governs the approval of new courses:

Step 1: Prior to the approval of the addition or deletion of a course by a college curriculum committee and/or a unit faculty, the chairman of the curriculum committee will communicate the proposed changes to the Provost for information and/or comments, allowing a minimum of fourteen (14) calendar days for responses. Distribution of curriculum proposals is handled by the Chair of the Associate Deans' Group.

Step 2: If any written responses are received from deans or departmental chairs/directors, a college curriculum committee may respond if it desires. After its recommendations have been formulated on the particular course at issue, they will be communicated University-wide through deans and/or departmental chairs/directors.

Step 3: A departmental chair or director, through the appropriate dean, may appeal a college curriculum committee's recommendation to the Provost, who, after receiving appropriate advice from the University Senate Committee on Academic Programs and Continuing Education, will render a final decision as to whether or not a college may proceed with the proposed changes.

E. Academic Program Review

The following is a condensed version of the "Procedures for Academic Program Review" adopted by the Senate Committee on Academic Programs and Continuing Education (APACE). An updated version of this policy can be obtained from the Chair of the APACE Committee, or from the office of the Associate Provost for Academic Programs.

"As part of Georgia State University's strategic planning process, all components of the institution will conduct regular academic planning and the evaluation of progress toward achieving stated goals and objectives. Developing and monitoring the university's review process shall be the responsibility of APACE. The following steps will be employed to accomplish this process.

"1. A schedule for Academic Program Review shall be approved by APACE. A goal shall be to cycle through program reviews once every five to ten years.

"2. The unit will be responsible for producing a Self-Study Report. The Dean's Office, in consultation with the head (or chair or director) of the unit to be reviewed shall appoint a self-study team of non-administrative faculty to constitute the Self-Study Committee.

"The Self-Study Report is to be concise and incisive; compact appendices should be used for statistical and other detailed information. The report should emphasize explanation and

evaluation of the issues of quality, centrality, and viability of the unit's programs.

Detailed

guidelines shall be provided by APACE, and a list of specific questions to be addressed in

the self-study will be developed by the Associate Provost for Academic Programs in consultation with the Dean, the unit head, and the chair of the APRC.

"3. The Academic Program Review Committee will be a subcommittee of APACE. The members will be elected by the full APACE Committee. . . .

"4. The external review team shall be a committee of two or three individuals from outside the University who will be asked to evaluate the unit and its Self-Study.

"5. The APRC shall review the unit's Self-Study, the head's and Dean's responses to it, and the external team's report. The Committee may also seek additional information as it deems necessary in order to ensure a systematic, fair, and useful evaluation. The APRC shall prepare a report that shall include its evaluation of the self-study process, the Self-Study report and the responses to it, the external team's report, as well as the APRC's own evaluation of and recommendations regarding the unit.

"6. After a round of program review is completed, the APRC shall provide its contents to the APACE Committee. Thereafter the documents shall be available in the Office of the

Provost for examination by members of the University community.

"7. Following the Program Review, the unit under review, on consultation with its Dean, shall formulate an action plan to implement recommendations from the review. The unit head and the Dean shall meet with the Provost to finalize the action plan.

(Approved by the APACE [Academic Programs and Continuing Education] Committee of the University Senate on March 12, 1996)

F. Course Duplication Review

The following procedures were developed by the Associate Deans' Group, July 1995, and adopted by the University Senate, August 1995, for implementation of a resolution on course duplication approved by the University Senate in March 1991.

Timing: The Associate Deans' Group (ADG) representative is responsible for distributing to ADG members, either directly or through the ADG chair, all proposals from the representative's college curriculum committee(s) for additions of new courses and revisions or deletions of current courses. Such proposals should be distributed within ADG as soon as possible after being reported out of the curriculum committee.

Materials to be distributed: In order to provide adequate information for review but avoid excessive copying of materials, the information to be distributed to ADG members will be comprised of the course number and prefix, course title and course catalog description. Specifically, course syllabi will not be distributed but will be available if needed for discussion of course duplication issues.

Review process: Each ADG member is responsible for determining how these curricular proposal materials are distributed and reviewed in their respective colleges. If a potential course duplication conflict is identified, the ADG representative in the college identifying the conflict is responsible for contacting the ADG representative of the college from which the proposal originated for purposes of identifying the appropriate parties to be involved in discussing and, hopefully, resolving the issue.

Appeals: For those issues that do not get resolved by the ADG review process, the department chair that raised the issue, through that chair's dean, may appeal a college curriculum committee proposal to the Provost, who, after receiving appropriate advice from the Academic Programs and Continuing Education Committee of the University Senate, will render a final decision as to whether or not a college may proceed with the proposed curriculum changes.

312.02 Research

Faculty members are expected to participate in scholarly and research activities which enhance their professional development and contribute to their disciplines. An assessment of these activities will be included in the annual review of the faculty member.

312.02.01 Policy Recommendations on Research

Research is an investigative activity oriented toward the development of new knowledge, creative cultural and artistic expressions, or innovative scholarship.

Whereas research is one of the primary functions of Georgia State University and is necessary for support of the instructional and service programs at GSU, the Research Committee makes the following policy recommendations.

- A. Elevation of the administrative position for research to a higher level in the administrative structure.
- B. Allocation of a defined percent effort for research. It is recommended that faculty active in scholarship and research be assigned a minimum of 1/3 effort in the scholarship and research area. Measures should be taken to ensure that other activities do not encroach on the time assigned for research.
- C. Establishment of a University Research Foundation dedicated for support of research and scholarship.
- D. 1. Allocation of increased funds for graduate research assistantships.
2. Establishment of an ad hoc senate committee to define the various categories of graduate assistantships at GSU needed and to recommend funding levels.
- E. Allocation of increased funds for support of faculty research during summer. Each college should expand these funds and the college faculty should establish procedures for allocation of summer research funds.
- F. Increased allocation of funds for equipment, including departmental based computing equipment.

(Source: University Senate Resolution, May 21, 1987)

312.02.02 Copyright Policy

A. Preamble

Georgia State University recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. The Board of Regents has acknowledged that faculty, staff, and students who are employees of

Georgia State University regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books, and other scholarly works which may be subject to copyright and which may generate royalty income for the author. Publication may also result from work supported either partially or completely by the institution. With the advent of innovative techniques and procedures, the variety and number of materials which might be created in a university community have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

B. Definition of Copyrightable Materials

Copyrightable materials shall include the following:

1. books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals;
2. lectures, musical, or dramatic compositions, unpublished scripts;
3. films, filmstrips, charts, transparencies, and other visual aids;
4. video and audio tapes, cassettes;
5. live video or audio broadcasts;
6. programmed instructional materials;
7. computer program documentation; and
8. other materials or works which qualify for protection under the copyright laws of the United States (see UNITED STATE CODE ANNOTATED, Title 17) or other protective statutes whether or not copyrightable thereunder.

C. Determination Of Rights And Equities In Copyrightable Materials

Copyrightable materials produced by employees of Georgia State University shall be the exclusive property of the employee if there is not significant use of University System personnel or facilities (libraries excluded) and the materials are not prepared in accordance with the terms of a contract or grant or as a specified assignment. A faculty member's general obligation to produce scholarly and creative works does not constitute a specific assignment.

2. Institutional-assisted Individual Effort

Joint rights of ownership, and/or sharing of royalty income, shall be insured where the institution provides significant support of an individual's effort resulting in copyrightable material by the contribution of faculty or staff time, facilities (libraries excluded), or institutional resources.

3. Institutional-assigned Efforts

Ownership of copyrightable material developed as a result of assigned institutional duty shall reside with the institution; however, sharing of royalty income with the author is

authorized as an incentive to encourage further development of copyrightable materials.

4. Sponsor-supported Efforts

The grant or contract between the sponsor and the institution under which copyrightable materials are produced may contain specific provisions with respect to disposition of rights

to these materials. The sponsor (1) may specify that the materials be placed in the public domain; (2) may claim reproduction, or other rights; or (3) may assign all rights to the institution or may not require retention of any rights. In those cases where all rights are vested in the institution or in cases where royalty income is shared between the sponsor and the institution, the author may appropriately share the income. The nature and extent of author participation in royalty income, however, shall be subject to sponsor and institution regulations.

D. Institutional Procedures

1. The President shall appoint a copyright committee consisting of not fewer than three or more than nine members, one of whom shall be designated by the President to serve as chairman. In each case the committee shall include a representative of the office of fiscal affairs of that institution.

2. The copyright committee of Georgia State University shall recommend to the President or his designee the rights and equities in copyrightable materials. Division of income from royalties and other use shall be agreed upon by employees and appropriate administrative personnel in accordance with policies of the University, in advance of the use of the institution's personnel or facilities.

3. In the event of a disagreement as to the ownership and use of copyrightable materials, the faculty member may appeal the decision of the copyright committee through channels (Vice President for Academic Affairs and Executive Vice President and Provost) to the President. After obtaining a final decision from the President, the faculty member may apply to the Board of Regents for a review of the President's decision in accordance with provisions of Article IX of the Policy of the Board of Regents.

4. In the event of a conflict between this policy and the Copyright Policy of the Board of Regents, the latter shall prevail.

(Source: University Senate Resolution, Office of the Vice President for Academic Affairs, approved by the Board of Regents)

312.02.03 Intellectual Property Policy

A. Preamble

Georgia State University is dedicated to teaching, research, and the extension of knowledge to the public. The faculty recognizes as two of its major objectives, the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of the new and useful devices and processes, the publication of scholarly works, and the development of computer software. Such activities (1) contribute to the professional development of the faculty, staff or students involved, (2) enhance the reputation of the institutions concerned, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large.

Patentable inventions and materials often come about because of activities of faculty, staff or students who have been aided wholly or in part through the use of resources of the University. It becomes significant, therefore, to insure the utilization of such inventions for public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor or creator must be preserved so that his or her abilities and those of other faculty, staff or students of the University may be further encouraged and stimulated.

The University recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research and service. The University acknowledges that faculty, staff or students regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books and other scholarly works that may be subject to copyright and may generate royalty income for the author. Publication may also result from work supported either partially or completely by the institution. With the advent of innovative techniques and procedures, the variety and number of materials (which might be) created in a university community have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

The University recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. The University is aware of the dynamic nature of software and that the value of intellectual property comes from the ability of its owner to control its use and that such value is directly related to the degree of protection it enjoys under the law; the University will protect such expressions of knowledge by the utilization of appropriate intellectual property laws and the creation of comprehensive software technology transfer policies and procedures.

By action of the Board of Regents of the University System of Georgia, the ownership of Intellectual Property created by the faculty, staff or students of Georgia State University, with the exception of trademarks, has been transferred to the Georgia State University

Research Foundation, Inc.

The foregoing considered, Georgia State University does hereby establish the following policy with respect to the development, protection, and transfer of rights to Intellectual Property resulting from the work of its faculty, staff or students.

B. Definitions

"Intellectual Property" shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

"Patentable Materials" shall be deemed to refer to items other than software which reasonably appear to qualify for protection under the patent laws of the United States (see UNITED STATE CODE ANNOTATED, Title 35, Section 101) or other protective statutes, including Novel Plant Varieties and Patentable Plants, whether or not patentable thereunder.

"Copyrighted Materials" shall include the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programmed instructional materials; (7) mask works; and (8) other materials or work other than software which qualify for protection under the copyright laws of the United States (see UNITED STATES CODE ANNOTATED, Title 17, Section 102 et seq.) or other protective statutes whether or not registered thereunder.

"Software" shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

"Trademarks" shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University (see UNITED STATES CODE ANNOTATED, Title 15, Section 1127).

"Trade Secrets" means information including, but not limited to, technical and nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plan, or a list of actual or potential customers or suppliers which: (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means

by, other persons who can obtain economic value from its disclosure or use; (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. (See O.C.G.A. 10-1-761.)

"Patentable Plant" means an asexually reproduced distinct and new variety of plant (see UNITED STATES CODE ANNOTATED, Title 35, Section 161).

"Mask Work" means a series of related images, however fixed or encoded: (i) having or representing the predetermined, three dimensional pattern or metallic, insulating, or semi-conductor material present or removed from the layers of a semiconductor chip or duct; and (ii) in which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product (see UNITED STATES CODE ANNOTATED, Title 17, Section 901).

"Novel Plant Variety" means a novel variety of sexually reproduced plant. (See UNITED STATES CODE 7 U.S.C. 2402 et seq.)

C. Determination of Rights and Equities in Intellectual Property

1. Sponsored-Supported Efforts

The grant or contract between the sponsor and the University, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor (1) may specify that the materials be placed in the public domain, (2) may claim reproduction, license-free use, or other rights, or (3) may assign all rights to the University. In those cases where royalty income is realized by the University, the inventor or creator may appropriately share in the royalty income. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to sponsor and University regulations.

2. University Assigned Efforts

Ownership of Intellectual Property developed as a result of assigned University effort shall reside with the University, however, sharing of royalty income with the inventor or creator is authorized as an incentive to encourage further development of Intellectual Property. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to University regulations.

3. University Assisted Individual Effort

Ownership of Intellectual Property developed by faculty, staff or students of the University where the University provides support of their efforts or use of University resources in more than a purely incidental way (unless such resources are available

without charge to the public) shall be shared by the inventor or creator and the University.

The nature and extent of inventor or creator participation in royalty income, however, shall be subject to University regulations.

4. Individual Effort

Ownership rights of Intellectual property developed by faculty, staff or students of the University shall reside with the inventor or creator of such Intellectual Property provided that: (1) there is no use, except in a purely incidental way, of University resources in the creation of such Intellectual Property (unless such resources are available without charge to the public); (2) the Intellectual Property is not prepared in accordance with the terms of an University contract or grant; (3) the Intellectual Property is not developed by faculty, staff or students as a specific University assignment. The general obligation to produce scholarly and creative works does not constitute a specific assignment for this purpose. The nature and extent of the use of University resources shall be subject to University regulations and shall be determined by the University.

5. Other Efforts

Ownership rights of Intellectual Property developed under any circumstances other than those listed above shall be determined on an individual basis and approved by the Vice President for Research and Sponsored Programs of the University. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to University regulations.

D. University Procedures

1. The University has developed procedures for the administration of this Intellectual Property Policy. The President shall appoint an Intellectual Property Committee, consisting of no fewer than three, nor more than nine members, and shall include a representative of the Office of Financial Affairs. The President shall appoint the chairman of the committee. The committee shall meet as necessary, and shall act in an advisory capacity to the Vice President for Research and Sponsored Programs.

2. The Intellectual Property committee shall recommend to the Vice President for Research and Sponsored Programs the rights and equities in intellectual property created by faculty, staff or students. The University's procedures provide for an appeal procedure in the event of a disagreement as to the ownership and use of such materials.

3. The University has elected to develop and manage its licensing program through an affiliated nonprofit corporation, the Georgia State University Research Foundation, Inc.

E. Trademarks

All trademarks arising out of research by University and applications for registration, use

of and licensing of such trademarks shall be governed by the policies of the Board of Regents of the University System of Georgia.

Trademarks arising out of research done by the University pursuant to an agreement with a cooperative organization shall be the property of such cooperative organization and such organization may file all appropriate applications and other documents necessary to protect such trademarks and may exercise all other rights consistent with ownership of the trademarks.

(Source: Vice President for Research and Sponsored Programs, August 8, 1996)

312.02.04 Human Subjects Protection

A. Policy

The Georgia State University Institutional Review Board (IRB) is the official review board for a university projects that involve the use of humans as research subjects. It is the policy of the IRB to ensure protection of the rights and welfare of human subjects in research, in accordance with GSU rules and with federal regulations in Title 45, Code of Federal Regulations (CFR), Part 46, "Protection of Human Subjects."

This policy applies to research that is:

1. sponsored by GSU;
2. conducted by employees or agents of GSU; or
3. conducted using the property, facilities, or non-public information of GSU.

This policy applies only to research with human subjects, defined as follows (45 CFR 46.102):

1. "research" is a systematic investigation designed to develop or contribute to generalizable knowledge; and
2. "human subjects" are live individuals about whom the researcher obtains:
 - a. data through intervention or interaction, or
 - b. identifiable private information.

This policy applies to exempt categories of research (45 CFR 46.101) only to the extent of ensuring that the research is truly exempt. The IRB will audit proposals declared exempt to ensure they fit exempt categories. If the IRB agrees that a proposal is exempt, it normally will not comment on procedures for the protection of human subjects.

In reviewing proposals under this policy, the IRB will consider the following (45 CFR 46.111):

1. Are risks minimized?
2. Are risks reasonable, relative to the benefits and knowledge expected to occur?
3. Are privacy of subjects and confidentiality of data protected adequately?
4. Are subjects adequately informed about the research and their rights?
5. Is consent appropriately documented?
6. If subjects are potentially vulnerable (such as children, prisoners, pregnant women, mentally disabled persons, or the economically or educationally disadvantaged), have additional safeguards been taken to protect their rights and welfare?

B. Procedures for Researchers

1. Submitting proposals for initial review: Obtain an application packet from the Office of Research and Sponsored Programs. The packet contains an application form, lists of exempt and expeditable categories of research, and a sample consent form. Decide whether the proposal is exempt, expeditable, or requires full review. Submit three copies each of (1) the application form, (2) a one-page summary of the research proposal, (3) the proposal itself, in abbreviated form, and (4) the consent form to be used. Submit this material to the Office of Research and Sponsored Programs, signed by the researcher and the researcher's Department Chair. Applications that are completed incorrectly or have insufficient information for review may be rejected. The IRB meets on the third Thursday of each month, and applications requiring full review must be received by the Office of Research and Sponsored Programs one week before the meeting.
2. Submitting proposals for continuing review: Continuing research projects must be reviewed at least once a year. For continuing review, submit three copies each of the following:
 - a. a new application form (indicate that the project was approved earlier and show the number originally assigned by the IRB);
 - b. a one-page summary of activities, including (1) approximate number of subjects that have been studied, (2) any problems involving risks to subjects, withdrawal from participation, or complaints about the research; and (3) any new literature, findings or other relevant information about risks;
 - c. a copy of the current informed consent form; and

d. any changes in the research procedure, samples, or instruments.

3. Abbreviated proposals: In order to reduce paperwork, researchers should submit abbreviated proposals. It is only necessary to submit materials dealing with the treatment of human subjects, including survey instruments and consent forms. Include background material only if it is significant in justifying the treatment of human subjects. Omit references, literature reviews, and other material not relevant to the treatment of human subjects.

4. Obtaining informed consent: Subjects must give their informed consent before participating. Subjects need to be aware of the following items of information, in order to make informed decisions about participating (CFR 46.116):

a. a statement that the study involves research, along with information explaining the purpose of the research, describing the procedure, identifying experimental procedures, and saying how long participation will last;

b. a description of reasonably foreseeable risks or discomforts;

c. a description of benefits that the subject or others might reasonably expect;

d. a disclosure of appropriate alternative procedures or treatments, if any, that might be advantageous to the subject;

e. a statement describing the extent to which confidentiality will be maintained;

f. for research involving more than minimal risk, an explanation as to whether any compensation or medical treatments are available if injury occurs and, if so, what this consists of or where further information can be obtained;

g. an explanation of whom to contact for answers to pertinent questions about the research and research subject's rights, and whom to contact in the event of a research-related injury to the subject; and

h. a statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.

The IRB may waive or modify the above elements of informed consent (CFR 46.116(d)).

5. Documenting informed consent: Subjects usually sign consent forms, but written consent is not always required. The IRB may waive the requirement for a consent form if (CFR 46.117):

- a. signing the form itself would put a subject at risk; or
- b. the research presents no more than minimal risk and involves no procedures for which written consent is normally required outside the research context.

Note that waiving the requirement for written consent does not waive the requirement for consent itself. If a consent form will not be used, the researcher must explain to the IRB how informed consent will be obtained.

6. Obtaining assent from children: With children, consent must be obtained from a parent or parents, and assent must be obtained from the child. "Children" are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research. "Assent" is defined as an affirmative agreement to participate; (mere failure to object is not enough). With older children, assent is usually written; with younger children, assent is usually oral.

C. Administrative Procedures Within the IRB

1. Administrative channels: Exempt applications will be audited by an IRB member and the IRB Chair, to ensure that they fit within the letter and spirit of the declared exempt categories.

Expeditable applications will be reviewed by an IRB member and the IRB Chair. If time is a critical concern, or the research appears harmless or involves minor changes to a previously approved proposal, the Chair may review the application alone, in accordance with CFR 46.110.

Applications requiring full review will be sent to all IRB members on the Friday before the regular IRB meeting scheduled for the third Thursday of each month. These applications will be reviewed and acted upon at the regular IRB meeting.

2. Notice of approval or disapproval: For exempt research, approval by the Department Chair is all that is needed to begin research. The IRB will audit all proposals declared exempt to confirm that they fit exempt categories. If the IRB agrees that a proposal is exempt, it will not notify the researcher. If the IRB determines that a proposal should not have been declared exempt, the researcher will be asked to cease research activities until the proposal has been approved.

For research requiring expedited or full review, the IRB will send a notice of approval or disapproval to the researcher within a week of their decision. The researcher will also be notified if modifications will be required to secure approval. If the IRB disapproves a proposal, they will include in the notification a statement of reasons for the decision and will give the researcher an opportunity to respond.

3. IRB meetings: A quorum of 4 members must be present for full review of proposals. A

majority vote is needed for an application to be approved.

The IRB may invite individuals with special competence to help with the review of proposals. These individuals will not vote with the IRB.

Members of the IRB who have any conflicting interest with an application under review shall not participate in the review of that application, except to provide information requested by the IRB.

4. Continuing review: The IRB shall conduct continuing reviews at intervals appropriate to the degree of risk, but not less than once per year, and shall have the authority to observe or have a third party observe the conduct of the research. The IRB shall have the authority to suspend or terminate approval of research that is not being conducted in accordance with IRB requirements or that has led to harm the subjects. Suspension or termination of approval shall be reported promptly to the investigator and to the appropriate institutional and Public Health Service officials.

D. IRB Files and Records

The IRB shall maintain adequate documentation of IRB activities, including the following:

1. Written IRB procedures.
2. Minutes of IRB meetings.
3. Copies of research proposals received, along with material accompanying the proposals, correspondence, progress reports, records of continuing review activities, and reports of injuries to subjects.
4. A list of IRB members identified by name, earned degree, and representative capacity, sufficient to characterize the member's chief anticipated contribution to IRB deliberations and employment relationship to GSU.

Records of research proposals shall be retained for three years after completion of the research, and all records shall be open for inspection and copying by authorized representatives of the Public Health Service at reasonable times and in a reasonable manner.

The IRB will arrange for annual review of its actions and procedures.

(Source: Vice President for Research and Sponsored Programs, August 5, 1996)

312.02.05 Review and Approval Procedures for Sponsored Grants and Contracts

A formal proposal to conduct a research, public service, or training project with support from an external agency represents an offer by the Georgia State University acting as an agency of the State of Georgia. It is necessary, therefore, that any such proposal have the endorsement of those individuals responsible for carrying out the project as well as those individuals authorized to commit the University to a legal offer. A review and routing procedure has been established in order to ensure that each proposal or application for sponsored research or training has been reviewed and endorsed by the various responsible persons and that there is compliance with both sponsor, University, and State policies. All proposals must be submitted to the Office of Research and Sponsored Programs.

A. Internal Routing and Review

Each proposal must be accompanied by a Routing Form (available at the Office of Research and Sponsored Programs). The Routing Form will bear appropriate endorsement signatures before submission to the Office of Research and Sponsored Programs. In the case of a proposal which involves faculty members from different departments and/or colleges, it is necessary to secure signatures from each area. Proposals are routed from the principal investigator to the department chair, the dean, and finally to the Office of Research and Sponsored Programs. Most sponsors require a specific number of copies of the formal proposal to be submitted along with one or more signed copies. If more than one original signed copy is required, please notify the Office of Research and Sponsored Programs staff at the time the proposal is submitted. The Office of Research and Sponsored Programs must receive all copies of the proposal that are required by the agency to contain original signatures and two additional copies for the Office of Research and Sponsored Programs files.

The individuals and/or offices involved in the internal review and processing are as follows:

1. Principal Investigator/Project Director is responsible for the budget, technical content, quality, and preparation of the proposal presenting his or her ideas for a project.
2. Department Chair is responsible for certifying to the academic validity of the project, the compatibility of the project with the principal investigator's other commitments, the availability of space and facilities, cost-sharing commitment, and assuring that the project adheres to department objectives.
3. Dean is responsible for determining the appropriateness of the project within the Division or College programs and that resources will be available.
4. The Office of Research and Sponsored Programs is responsible for ensuring that there is compliance with applicable laws and regulations, University administrative rules, cost-sharing, prior acceptance of contractual terms, and routing the proposal to the Office of Grants and Contracts for budget review. In addition, human subjects, animal welfare, and other compliance issues are also reviewed by this office.

B. Lead Time Requirement

Lead time required for review of a proposal varies with its size, complexity, completeness, accuracy and care taken in its preparation and prior review. It also depends upon the amount of work already in the Office of Research and Sponsored Programs and the staff available when it is received. To allow for necessary corrections and revisions and for greater assurance that sponsor deadline will be met, allow at least five working days for the Office of Research and Sponsored Programs to review the proposal. Proposals which contain unconventional or unique features including cost sharing commitments, conditions that necessitate legal review, etc., may require additional lead time.

C. Project Personnel

All appropriate University guidelines and procedures must be followed in the development of percent effort and time commitments of personnel listed in grant and contract proposals. Particular attention should be given to restrictions related to affirmative action regulations, job titles, and wage and salary ranges. Detailed information is available from the Office of Human Resources, the Office of Grants and Contracts and the Office of Research and Sponsored Programs.

D. Budgets

The budget serves to identify the cost of the project to the sponsor and it is an indicator of the magnitude of the project. The budget also serves as a further measure of the project director's capabilities since there must be a reasonable correlation between the project as described and the principal investigator's assessment of the various cost elements. The budget must always include a listing of all the direct costs and indirect costs. Examples of budgets and appropriate forms may be obtained from the Office of Research and Sponsored Programs.

E. Direct Cost, Fringe Benefit Rates and Indirect Costs

Direct costs are costs that can be distinctly identified as benefitting the project, such as salaries and fringe benefits, equipment, supplies, travel, and computer time. Fringe benefits require a separate category in the budget and should not be combined with salaries. The rate includes the University's contribution to Social Security, retirement programs and health insurance. Allowable indirect costs and fringe benefits are established yearly.

Indirect costs or overhead costs are those expenses that are incurred by the University through the cost of facilities maintenance and operation, and research administration expenses. The rates vary and are subject to change. Additional information is available from the Office of Grants and Contracts and/or the Office of Research and Sponsored

Programs.

(Source: Vice President for Research and Sponsored Programs, August 6, 1996)

312.02.06 Policy and Procedures for Dealing with Allegations of Misconduct in Research at Georgia State University

A. Purpose of this Policy

This policy is adopted in compliance with various federal laws, regulations and policies dealing with misconduct in research. (For example, the Health Research Extension Act of 1985 (42 U.S.C. 289b) and Public Health Service (PHS) regulations to be promulgated pursuant to that Act. Also see National Science Foundation regulation at 45 CFR Part 689.) These laws, regulations and policies require universities receiving federal funds to establish administrative procedures for reviewing allegations of misconduct in connection with research. This policy pertains to all research (including federally funded research) conducted at Georgia State University (hereinafter "research"). The Office of the Vice President for Research is responsible for implementing this policy and for acting as liaison with external agencies and/or individuals making allegations.

Georgia State University pursues knowledge through research and transmits knowledge through teaching, publication and public service. A spirit of mutual respect and a broad trust that all faculty members, staff members, and students share in this dedication are essential to the functioning of the University.

Nevertheless, from time to time, a member of the University community may appear to have disregarded the accepted norms of professional behavior. The integrity of the program of the University requires that faculty, staff, and students demand high standards of conduct for themselves and others, and that appropriate sanctions will be imposed when misconduct has occurred. The reputations of those ultimately cleared of charges will be restored to the fullest extent possible. Allegations of misconduct must be resolved in a prompt and just manner, assuring no recriminations will befall a person making allegations in good faith.

B. Definition of Misconduct

For purposes of this policy, "Misconduct in Research" means the commission of fraud in research. It includes: fabrication, falsification, plagiarism of research publications, theft of research data from others, or other practices which seriously deviate from those that are commonly accepted within the research community for proposing, conducting, or reporting research. It does not include honest errors or honest differences in interpretation or judgments of data. (42 CFR 50.102).

Furthermore, this definition includes violations of University policy pertaining to research, including: the failure to obtain proper review and approval by the university committees responsible for research involving human subjects, animal subjects, radioactive materials, or other biohazards as well as the failure to comply with rules and guidelines set forth by the committees responsible for these areas.

This definition is not intended to stifle creativity, to hinder the development of new empirical techniques, or to impede attempts to validate unconventional or revolutionary theories, nor is it intended to bring within the policy those aspects of research that may form a basis for legitimate disagreement. In short, the definition is not intended, nor should it be construed, as an attempt to institutionalize scientific conformity. Rather, it aims to discourage those practices which are specifically antithetical to the ideals of research.

C. Applicability

This policy applies to every faculty member, staff member, employee, subcontractor, consultant or student engaged in research. Other sorts of reprehensible behavior (such as sexual harassment or misappropriation of funds) not uniquely related to research are considered outside the purview of this policy but may be covered by other policies of Georgia State University or by state or federal laws.

D. Filing An Allegation or Seeking Informal Advice

Any individual may consult with the Vice President for Research and Sponsored Programs about possible misconduct in research. Such consultation shall be kept confidential to the extent permissible by law. Individuals who observe misconduct in research are required to file a written complaint, and submit it to the Vice President for Research and Sponsored Programs. Upon receiving a complaint, the Vice President for Research and Sponsored Programs shall have the following options:

1. Determine that the complaint is insufficient, and take no action
2. Refer the matter to the student judicial process, if appropriate
3. Refer the matter to the Office of Human Resources, if appropriate
4. Conduct a review of the complaint

E. Review of the Complaint

The Review of the Complaint shall be conducted by the Vice President for Research and Sponsored Programs, and shall consist of the following:

1. Initial Inquiry: The Vice President for Research and Sponsored Programs shall review

the written complaint and determine whether probable cause exists to conduct a formal investigation. If the Vice President for Research and Sponsored Programs agrees that probable cause has been established, then a formal investigation shall be conducted. If the Vice President for Research and Sponsored Programs determines that no probable cause exists, he shall communicate this in writing to the accuser and the matter shall be closed.

2. Formal Investigation: If the Vice President for Research and Sponsored Programs elects to conduct a formal investigation, he shall ask the President of the University to appoint a three-member ad hoc committee to conduct the formal investigation. The Vice President for Research and Sponsored Programs will be a member of the committee, and will serve as Chairperson. The committee shall follow the procedures section of this policy as it conducts its investigation.

F. Procedures

The following procedures shall be used in conducting the formal investigation. The formal investigation committee shall:

1. Inquire immediately into an allegation or other evidence of possible misconduct. An inquiry must be completed within sixty (60) calendar days of its initiation unless circumstances clearly warrant a longer period. A written report shall be prepared which describes the evidence reviewed, summarizes relevant interviews, and includes the conclusions of the investigation. The individual or individuals against whom the allegation was made shall be given a copy of the report of the inquiry. If the accused comments on that report, those comments may be included as part of the record. If the investigation requires longer than sixty (60) days to complete, the record of the inquiry shall include documentation of the reasons for exceeding the sixty (60) day period. (42 CFR 50.103(d)(1))
2. Protect, to the maximum extent possible, the privacy of those who in good faith report apparent misconduct. (42 CFR 50.103(d)(2))
3. Afford the affected individual(s) confidential treatment to the maximum extent possible, a prompt and thorough investigation, and an opportunity to comment on allegations and findings of the inquiry and/or the investigation (42 CFR 50.103(d)(3)(d))
4. Notify the Director of the Office of Scientific Integrity (OSI), a component of the Office of the Director of the National Institutes of Health, (NIH), when, on the basis of the initial inquiry, the institution determines that an investigation is warranted, or prior to the decision to initiate an investigation if the conditions listed below exist:
 - a. there is an immediate hazard involved;

- b. there is an immediate need to protect federal funds or equipment;
- c. there is an immediate need to protect the interest of the person(s) making the allegation or of the individual(s) who is the subject of the allegations as well as his/her co-investigators and associates, if any;
- d. it is probable that the alleged incident is going to be reported publicly;
- e. there is a reasonable indication of possible criminal violation. In that instance, the institution must inform OSI within twenty-four (24) hours of obtaining that information. OSI will immediately notify the Office the Inspector General. (42 CFR 50 103 (d)(4)(5))

At a minimum, the notification should include the names of the person(s) against whom the allegations have been made, the general nature of the allegation, and the Public Health

Service (PHS) application or grant number(s) involved. (42 CFR 50.104(a)(1))

5. Maintain sufficiently detailed documentation of inquiries to permit a later assessment of the reasons for determining that an investigation was not warranted, if necessary.

6. Begin the formal investigation within thirty (30) days of the completion of the initial inquiry, if probable cause is found. The formal investigation normally will include examination of all documentation, including but not necessarily limited to relevant research data and proposals, publications, correspondence and memoranda of telephone calls. Whenever possible, interviews should be conducted with all individuals involved in making the allegation and against whom the allegation is made, as well as other individuals who might have information regarding key aspects of the allegation. Complete summaries of these interviews should be prepared, provided to the interviewed parties for comment or revision, and included as part of the investigatory file. (42 CFR 50.103(d)(7))

7. Secure necessary and appropriate expertise to carry out a thorough and authoritative evaluation of the relevant evidence and any inquiry or investigation. (42 CFR 50.103(d)(8))

8. Take precautions against real or apparent conflicts of interest on the part of those involved in the inquiry or investigation. (42 CFR 50.103(d)(9))

9. Prepare and maintain the documentation to substantiate the investigation's findings. This documentation is to be made available to the Director of the Office of Scientific Integrity of the National Institutes of Health, who will decide whether that office will either proceed with its own investigation or will act on the institution's findings.

10. Take interim administrative actions, as appropriate, to protect federal funds and

ensure that the purposes of the federal financial assistance are carried out. (42 CFR 50.103(d)(11))

11. Keep the OSI apprised of any developments during the course of the investigation which disclose facts which may affect current or potential PHS funding for the individual(s) under investigation or that the PHS needs to know to ensure appropriate use of Federal funds and otherwise protect the public interest. (42 CFR 50.103(d)(12))

12. Undertake diligent efforts, as appropriate, to restore the reputations of persons alleged to have engaged in misconduct when allegations are not confirmed, and also undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations. (42 CFR 50.103(d)(13))

13. Complete the formal investigation within one hundred and twenty (120) days of the initial inquiry. Completion of the investigation shall include conducting the investigation, preparing the report of the finding, making the report available for comment by the subjects of the investigation, and submitting the report to the OSI. If they can be identified, the person(s) who raised the allegation should be provided with those portions of the report that address their role and opinions in the investigation. (42 CFR 50.104.(d)(14))

14. Impose appropriate sanctions on individuals when the allegation of misconduct has been substantiated. (41 CFR 50.103(d)(14))

15. Notify the OSI of the final outcome of the investigation. (42 CFR 50.103(d)(15)) If the University plans to terminate an inquiry or investigation for any reason without completing all requirements outlined above, a report of such planned termination, including a description of the reasons for such termination, shall be prepared. Such report shall be supplied to the relevant funding agency in accordance with federal regulations. (42 CFR 50.104(a)(3))

A report of any investigation conducted shall be prepared which shall describe the policies and procedures under which the investigation was conducted, how and from whom information was obtained relevant to the investigation, the findings, and the basis for the findings, and it shall include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct, as well as a description of any sanctions taken by the institution. The report shall be submitted to any federal agency as required by law. (42 CFR 50.104(a)(4))

If it is determined that a formal investigation can not be completed in one hundred and twenty (120) days and the formal investigation pertains to research conducted under federal sponsorship, the University shall comply with pertinent regulations in submitting a

request for an extension of time to complete the investigation. (42 CFR 50.104(a)(5))

The University shall cooperate with any funding agency when an allegation pertains to misconduct which occurred during the course of a project funded by the agency.

G. Sanctions

The formal investigation may result in a determination of guilt or innocence. If appropriate, the imposition of sanctions may include, but are not limited to, one or more of the following:

1. Formal reprimand which is filed in the employee or faculty member's personnel file;
2. Mandated restitution of funds that were used to conduct the research in which the misconduct occurred;
3. Mandated actions to redress the consequences of misconduct;
4. Partial or total suspension from duties for a specified time with or without concomitant loss of pay;
5. Reassignment of academic duties;
6. Reduction in salary;
7. Non-reappointment at the end of a specified term of employment;
8. Removal from a special position of privilege or prestige (such as a titled professorship or an endowed chair);
9. Immediate severance of employment with the University;
10. Disbarment from future contractual relationship with the University for a specified or indefinite period.

In the case of students, permissible sanctions are set forth in the "Student Code of Conduct and Policies" but one or more of the sanctions set forth above as to faculty may also pertain to students.

H. Appeals

Appeals of the decisions of the formal investigation committee may be made in writing to the Provost within five (5) days after the decision is made. Appeals of the decisions of the Provost may be made to the President within five (5) days after the decision is made. Sanctions will take effect when University level appeals are exhausted.

Should the accused be dissatisfied with the decision of the President, the accused may appeal to the Board of Regents of the University System of Georgia for a review of the decision. Such appeal must be submitted in writing within twenty (20) days following the decision of the President. The decision of the Board shall be final and binding for all purposes.

(Source: Vice President for Research and Sponsored Programs, August 8, 1996)

312.02.07 - Animal Care and Use

A. Institutional Policy

Georgia State University strictly adheres to the Public Health Service policy on the care and use of animals in research. This policy applies to all procedures involving live animals, whether classroom, research laboratory, funded or unfunded and conducted at this institution, or at another institution as a consequence of subgranting or subcontracting arrangements. The university has established an Institutional Animal Care and Use Committee (IACUC) to oversee research involving animals.

B. Research Protocols

The Office of Research and Sponsored Programs coordinates the review and approval of applications/protocols for research involving vertebrate animals. Requests for approval should be submitted to the Office of Research and Sponsored Programs at least two weeks in advance of the grant deadline and must include a copy of the complete scientific portion of the grant and a completed application for approval of research using animals.

If the complete scientific portion of a protocol is not available at the time the request for approval is submitted to the IACUC, the investigator must submit sufficient information in a rough draft, including an abstract, so that the committee can knowledgeably review the protocol. When the grant application is complete, the investigator must send a copy of the final application to the IACUC via the Office of Research and Sponsored Programs.

A full committee review will always be conducted. The investigator will be notified in writing of the review decision. If approval is withheld or contingent upon modifications, the reasons will be fully stated. The committee may approve the protocol as submitted, approve the protocol with modifications, or reject the protocol. A letter announcing the committee's decision will be sent to the investigator. If the protocol is approved with modifications, the investigator will be notified and must indicate in a letter to the Chairman

of the committee that the modifications will be incorporated into the protocol. After the changes are reviewed, a letter will be sent to the investigator indicating that the protocol is

approved as modified.

All protocols must be reviewed yearly and must be resubmitted to the IACUC every three years even if there are no changes. Requests to amend and/or continue research with approved protocols must be submitted to the Office of Research and Sponsored Programs for IACUC review. Amendments must be reviewed and approved by the committee before any changes are implemented. Changes might include, but are not limited to, changes in species, changes in the number of animals needed, changes in anesthetic, addition of a period of prolonged restraint, a new surgical procedure, or use of a different infectious agent, etc.

C. Instructional Protocols

All instructional activity using live vertebrate animals must be approved by the IACUC. An instructional protocol is one that is used in the laboratory component of a class offered at Georgia State University. Instruction/Training protocols must be submitted to the Office of Research and Sponsored Programs. Training includes students preparing an Honors thesis, undergraduate research, thesis research or dissertation research. If part of an ongoing research project, student training should be included under a faculty investigator's protocol. If this training is not part of an ongoing research project, the student must request approval. Proposed new courses using live vertebrate animals must be submitted to the IACUC for approval prior to their submission to the College Curriculum Committee. If a laboratory course carrying the same number is taught by more than one faculty member during the quarter or the year, only one protocol should be submitted, listing as principal investigators all faculty members involved in the course and designating a faculty member responsible for insuring that all guidelines are observed. All laboratory exercises and student training must be carried out under the direct supervision of a person experienced in the care and use of laboratory animals. A narrative description of the project must be submitted along with a completed application.

The IACUC will meet as necessary during the academic year to review protocols and changes in the operation of the animal facilities. IACUC members may not review or vote on applications in which they are personally involved, nor contribute to the constitution of a quorum. Consultants without voting privilege may be invited to assist in the review of complex issues.

Further information may be obtained from the Office of Research and Sponsored Programs.

(Source: Vice President for Research and Sponsored Programs, August 5, 1996)

312.03 Service

Faculty are to serve, as appropriate, on departmental, college, and University committees. In addition, they make discipline-related contributions to professional organizations or to the community. Faculty members perform University-related public service by conducting continuing education courses, by providing consultation, and conducting applied research.

These contributions are assessed each year in the annual review. Guidelines for institutional support for conference sponsorship/hosting is included in Appendix KK.

312.04 Outside Activity

Faculty responsibilities to the institution and to the State of Georgia with regard to outside activities are specified below. Board of Regents' policies governing outside activities are included in Appendix R.

312.04.01 Board of Regents Policies on Outside Activities

A. Occupational

1. An employee of the University System shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
2. All full-time faculty, administrators, and other professional staff members employed by a unit of the University System are expected to give full professional effort to their assignments of teaching, research, and service.
3. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state, or nation; or (3) is consistent with the objectives of the institution.
4. For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the President or his designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

(Source: BOR Policy, Section 802.1601)

B. Consulting

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

Each unit of the University System shall adopt guidelines governing consulting activities of faculty members which shall include the following:

1. a plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons;
2. a procedure for obtaining prior approval of the president or his designee; and
3. a procedure for defining and prohibiting conflicts of interest.

(Source: BOR Policy, Section 802.1602)

C. Political

As responsible and interested citizens in a democratic society employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the System. Therefore, the following policies governing political activities are hereby adopted:

1. employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the System;
2. employees may not hold elective political office at the state or federal level;
3. employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office; and

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

(Source: BOR Policy, Section 802.1603)

312.04.02 Consultancies with Non-State Agencies

No member of the faculty of the University shall engage in any outside work or activity if it interferes with the regular and punctual discharge of his/her official University duties and responsibilities.

Prior to engaging in remunerative outside work or activity, a faculty member must file a description of the nature and extent of the outside work or activity with the dean of the appropriate college or school, and shall not continue or undertake such employment if notified of the disapproval of such undertaking. A copy of the appropriate form for receiving approval is available from the offices of the deans.

Practical considerations necessitate a limit of not more than one day a week average for any calendar quarter during those portions of the year when the employee is on full-time duty.

312.04.03 Consultancies with State Agencies

As stipulated by state law, while a full-time employee of the University, no one may be employed by any other University System institution or State of Georgia agency, board, or department prior to the negotiation of an agreement between the University and the employing organization. A prerequisite for such agreement is the certification of the chief executive officer of a university that the person to be employed is available to perform such services, and that the performance of such services will not detract or have a detrimental effect on the performance of said person's full-time employment, and, where appropriate, that the part-time employment of such person by the employing organization will be in the best interest of the State.

The chief executive officer of the department, agency, commission, authority, college, or university which desires to obtain the services of a full-time faculty member at Georgia State University shall certify in writing the need for the services and set forth why the best interest of the state will be served by obtaining the part-time services of such a person in lieu of obtaining such services from a person not presently employed by the State.

312.04.04 Business Activity with the State

With certain exceptions, Georgia State University employees are forbidden, under state law, from transacting any business with the University System of Georgia either on their

own behalf, or on behalf of any business in which the employee or a member of his or her family has a substantial interest. Furthermore, if an employee of Georgia State University is to be employed by any other state agency, department, or commission, then an agreement authorizing such employment must be entered into between the agency for whom the University employee will work and the University.

Any University employee who transacts any business with the state or any agency of the state, or if an employee's family has a substantial interest in a business which transacts business with the state (substantial interest means the direct or indirect ownership of more than 25 percent of the assets or stock of a business), then such University employee must file a disclosure report. This report is due on January 31st in the Office of the Secretary of State and must list each transaction and the dollar amounts involved. The failure to file disclosure forms when required could subject an employee to a \$10,000 fine and termination of employment. These disclosure forms do not have to be filed if a single transaction does not exceed \$250 and the total of all transactions in the calendar year does not exceed \$9,000. Further information and disclosure forms may be obtained by contacting the Assistant Vice President for Legal Affairs.

312.04.05 Political Activity

While Board of Regents' policy encourages "responsible and interested" citizenship, it holds that it is "inappropriate for System personnel to manage or enter political campaigns

while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the System." Further delineation of this policy is included in BOR Policy, Section 802.1603.

The president of each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president.

The use of System materials, equipment, machinery, or vehicles in political campaigns is prohibited.

312.04.06 Policy Regarding Employment with Other State Agencies

Under Georgia law, full-time employees of Georgia State University are generally prohibited from transacting business with other state agencies. However, if an individual holds a doctoral or master's degree from an accredited college or university and the chief executive officer of the department or agency requesting the services of the Georgia State University employee and the President of Georgia State University agree, then the University employee may do work for another state agency or for another unit of the University System of Georgia. (O.C.G.A. 45-10-20, et. seq.)

A. It is the policy of Georgia State University that no request for employment of an

eligible Georgia State University employee by another state agency or unit of the University System shall be approved unless the agreement or letter requesting such employment contains the following information:

1. the nature of the activity to be performed;
2. the maximum amount of funds which will be paid to the University employee as part of this arrangement;
3. the maximum number of hours for such employment;
4. the dates when such employment will take place.

B. The dean of the college or director of the school in which the University employee works must approve the employment, taking into consideration the nature of the activity and the time involved. Subsequent to the approval by the dean or director, the vice president of the area in which the University employee is employed must also approve this activity before the President will execute the letter agreement with the state agency which requested the employment.

C. A copy of the letter agreement authorizing employment shall be maintained in the Office of Legal Affairs.

313 Other Duties and Responsibilities

313.01 Agreement on Guidelines for Classroom Copying in Not-for-profit Educational Institutions with Respect to Books and Periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H. R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines. (See "Regents Guide to Understanding Copyright and Fair Use")

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of the fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

313.01.01 Guidelines

A. Single copy for teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

1. chapter from a book;
2. article from a periodical or newspaper;
3. a short story, short essay or short poem, whether or not from a collective work;
4. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper;

B. Multiple copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

1. the copying meets the tests of brevity and spontaneity as defined below; and,
2. meets the cumulative effect test as defined below; and
3. each copy includes a notice of copyright.

313.01.02 Definitions

A. Brevity

1. poetry: A complete poem if less than 250 words and if printed on not more than two pages, or (b) from a longer poem, an excerpt of not more than 250 words.
2. prose: (a) either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

(Each of the numerical limits stated in "I" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

3. illustration: one chart, graph, diagram, drawing, cartoon or picture per book or per

periodical issue.

4. "special" works: certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

B. Spontaneity

1. The copying is at the instance and inspiration of the individual teacher, and
2. the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

C. Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made;
2. not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term;
3. there shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

(Source: Agreement of the Ad Hoc Committee of Educational Institutions and Organizations on Copyright Law Revision, and of the Authors League of America, Inc., and the Association of American Publishers, Inc., adopted March 1976)

313.02 Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes

A. The guidelines were developed to apply only to off-air recording by non-profit educational institutions.

B. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed for first forty-five(45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for recreation by the general public without charge.

C. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction without a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. "School days" are school session days--not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions--within the forty-five (45) calendar day retention period.

D. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

E. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

F. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

G. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

H. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

I. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

(Source: Assistant Vice President for Legal Affairs)

313.03 Academic Convocations

Faculty members are expected to attend formal academic exercises of the University and to wear on such occasions appropriate academic attire (Statutes, Article XI, Section 7).

313.04 Identification Cards

Faculty are expected to have a University Identification Card. The Registrar's Office is responsible for making identification cards for students and faculty. An identification card

is required to check-out books from the University libraries, and is requested by various offices of the University as proof of faculty status in order to receive services. The faculty identification card remains valid as long as the faculty member is employed. It need not be renewed annually but must be returned upon termination of employment.

313.05 Ethical Behavior with Regard to Complimentary Textbooks

The University Senate passed the following resolution on February 2, 1989:

"The distribution of complimentary textbooks is an important part of the process whereby professors review the full range of instructional materials available for their courses. However, the integrity of this process must be respected.

Selling complimentary copies of textbooks adversely affects the entire academic community.

Professor-authors are deprived of economic return in royalties, and incentives to write textbooks are diminished.

Students generally do not benefit from the sale of complimentary copies, as these books are sold at or only slightly below the new book price.

Selling complimentary textbooks inflates the cost of all textbooks, as publishers must compensate for revenue lost from the sale of new books.

Selling complimentary copies violates the tradition of respect by professors for the intellectual work of their colleagues and for the textbook publishers.

The future of availability of complimentary textbooks may be seriously jeopardized by the reluctance of publishers to risk further financial loss.

Faculty members receive complimentary textbooks as a result of their position at the

University. These textbooks should not be viewed as a source of faculty income. We recommend the following:

1. Complimentary textbooks are not to be resold for faculty profit. The books may be maintained for faculty reference or contributed to a library for student reference.
2. Solicitors for complimentary copies are forbidden from campus.
3. The campus bookstore may not sell copies which are identifiable as complimentary copies whatever their source may be."

314 Faculty Rights and Privileges

314.01 Academic Freedom

All faculty members are entitled to enjoy and to exercise without penalty for such exercise all the rights of an American citizen as well as the rights of academic freedom as they are understood generally in the teaching profession.

314.02 Faculty Library Privileges

A. Borrowing

Library books checked out to faculty members are renewed automatically from one quarter to the next but must be brought to the library on December 15 and June 15 for return or renewal. The libraries reserve the right to recall any book if it is needed. Books recalled to be placed on reserve must be returned immediately. Any other book may be called in after it has been checked out for two weeks and must be returned immediately.

For materials not owned by the libraries, faculty may request access, through interlibrary loan. Interlibrary cards, permitting checkout privileges, at many local and state libraries, and interlibrary loans may be requested from the Reference Department.

A laminated faculty photo identification card is necessary for checking-out materials. A letter filed with the head of the Circulation Department each quarter may be used to authorize a student assistant to check-out materials in the faculty member's name when so desired. The GSU photo identification card may be used at Georgia Institute of Technology for checking out materials.

B. Reserves

Assigned readings which will receive heavy class use may be placed on reserve to provide greater accessibility through more controlled circulation. For best service, reserve lists should be submitted to the reserves supervisor a number of weeks before the quarter

begins. If a course is to be taught each quarter and the reserve readings are to remain the same, a permanent reserve may be established by request at the Department of Circulation. Infrequently used materials will not remain on reserve.

C. Online Searching

Numerous bibliographic, some numeric data bases, and fulltext files can be searched by computer, including many of the most heavily used indexes such as Psychological Abstracts, ERIC, etc. These are available via OLLI, the library's automated system and GALILEO.

314.03 Grievance Procedures

See Article XI, Section 25 of Georgia State University Statutes

For any other grievance, a faculty member should consult the established grievance procedure of his or her college. See Appendix S for information regarding appeals.

315 Faculty Development

Faculty Development at Georgia State University takes place at the department, college and university levels. See the Promotion, Tenure and Development Document for general policies retarding development.

The University has several resources available to faculty for development. These include the Center for Teaching and Learning, the Instructional Resource Center, the Office of Research and Sponsored Programs, and the Associate Provost for Faculty Relations.

315.01 The Center for Teaching and Learning

The mission of the Georgia State University Center for Teaching and Learning is to support and promote high quality educational opportunities within a learning-centered academic culture that addresses the needs of qualified students, non-traditional as well as traditional. The Center reflects the collective expertise and continued commitment to excellence in teaching by the university faculty.

The Center promotes student learning by encouraging and supporting faculty efforts to explore the teaching-learning process. Such explorations include development of instructional skills, reflection on current instructional practices, implementation of teaching innovations, and use of emerging technologies. Further, the Center serves as an advocate for excellent teaching and for the expansion of incentives for the continued improvement of teaching and learning at the University.

In collaboration with the colleges of Georgia State University, the Center promotes the availability of existing efforts that develop and expand excellence in teaching and learning.

The Center serves the University by a) functioning as a clearinghouse of information and resources related to the continuing improvement of teaching at GSU, b) developing initiatives which encourage ongoing faculty commitment to excellence in teaching,

c) promoting continuing development of a community of scholars interested in teaching-learning excellence, d) identifying information and resources that support high-quality teaching, and e) coordinating the University's role as a leader in the regional, national, and international network of scholars interested in instructional excellence.

315.02 Special Funding Opportunities

315.02.01 Faculty Mentoring Grant * New, FY97 Program

Faculty Mentoring Grants are designed to encourage and support the development of the faculty as externally funded scholars. The program links faculty mentees that have not yet established a sponsored research agenda with experienced mentors and provides an informal seminar for mentees to cover the basic components of proposal preparation. Faculty members are not eligible for Faculty Mentoring funds if they have ever received external grants for research or are currently receiving CIF support. The maximum grant is \$10,000 (\$9,000 for mentee and \$1,000 for mentor).

315.02.02 Research Initiation

The Research Initiation Program encourages and supports scholarly research and other creative activity at Georgia State University. This grant program is intended to help full-time faculty meet the costs associated with their research activities. Priority is given to new and promising research efforts. One campus-wide competition is held each fiscal year with a Spring deadline. The maximum grant is \$5,000.

315.02.03 Research Team Grant * New, FY97 Program

The Research Team Grants foster collaboration among two or more faculty members at Georgia State University for the initiation of research and the preparation of proposals for external funds. Teams of faculty members from different departments are encouraged to apply. One campus-wide competition will be held each fiscal year. The maximum grant is \$15,000.

315.02.04 Dissertation Awards

The Dissertation Grant Program encourages and supports dissertation research at Georgia State University. Intended to help full-time doctoral students meet the costs

associated with their dissertation research, the program makes one-time awards of up to \$1,000. Proposals for the biannual competitions are due in the fall and spring. Applicants working in areas presently funded by external funding sources and funded under the Chancellor's Initiative Fund are ineligible for support.

315.02.05 Equipment Matching

This program provides matching funds for equipment obtained by faculty from externally funded grants. Funding is provided for up to 50% of the cost of equipment costing less than \$100,000 in each proposal/award. Matching requests exceeding \$50,000 should be discussed, prior to submission of the grant proposal, with the appropriate Dean and the Vice President for Research.

315.02.06 Instructional Improvement

This program encourages and supports instructional development activities. The Instructional Improvement Program seeks to enhance individual faculty and/or departmental efforts to develop and implement creative approaches to teaching at GSU. The maximum grant is \$2,000, and proposals are due in the winter.

315.02.07 Quality Improvement Funds

The Quality Improvement Program's intent is to maintain and upgrade the infrastructure of the University by purchasing research and instructional equipment. A significant award criterion is the impact of the proposed equipment on the research and/or instructional program. Funding is available for individual projects, group efforts, and support facilities. Interdisciplinary and multidisciplinary, along with disciplinary proposals are encouraged. Proposals are submitted in the fall, and grant amounts vary.

315.02.08 Chancellor's Initiative Fund

The goal of this program is to enhance research productivity at GSU by supporting existing faculty research projects. Supported projects either have, or have substantial potential for, extramural funding. All disciplinary, as well as multidisciplinary and inter-disciplinary proposals are eligible for this competitive funding. There are two categories of program development: (1) Initial Funding, for projects not previously supported by CIF, and (2) Continuation Funding, which includes funding for projects experiencing temporary difficulties due to the loss of external funds. Proposals are submitted in early spring.

315.02.09 Directed Research Funds and Travel Grants

The Directed Research Funds are designed to provide competitive funding for scholarly activities not covered under other University-sponsored funding initiatives. Examples of eligible activities include:

Enhancement of high-quality scholarly and creative efforts for which extramural funding is not readily available

Initiation of new projects, including start-up funds for new faculty

Renovation projects

Equipment purchases

Support of research activities during breaks in external funding

Funding under this program requires a match of 50% from the department and/or college. Proposals are accepted throughout the year.

Travel Grants, limited to \$500, are to facilitate the acquisition of extramural support for new research projects. The award does not support travel to professional meetings. Proposals are accepted throughout the year.

315.02.10 African-American Faculty Research and Development Grants

Grants of up to \$4,000 (with one-half provided by the Provost's Office and the balance by the College or other academic unit) are available for untenured, tenure-track African-American Assistant or Associate Professors who are U.S. citizens. Funds may be requested for the following activities:

Course release - PTI or GTA funds, usually one per academic year

Graduate Research Assistant - one per quarter per fiscal year

Travel related to research agenda

Equipment and materials if justified.

315.02.09 Special Funding Initiatives Summary

Program Maximum General

Program Purpose Amount Award Deadlines*

Faculty Development of faculty \$ 50,000 \$10,000 October,
Mentoring members as externally April
funded scholars

Research Research support for new \$125,000 \$ 5,000 March
Initiation and promising efforts

Research Collaborative Research \$ 75,000 \$15,000 October,
Team Grant Support for two or more April
faculty members

Dissertation Supplies and travel \$ 15,000 \$ 1,000 November,
Awards dissertation expenses May

Equipment (50% matching) \$250,000 \$50,000 Open
Matching

Instructional development \$ 15,000 \$ 2,000 February
Improvement

Quality Instructional and research \$300,000 N/A October
Improvement equipment

Chancellor's Research enhancement \$750,000 N/A March
Initiative Fund

Directed Research support, reno- \$250,000 \$50,000 Open
research funds tions and equipment
and travel
grants

African- Research and \$ 2,000 \$ 2,000 November,
American development April
Faculty R & D
Grants

*For exact due dates, contact the Office of Research and Sponsored
Programs. Program guidelines are distributed prior to the deadline.

316 Faculty/Staff Services

316.01 Health Clinic

The University operates a clinic staffed by registered nurses, under the direction of a Certified Adult Health Nurse Practitioner, who are available for emergencies, first aid, and medical counseling Monday through Friday from 7:30 a.m. to 9:30 p.m. during classes, and from 7:30 a.m. to 5:00 p.m. between quarters. A part-time physician is also available daily by appointment. Students, faculty, and staff members with medical problems are encouraged to keep a file at the Health Services office regarding the nature of the problem so that, in event of an emergency, appropriate action can be taken.

316.02 Lanette L. Suttles Child Development Center

Provided as a service to students who need child care while they attend classes, the Center is available to faculty and staff members on a limited basis.

316.03 Division of Recreational Services

The Recreation Department and its various facilities are available to faculty, staff, and students on a year-round basis. The facilities include basketball courts, an indoor swimming pool and diving well located in the aquatics building, one indoor and two outdoor tennis courts, badminton courts, one-wall racquetball courts, a covered jogging track, two weight rooms, a wrestling mat, combatants room, and several exercise areas.

Locker, towel, and uniform services are available to men and women in both the gymnasium area and the aquatics building on a quarterly or annual basis at nominal cost. Lockers, locks, towels, gym uniforms, and swim suits can also be rented on a daily basis.

The Recreation Department offers a wide variety of activities throughout the year including sport clinics, outdoor programs, intramurals, and sport clubs. Sport clinics include classes in aerobics, water exercise, martial arts, yoga, fencing, tennis, racquetball, archery, badminton, volleyball, weight training, and swimming. The "Touch the Earth" outdoor program offers trips and instruction in backpacking, whitewater canoeing and rafting, kayaking, windsurfing, sailing, water skiing, snow skiing, horseback riding, rock climbing, and scuba diving.

Intramural teams are organized in basketball, indoor soccer, bowling, billiards, darts, table tennis, badminton, wrestling, softball, street hockey, volleyball, flag football, swimming, tennis, racquetball, and track for friendly competition. Many of the outdoor activities are conducted at the Panthersville Athletic-Intramural complex located near South DeKalb College. Sport clubs offer intercollegiate competition in sport club teams including ALTA (Atlanta Lawn Tennis Association) tennis, badminton, bowling, fencing, ice hockey, judo, rowing, road racing, sailing, women's soccer, water skiing, whitewater canoeing, and women's swimming.

A wide variety of equipment is available for issue upon the presentation of a University identification card. The Recreational Services Equipment Issue Desk offers a wide variety of athletic wear and equipment as well as outdoor equipment. Such items as towels, basketballs, volleyballs, tennis racquets, racquetball racquets, badminton racquets, swim suits, gym suits, locks, etc., may be checked-out for indoor use. Outdoor recreation equipment is available for rent which includes tents, backpacks, daypacks, sleeping bags, cook kits, stoves, lanterns, ponchos, rafts, canoes, and paddles.

316.04 Indian Creek Lodge

Georgia State University maintains a lodge, swimming pool, and three tennis courts on 15

acres of land located on South Indian Creek Drive in DeKalb County. The facilities are available for the use of faculty, staff, and students. The Indian Creek pool is open during the summer months from the last weekend in May through Labor Day and is available to current Georgia State University students, faculty, staff, active alumni, and their families for a small fee. Reservations for the lodge can be obtained through the Director of the Student Center. Swimming and tennis lessons are available during the summer months.

316.05 University Facilities

Faculty may arrange to use University facilities for professional meetings and student activities by contacting the Office of Space Utilization or the Director of the Student Center.

316.06 Testing Service

A test-scoring service with item analysis is available to the faculty with consultation on improving classroom examinations. A specimen set test library is also located at the Testing Center.

316.07 Information Systems and Technology

The office of Information Systems and Technology (IS&T), under the direction of the Associate Provost, administers the work of the offices of Administrative Information Systems, Telecommunications Services, and Wells Computer Center. Through these offices, IS&T provides campus-wide customer service for information technology.

IS&T provides support and assistance to the university community in the effective use of information technology. The division is responsible for addressing client services, information presentation services, networking, systems programming, database administration, operation, and technology-enhanced classrooms. It provides collaborative assistance for specific academic or administrative information technology initiatives and infrastructure support. It administers the records of students' formal programs of instruction and provides the capability of properly administering the business-related activities of the university.

IS&T is a liaison between the state telecommunications office and the University community. This service includes administering telephone installations and changes, providing consultation and advice to the University community on telecommunication products, services and prices, and providing directory and operator assistance to the public, students, faculty and staff.

IS&T staff provide training and computer-assisted instruction and short courses. Consultants are available to assist users on an individual basis, and telephone help lines for

faculty and general users are maintained. Communication with the user community is further implemented through a newsletter, technical publications, and an online electronic mailbox for user problems and questions.

The basic elements of the infrastructure are large-scale computers, network file servers, open access labs, central printing services, and the campus network that connects all these elements together and to the outside world through PeachNet and the InterNet. Related services include installation and support for departmental local area networks connected to the campus network, minicomputer hardware maintenance, training, consulting, and publications.

Large-scale computing is offered via an Amdahl 5995-500 using IBM's MVS/XA operating system and a Unisys 2200/500, which supports the library. A Silicon Graphics Power Challenge L provides support for research and instructional use. A Sun Sparc Server 1000 supports Unix based E-mail services.

More than 100 network file servers provide access to centrally supplied software, support electronic mail (Group Wise) and provide services to more than 4,000 microcomputer workstations, including more than 450 workstations in open and instructional labs.

Campus printing resources include more than 250 low-speed remote network printers and a central printing complex consisting of a Xerox Docuprint network printer, a Xerox Docutech Publisher, a Xerox 4850 spot color printer, and a Xerox 4700 full-color printer.

316.08 Educational Media

The Office of Educational Media develops and produces TV, film, and graphics, distributes audiovisual equipment and provides media consultative assistance to faculty and staff of Georgia State University.

Graphics/Photography services include artistic and technical design, illustration, preparation and production of material to be used for visual aids and publications, still photography and slide/tape presentations.

TV/Film service offers 16mm sound filmmaking and 3/4 inch color videotaping production capacity. Scripting, on-location, broadcast and studio production as well as post-production editing of film and videotape are available.

Audiovisual Services include audiotape production and duplication, video duplication and conference video recording. They distribute, maintain, and repair University media equipment and provide technical assistance for purchasing audiovisual items or systems. Audiovisual equipment is delivered and returned on request to classes, other University functions, and the conference center.

316.09 Faculty Audit of Classes

Georgia State University, with Board of Regents' permission, allows the registration of faculty members, including Emeriti members, in academic or laboratory courses on a space available basis in AUDIT status without cost to the faculty member. Permission in all cases must be obtained from the course instructor. The following provisions pertain:

A. The faculty involvement in such courses may be at two levels:

1. Attendance: the faculty member attends classes in accordance with the class attendance policy;
2. Participation: the faculty member attends classes in accordance with the class attendance policy and the faculty member does the work of the course including tests, reports and the final examination.

B. A record of satisfactory involvement, as determined by the course instructor, will be maintained. Such record will be available to the faculty member for the purpose of establishing qualifications for employment or for any legal purpose whatever, previous to or subsequent to retirement. No record will be made of unsatisfactory involvement.

(Source: University Senate, May 7, 1987

Office of the Vice President for Academic Affairs)

317 Severance from the University

317.01 Non-renewal of Contract

Each year, the deans of the colleges, as the authorized representatives of the President, advise in writing all non-tenured personnel employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such notification is furnished according to the following schedule:

- A. at least three months before the date of termination of an initial one-year contract;
- B. at least six months before the date of termination of a second one-year contract;
- C. at least nine months before the date of termination of a contract after two or more years of service at the institution.

317.02 Dismissal

The Statutes (Article XI, Section 21, A) provide that the President may at any time remove any tenured or non-tenured faculty member before the end of his/her contract term for any of the following reasons:

A. conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment or prior thereto if the conviction or admission of guilt was willfully concealed;

B. professional incompetency, neglect of duty, default of academic integrity in teaching, in research, or in scholarship;

C. sale or distribution of illegal drugs, teaching under the influence of alcohol or illegal drugs which interferes with the faculty member's performance of duty or his/her responsibilities to the institution or to his/her profession;

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

E. false swearing with respect to official documents filed with the institution;

F. disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity;

G. such other grounds for dismissal as may be specified in the Statutes of the institution.

The dismissal procedures and appropriate avenues of appeal are detailed in the Statutes (Article XI, Section 24). In addition, dismissal is a sanction addressed in the Alcohol and Drug Policy (Appendix T).

317.03 Retirement

A. Board of Regents Policy on Retirement

B. Employment beyond Retirement: (Employment of Individuals Receiving State Retirement Benefits, Including the Teacher's Retirement System).

When a person has been retired from the University System and is receiving benefits from the Teachers Retirement system, the Employees Retirement System or the Regents' Retirement Plan, payment for services rendered to the University System by that person without prior approval by the Board of Regents is prohibited. In no event shall payment for services rendered be considered if compensation for that time, together with benefits being paid from the Teachers Retirement System (TRS), the Employees Retirement System (ERS), or the Regents' Retirement Plan exceed the compensation the individual

was earning at the time of retirement (Board of Regents Policy: 802.0904).

1. It is the policy of Georgia State University to provide a recently retired president of Georgia State University with office space and secretarial assistance;
2. It is the policy of Georgia State University to provide office space at the discretion of the institution to individuals who recently retired from Georgia State University who held the title of provost, vice president, or dean.

Each case will be reviewed annually prior to the beginning of Fall Quarter.

317.04 Pay For Accrued Leave For Terminated/Retired Faculty

Faculty members on twelve month contracts who have accrued leave at the time of termination or retirement will generally receive a lump sum payment for the accrued leave. Faculty will generally not be kept on the payroll until their leave is exhausted (Personnel: 2-22-89).

317.05 Clearing the University

A Clearance Form for Terminating Faculty and Classified Employees is utilized by terminating employees to clear the university and must be completed prior to the last day of employment. (Library books/fees, American Express cards, keys, parking cards/decals, etc. must be turned in to the appropriate offices before clearance is issued. Contact the individual offices listed on the Clearance Form for further clarification.) After all signatures have been obtained, the Clearance Form must be hand carried to the Records and Compensation Office on the last working day of employment. Clearance Forms can be obtained in the Personnel Services Department.

317.06 Continuation of Coverage under COBRA

A terminating faculty member may elect to continue medical coverage for eighteen (18) months beyond termination. Election must be made within sixty (60) calendar days from termination date. The cost is 100% of the premium plus 2% administrative fee. Contact the Personnel Services-Benefits Office for details.

End of Section 300