

SOUTH GEORGIA STATE COLLEGE



PART-TIME FACULTY HANDBOOK

2014 - 2016

Revised May 2015

FOREWORD

The Part-time Faculty Handbook is intended to be a reference to the policies, procedures, and guidelines relating to the operation of the instructional program at South Georgia State College. The handbook is not to be construed as an official publication of the Board of Regents of the University System of Georgia, nor is it meant to replace any portion of the South Georgia State College Catalog, Personnel Policy Manual, Statutes, or Faculty Handbook, all of which are available online at the South Georgia State College website, www.sgsc.edu.

AFFIRMATIVE ACTION

South Georgia State College is committed to the operation of all its educational, employment, and related programs without discrimination on grounds of race, color, creed, religion, gender, national origin, age, physical or mental disability, or other factors which cannot lawfully be the basis of denying equal opportunity.

College Administration

President	Dr. Virginia Carson
Vice President for Academic Affairs	Dr. Robert Page
Vice President for Student Success	Mr. Wes Brown
Vice President for Fiscal Affairs	Mr. Mark Latham
Vice President for Operations	Mr. Keith Newell
Vice President for External Affairs	Ms. Walda Kight
Assistant Vice President for Academic Affairs	Dr. Rick Reiman
Dean of Students	Dr. Greg Tanner
Registrar	Ms. Ame Wilkerson
Director of Entry Programs & Planning	Ms. Valerie Webster
Coordinator of SGSC Entry Program/GSWSU	Ms. Christy Barry
Dean, School of Nursing	Dr. Scott Thigpen
Chair, Humanities	Dr. Ruth Ellen Porter
Chair, Business/Social Sciences	Dr. Rick Reiman
Chair, Science/Math/Physical Education	Dr. Charles Johnson
Director, Libraries	Ms. Jacqueline Vickers

SGSC Frequently Used Telephone Numbers

Office	Telephone	Building
Academic Affairs	260-4201	Thrash Hall
Admissions	260-4206	Engram Hall
Advancement/External Affairs	260-4268	Richey Hall
Athletics	260-4216	Wellness Ctr
Bookstore	260-4231	Engram Hall
Business & Social Sciences	260-4248	Collins Hall
Counselor	260-4438	Powell Hall
Disabilities Coordinator	260-4435	Powell Hall
Entry Program, VSU	(229) 293-6135	VSU Campus
Entry Program, GSWSU	(229) 931-5141	GSWSU Campus
Financial Aid	260-4282	Engram Hall
Fiscal Affairs	260-4236	Richey Hall
Humanities	260-4248	Collins Hall
Institutional Effectiveness	260-4419	Powell Hall
Instructional Technology	260-4317	Richey Hall
Liberty Center	(912) 877-1906	Hinesville
Library, Douglas Campus	260-4323	Smith Library
Library, Waycross Campus	(912) 449-7515	Administration Bldg
Nursing	260-4356	Nursing
Personnel	260-4376	Richey Hall
President's Office	260-4397	Thrash Hall
Public Safety	260-4401, 4444	Shannon Hall
Registrar	260-4406	Engram Hall
Residence Life	260-4429	Peterson Hall
Science, Math & PE	260-4336	Stubbs Hall
STEM Center	260-4349	Stubbs Hall
Student Life	260-4427	Powell Hall

Student Success	260-4312	Engram Hall
Waycross Campus Director	(912) 449-7576	Administration Bldg.

Applying for a Part-time faculty position

- All advertisements for faculty positions will instruct applicants to send their application materials to the Division Chair/School of Nursing Dean of the discipline being advertised.
- The Division Chair/Dean will screen the applications to determine which candidates are qualified for the position. The Division Chair/Dean will not make any recommendations on candidates until all application materials are received in accordance with position announcements.
- The Division Chair/Dean will forward the originals of all application materials of candidates for serious consideration to the office of the VPAA. The Division Chair/Dean will also forward copies of all application materials of candidates for serious consideration at off-campus sites to the Director of Entry Programs. The Division Chair/Dean will also keep a copy of all application materials of candidates for serious consideration.
- The VPAA, and in the case of off-campus sites, Director of Entry Programs, will review the materials of candidates for serious consideration and, together with the appropriate Division Chair/Dean, make decisions about which candidates to invite to campus or the off-campus site for an interview.
- Based upon the recommendations of the Division Chair/Dean and the Director of Entry Programs, the VPAA will make a hiring recommendation to the college President.
- **The above steps apply to the hiring of both full and part-time faculty.**

Part-time faculty vacancies are advertised on the college website (www.sgsc.edu) through the "Human Resources" link and in local news media. The application form for a faculty position is also available on the college website (<http://www.sgsc.edu/discover/employment.cms>). To be eligible to teach at South Georgia State College, the candidate must have completed a Master's Degree and must have earned at least eighteen graduate semester hours in the academic discipline he/she will teach. The only exception is in the case of institutional credit-only courses, such as learning support courses, which require a minimum of a Bachelor's Degree. To be considered for a part-time faculty position, candidates for both campus and off-campus sites must provide the following documents to the Division Chair/Dean of the discipline applied for:

- a signed application for the position
- a current résumé
- official transcripts of work completed at all colleges and universities
- three original, current letters of recommendation

The Division Chair/Dean will make faculty hiring recommendations to the VPAA, and in the case of off-campus sites, the off-campus Director of Entry Programs will be involved in recommendations, as well.

Required Business Office Procedures

Before a part-time faculty member can be entered into the payroll system, he or she must complete certain paperwork in the college's Business Office, located on the second floor of Richey Hall. The Director of Personnel will provide the faculty member with guidelines for completing the following forms:

- I-9 Employment Eligibility Verification (requires proof of U.S. citizenship)
- Board of Regents Security Questionnaire
- Federal and State income tax withholding forms
- Georgia Defined Contribution Plan form (part-time state employee mandatory retirement plan)
- Personnel Data Form (emergency contacts and the like)
- Authorization for direct deposit
- Policy statements and acknowledgement (Drug-Free Workplace Policy; Sexual Harassment Policy; Governor's Ethics Policy; Workers' Compensation Policy; Right to Know Policy
- Background checks)

Salary and Payment

Part-time faculty salary is contracted according to the level of advanced degree and course credit hours. Payment for part-time faculty services is according to current SGSC Office of Fiscal Affairs policy. Faculty members may be required to use direct deposit services to a financial institution.

Part-Time Faculty Services

Parking Permit

Part-time faculty are entitled to a faculty parking decal or hang tag, available from the Public Safety office in Shannon Hall. The administrative assistant of the academic division where part-time faculty are employed will make the arrangements and provide assistance. Faculty may park in any parking area on campus, preferably in spots labeled "faculty."

Library Privileges

Part-time faculty are entitled to the same library privileges as full-time faculty. Materials not available in the SGSC library on either the Douglas or Waycross Campuses can usually be procured through the college's interlibrary loan service.

Email Service

All faculty members are assigned an SGSC email account upon employment. The faculty email account allows faculty to access the BANNER web system to print class rosters and enter final grades. Email addresses for all SGSC personnel are in the format first name dot last name @sgsc.edu with no spaces (ex.: john.smith@sgsc.edu).

Wellness Center

All faculty members have access to the SGSC Wellness Center (gym) facilities on the Douglas Campus, including the swimming pool, during hours of operation for faculty. The Wellness Center schedule is posted on the college's website (www.sgsc.edu; under construction) and in the Center itself.

Photocopy and FAX Services

Each SGSC division/school office, the Waycross Campus, and off-campus instructional site, has a photocopier to meet faculty needs. Unit policies may vary as to who has access to such equipment; however, part-time faculty have the same right to photocopy and fax services as do full-time faculty. The academic unit administrative assistant will provide instructions on the use of the equipment and will make photocopies and send/receive faxed documents for faculty as the assistant's workload permits. Note that some academic units may share an administrative assistant. In an attempt to conserve natural resources and save money, the college urges faculty and staff to make only those copies which are essential to the operation of the institution and its courses of instruction and to use both sides of paper when appropriate.

Keys

Part-time faculty on the Douglas Campus who require access to their division's mail and/or photocopier room(s) after 6:00 p.m. may request keys through their unit's administrative assistant. All key requests must be approved by the appropriate academic unit manager. On the Waycross Campus part-time faculty share an office space and are not issued keys.

Offices and Telephone Access

All academic divisions provide space for part-time faculty to meet with students, grade papers, and prepare for classes. All part-time faculty also have access to a telephone. Academic unit administrative assistants will provide information on office space and telephone access.

Television and CD/DVD Equipment

Part-time faculty on the Douglas Campus needing television and CD/DVD equipment should make arrangements with the division administrative assistant. On the Waycross Campus and at off-campus instructional sites arrangements should be made through the campus or site administrative office. All faculty share such equipment; therefore, it is advisable to make equipment requests well in advance.

Planning and Managing Academic Matters

Textbooks and Supplies

All faculty are provided textbooks for their courses (instructor's editions when available). Textbooks become the personal property of the instructor unless a course is canceled the first time an instructor is assigned to it or if a change of instructors becomes necessary. The division/school administrative assistant or the Chair/Dean of the division will make arrangements for faculty textbooks.

Supplies normally required to support instruction, such as pens, paper clips, paper, index cards, and a class attendance and grade record book will be supplied by the division (Douglas), campus (Waycross), or off-campus instructional site.

Class Rolls

Class rolls are available on the BANNER system, which is accessible from the college's website at www.sgsc.edu. The division/school administrative assistant or Chair/Dean will provide instructions on the use of the BANNER system. Early in each term the Registrar's Office will request proof rosters to identify students who have never attended. Such identification is absolutely necessary for the college to be in compliance with federal financial aid guidelines. Please respond to the proof roster request by the due date. As the semester progresses, updated class rosters will continue to be available on BANNER. It is very important that all faculty keep accurate attendance records throughout each semester in case issues arise concerning financial aid or the attendance/class participation portion of an instructor's grading scheme.

Grade Books

All faculty are required to maintain a record of attendance and grades. Such records are to be submitted to the division administrative assistant at the end of the semester. In addition, all grade records are to be available for grade appeals and in cases of hardship withdrawal. The grade record is an official college document that must be clearly maintained, accurate, and available to the college administration and must be filed with the appropriate Division upon the end of the faculty member's service with the institution.

Course Syllabi

All faculty, full-time and part-time, are required to distribute a written syllabus to each

student enrolled in each course taught no later than the last day of the drop/add period. Copies of course syllabi must be filed with the division Chair each term; and, once a year, copies are to be placed on file in the Vice President for Academic Affairs' office to update the accreditation records. All faculty members should be taking concrete steps to post all syllabi on GeorgiaView or Desire2Learn. For assistance, please contact Dr. Luck Watford (luck.watford@sgsc.edu), webmaster.

At a minimum the course syllabus must include:

- Instructor's name, office, telephone number, and e-mail address.
- Information on when and where the instructor will be available to assist students outside of class.
- Title of course.
- Text(s) and/or other required materials.
- Description of course.
- Goals, objectives, or expected outcomes of course, particularly the college's general education learning outcomes related to the course.
- Number and value of graded assignments, such as tests, themes, oral or written reports, etc., and other considerations used in determining the course grade.
- Policy on attendance and, if applicable, penalties for excessive absences.
- Policy on late or make-up work and, if applicable, penalties imposed.
- Other policies governing the course and/or course grade, such as plagiarism, supplies, and conduct.
- The college's Special Needs Statement with regard to learning and physical disabilities.
- A statement about SGSC counseling services.

In addition, the following information, where applicable, can provide additional clarity and direction for the students:

1. Schedule of course: lectures, laboratory sessions, tests, and other graded assignments.
2. Supplementary readings and other resources such as tapes, films, slides.
3. Any other information that will help the student understand the nature, purpose, and requirements of the course and its discipline.

Dropping/Adding Classes

Students are permitted to drop and/or add classes during the first week of classes. Students are not permitted to add classes after the end of the first week of classes.

Students who want to withdraw from a class before mid-term are permitted to do so without academic penalty. The request to withdraw from a course originates with the student who must complete a withdrawal form and submit it to the registrar.

Students who want to withdraw from a course after mid-term ordinarily are given a grade of WF unless there is a valid reason to permit the student to withdraw without penalty. (See “Hardship Withdrawal”)

Administrative Withdrawal from Classes

Faculty can administratively withdraw from a class any student who has exceeded the allowed number of unexcused absences after contacting the student to offer assistance to remain in class. Administrative withdrawal forms are available in division offices and must be forwarded to the registrar. Please note that it is a Board of Regents’ policy that any student required to be in a Learning Support class who withdraws from or is administratively withdrawn from such a class shall be withdrawn from all other classes by the registrar. The registrar may also administratively withdraw students from classes for failure to adhere to course prerequisite policies or for failure to pay fees. The administrative withdrawal form is Appendix A of this handbook.

Hardship Withdrawal

University System of Georgia policy and South Georgia State College policy do not permit students to withdraw after the mid-point of the term except in cases of hardship. The mid-term date for each term is listed in the Important Dates section of this handbook. A “hardship” is a non-academic circumstance which prevents a student from successfully completing a course. Examples of hardships include illness or other adverse medical condition, course/employment conflicts, and relocation of household. A hardship ordinarily applies to all courses undertaken in a particular term; however, SGSC treats each hardship request as a unique case. A student must be passing a course at the time of the hardship request in order to receive a hardship “W.” The request for the hardship “W” must originate with the student and must have the written approval of the Director of Student Life. Final approval rests with the Vice President for Student Success. In all cases, the student bears the responsibility for proving that the hardship “W” is justified.

Grades

South Georgia State College uses the uniform grading system of the University System of Georgia. Letter grades and interpretations are given in the South Georgia State College General Catalog under the heading of "Grading System." Each instructor is free to develop, within limits, his or her unique approach to grading the student's performance so long as the grade can be converted to the uniform system at the appropriate time. The

grading standards must be conveyed to and understood by the students and must be applied to all equally and fairly, without prejudice or caprice. The grading standard also should be noted in the course grade book for possible future reference. The use of make-up examinations is left to the discretion of the instructor, as is using class attendance to determine, in part, the course grade. Graded assignments/examinations should be reviewed with the students, and the students given the opportunity to question or challenge their grades.

Grades, including final grades, may not be posted in public view or given to students by telephone or email. Final grades must be recorded on the final grade sheets with the instructor's signature and given to the division administrative assistant. Final grades must also be entered into the BANNER system on the web and submitted by the requested due date and time.

Grades that have been recorded in the Registrar's Office can be changed only by completing and submitting a grade change form that must be signed by the instructor and the division Chair. Grade changes should be necessary only to remove an incomplete or to correct an instructor error. A grade change should never be the result of an opportunity not afforded every student, such as extra credit turned in after grades have been submitted. The grade change form is Appendix B of this handbook.

Grade Appeal

Students who think that they have been graded unfairly may appeal the grade at issue in writing within 30 days after the last day of the final examination period for the semester in which the grade was assigned. (The written appeal follows step 1 below and must be addressed to the Chair of the Division/Dean of School of Nursing, signed by the student, and delivered or postmarked within the 30-day limit.) Because the appeal of a grade is an in-house procedure, and not a court of law, no legal counsel or any other person may be present other than the persons specifically mentioned in each step below. Exceptions to this may be granted by the Vice President for Academic Affairs only for the following reasons: (1) a student with disabilities requiring extraordinary assistance; or (2) a student whose first language is not English and whose English is not sufficiently fluent so as to allow him/her to represent himself/herself adequately. In these cases, the appointment will be left to the discretion of the Vice President for Academic Affairs. The steps in the process are as follows:

1. The student will discuss the grade with the instructor involved.* This meeting should occur within three weeks of the last day of the final examination period for the semester in which the grade was assigned. The majority of grade disputes are resolved at this step.

2. In the rare cases that the disputes are not resolved in step 1, the student must file a written appeal to the Division Chair/Dean of School of Nursing within 30 days after the last day of the final examination period for the semester in which the grade was assigned. Within two weeks of receipt of the written appeal, the Division Chair/Dean will meet with the student and the instructor in an attempt to resolve the situation. A

memorandum of record will be prepared that will include the substance of the conversation during the meeting.

3. If the difficulty remains unresolved, a divisional review board will be appointed by the Division Chair/Dean to hear the student's appeal. The review board will meet to hear the appeal no later than two weeks after step two above.

- (1) There will be three members of this board, to be chaired by the Division Chair/Dean.
- (2) The instructor involved will not be a member of this board.
- (3) In small divisions, the membership of the board may come from outside the division.
- (4) If the charge of unfair grading is made against a Division Chair/Dean, the review board will be appointed by the Vice President for Academic Affairs, who will serve as its chair.
- (5) The review board shall hear statements from both the student and the instructor involved and will examine documents that are pertinent to the matter under review.**
- (6) A record will be kept of the review board's proceedings.
- (7) The findings of the review board will be reported to the Vice President for Academic Affairs, along with a recommendation. The decision of the Vice President for Academic Affairs shall be submitted to the student in writing within seven days.

4. If satisfaction is not achieved with the decision of the Vice President for Academic Affairs, the student may appeal the ruling to the President in writing within seven days of receipt of the decision of the Vice President for Academic Affairs.

5. The decision of the President regarding grades is final.

*In the unlikely event that the student cannot locate the instructor, the student should submit a written appeal directly to the Division Chair/Dean. The Division Chair/Dean will make a reasonable attempt to locate the instructor. If the instructor is still not available, the Division Chair/Dean will send reliable notice to the instructor (e.g., via certified mail) notifying the instructor that the appeal will proceed on a specified date no sooner than ten days from the date of the notification. On the specified date, the Division Chair/Dean will meet with the student as specified in Step 2, with or without the instructor present.

**If the instructor cannot be present before the review board, the student will present his or her case to the review board, and the board will make a recommendation to the VPAA.

Off-Campus Activities

Any class trip off campus should not conflict with other college classes or functions and should be cleared in advance with the division/school Chair/Dean and the Vice-President for Academic Affairs. The instructor must provide the Chair/Dean an itinerary of

the off-campus activity and a list of all students involved should any emergency notification become necessary.

Alternative Dispute Resolution (MEDIATION)

South Georgia State College subscribes to the University System of Georgia's initiative on Alternative Dispute Resolution (ADR). Also known as "mediation," ADR aims to resolve disputes between two persons without a formal grievance procedure or legal action. The goal of such a resolution is to satisfy the needs of both parties in a non-threatening manner in an atmosphere where both sides are expressed and possible solutions to the dispute are developed by the disputants themselves. To arrive at a win-win solution that will satisfy both parties, a certified mediator facilitates the expressions of concern, identifies issues for negotiation, and helps the parties work toward an agreement that can satisfy their needs. This process works very well for most disputes that do not involve criminal activity or academic grades. Further, the positions of the disputants are of minimal concern. Therefore, disputes between student and faculty member, student and student, faculty and staff, or faculty/staff and administration can be reasonably settled through mediation. For information on Alternative Dispute Resolution (mediation), please contact the Vice President for Academic Affairs in Thrash Hall or at (912) 260-4201.

Legal Considerations

The Buckley Amendment and Grades

There are many legal considerations involved with grades and grading, and the following is a synopsis of these considerations, some of which have been discussed above under "Grades."

According to The Family Education Rights and Privacy Act of 1974 and the Buckley Amendment, the faculty are not permitted to release any information about a student or a student's grades which does not appear in the Student Directory. The Student Directory includes

- Name
- Dates of attendance at the institution
- Class (Freshman, Sophomore)
- Previous institutions attended
- Major field of study
- Awards
- Honors
- Degrees conferred
- Past and present participation in officially recognized sports and activities
- Physical factors (height, weight of athletes)
- Date and place of birth

However, upon the written request of a student, grades and other specified material may be released. If a parent of a student calls, writes, visits, or otherwise requests a

student's grades or other information, no such information may be given unless the parent submits a signed, dated, notarized release from the student.

Third parties who may request a student's grades without a written request from the student. These parties are specified in The Family Education Rights and Privacy Act of 1974, and the request for information should be forwarded to the Registrar's Office.

The faculty member must keep all grade books during his/her tenure at South Georgia State College. Grade books must be filed with the Division Chair/Dean when a faculty member leaves. Questions concerning the release of grades may be resolved by consulting The Family Educational Rights and Privacy Act of 1974 documents which are on file in the Office of Registrar.

Sexual Harassment Policy

Like other forms of discrimination, sexual harassment will not be tolerated at South Georgia State College. Federal law and Board of Regents Policy (Section 802.17) provide that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise to discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of gender violates this federal law.

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

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decision affecting an individual; or
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. (BR Minutes, 1980-81, pp. 237-38)

South Georgia State College firmly believes that such actions demean individuals and interferes with the principles that the institution upholds; therefore, all complaints will be resolved by a thorough and confidential investigation.

The College supports a discrimination-free work environment for all employees. This includes freedom from sexual harassment. The College strongly disapproves of sexual harassment in any form and prohibits employees at all levels from engaging in offensive or inappropriate sexual and/or sexually harassing behavior at work. In addition, all employees will be held responsible for ensuring that the workplace is free from sexual harassment.

The College specifically prohibits the following behavior:

- unwelcome sexual advances;
- requests for sexual favors, whether or not accompanied by promises or threats regarding the employment relationship;
- other verbal or physical conduct of a sexual nature that threatens or insinuates that submission to or rejection of sexual advances will influence personnel decisions regarding employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development;
- any verbal or physical conduct that substantially interferes with employees' ability to do their jobs;
- any verbal or physical conduct that creates an intimidating, hostile, or offensive work environment; and
- other sexually harassing behavior including, but not limited to, comments about an individual's body; sexually degrading words to describe an individual; offensive comments; offensive language or jokes; innuendoes; and sexually suggestive objects, books, magazines, photographs, cartoons, or pictures.

Sexual harassment may result in disciplinary action up to and including dismissal. Employees who experience sexual harassment from anyone at work, including supervisors, coworkers, or visitors, are urged to report this conduct to College officials so they may investigate and resolve the problem. Employees are encouraged to first use the procedures for filing a complaint of sexual harassment (see Complaint Procedures). Should the administrative officer not be able to resolve the complaint effectively, the Faculty and Staff Grievance Procedures should be followed.

The College will make every effort to keep all information confidential provided in the course of any investigation.

There will be no retaliation against employees for reporting sexual harassment or assisting the College in the investigation of a complaint.

The College may take disciplinary action against an employee who provides false information during the investigation of a complaint of sexual harassment or unlawful discrimination.

ADA Compliance and Learning Disorders

The College operates in compliance with the requirements of the Americans with Disabilities Act (ADA) of 1990. The College is also in full compliance with the requirements of

Section 504 of the Rehabilitation Act of 1973 which forbids discrimination on the basis of physical or mental handicaps. It states that no qualified handicapped student may, on the basis of the handicap, be excluded "from any course, course of study, or other part of an education program or activity." Therefore, faculty are expected to construct classes and classroom activities to ensure that participation is possible for all students. If there are questions or clarifications needed, the SGSC Disabilities Coordinator should be contacted.

In summary, the admission policies, activities, services, and facilities of South Georgia State College do not exclude any student on the basis of race, color, gender, age, religion, national origin, or physical handicap. The College is an Affirmative Action Institution. Copies of the institutional Affirmative Action Plan are available in the Affirmative Action Office in Richey Hall.

The Board of Regents of the University System of Georgia has established a series of regional centers whose function is to assess applications from students seeking accommodations for learning disabilities. South Georgia State College operates in full compliance with Board of Regents' policies. No accommodations are to be made without written authorization from the SGSC Disabilities Coordinator to do so. Faculty members having requests from students for accommodations for learning disabilities should refer such students to the Office of the Disabilities Coordinator, where those students may receive assistance in the process of applying for such accommodations.

Professional and Personal Responsibilities

Campus and Professional Meetings

Part-time faculty are not required to attend and participate in various campus meetings unless so notified, but they are encouraged to attend division and full-faculty meetings when their time permits. The college may schedule some functions to include both part-time and full-time faculty. Part-time faculty are also encouraged to attend and make presentations at appropriate professional meetings as college funds and faculty schedules permit.

Instructor Responsibilities

- Maintain appropriate office time as needed by students for each class period (minimum two hours per week). Meetings with students may be arranged to take place in part-time faculty office space or in the classroom either before or after class.
- Explain the attendance policy and the policy for make-up work, as well as ongoing classroom procedures in the first class meeting.
- Make clear at the beginning of the semester the procedures that will be used to determine the final grade. Once a grading scheme has been set, do not change it.
- Begin the class promptly, use class time efficiently, and keep the class for the prescribed period of time.

- Be prepared for the class and present the material in a well-organized and effective manner.
- Grade and return tests and other assignments promptly.
- Be understanding and helpful to students.
- Use a variety of teaching methods and teaching aids.
- Be fair and impartial.
- Encourage students to ask questions, disagree, and express their own ideas.
- Actively involve students in the learning process.
- Be interested in every student and his/her progress.
- Design tests that help students to demonstrate what they have learned.
- Have enough grades to provide a fair assessment of a student's achievements before and after mid-term.
- Be enthusiastic about the subject and the class.
- Remain sensitive to students' feelings and problems.
- Make assignments that are reasonably demanding. Ensure through assignments and testing procedures that critical thinking, reading, writing, and mathematics have been emphasized.
- Maintain standards and expectations characteristic of a college-level course.
- Complete paperwork and respond to college requests promptly and accurately.
- Communicate with the Division Chair concerning problems, needs, and suggestions for improvement of the instructional program.
- Remember that you are representing South Georgia State College and The University System of Georgia.

Handling Emergencies

Emergency first aid kits are available in division, School of Nursing, Waycross Campus, entry program, and Liberty Center offices. Faculty should be familiar with the

location of such kits. Faculty should also be familiar with the diagrams for exiting the building that are posted in strategic locations in all campus and instructional site buildings. Emergency medical assistance can be secured by calling **911**. Emergency situations should also be reported to campus public safety officials by calling the **4444** emergency number. From a cell phone the number is **260-4444**. The college's emergency response plan is on file in each division/School office, in all administrative offices of the college, and on the college website www.sgsc.edu.

Professional and Personal Responsibilities of Distance Learning Faculty

Campus and Professional Meetings/Presentations

Part-time faculty who teach at a distance (DL) are defined as instructors who teach only online courses. Such instructors are encouraged to attend division and full-faculty meetings as permitted by their time and proximity to the college. The college frequently sponsors presentations for faculty Development as well as other such presentations for staff and students, many of which are video-recorded for preservation on the College intranet. Part-time faculty members who teach DL courses are provided access to these presentations and are encouraged to view them for improvement of their teaching.

DL Instructor Responsibilities

DL instructors are to comply fully with the requirements of teaching DL courses mandated by the South Georgia State College Distance Learning Policy included as an appendix to this handbook. They will maintain a minimum of two hours of synchronous office time per week for each three-credit hour course that they teach online and in cases of emailed inquiries will respond to students within forty-eight hours of such questions.

All online instructors will use Desire2Learn (D2L) as the learning management platform for their courses.

The instructor's D2L course web site will detail the attendance policy and the policy for make-up work, as well as ongoing classroom procedures.

The instructor's D2L course website will make clear at the beginning of the semester the procedures that will be used to determine the final grade. Once a grading scheme has been set, it will not be changed.

All assignment due dates will be clearly displayed on the D2L course website calendar.

The D2L course website will present the material in a well-organized and effective manner.

Tests and other assignments will be graded promptly and posted immediately on the D2L course website.

DL instructors will be understanding and helpful to students.

DL instructors will use a variety of teaching methods and teaching aids.

DL instructors will be fair and impartial.

DL instructors will encourage students to ask questions, disagree, and express their own ideas.

DL instructors will use the interactive tools of D2L (discussions and/or chat boards) to actively involve students in the learning process.

DL instructors will be interested in every student and his/her progress.

DL instructors will Design tests that help students to demonstrate what they have learned.

DL instructors will have enough grades to provide a fair assessment of a student's achievements before and after mid-term.

DL instructors will be enthusiastic about the subject and the class.

DL instructors will remain sensitive to students' feelings and problems.

DL instructors will make assignments that are reasonably demanding. Ensure through assignments and testing procedures that critical thinking, reading, writing, and mathematics have been emphasized.

DL instructors will maintain standards and expectations characteristic of a college-level course.

DL instructors will complete paperwork and respond to college requests promptly and accurately.

DL instructors will communicate with the Division Chair/School Dean concerning problems, needs, and suggestions for improvement of the instructional program.

DL instructors will remember that they are representing South Georgia State College and The University System of Georgia.

Faculty Evaluations

Course/Instructor Evaluations by Students

Student evaluations of the course and instructor make an important contribution to improving one's teaching effectiveness. Admittedly, variables other than the instructor's effectiveness and course content can affect student ratings. However, there are no totally objective means of evaluation available and practical. When student evaluations are consistent and cut across class variables, they provide valuable information as to deficiencies which need to be corrected and strengths which should be retained. Part-time faculty are evaluated anonymously by students each semester. The Office of Institutional Effectiveness (IE) sends electronic evaluations of all instructors, full or part-time, to students and reminders for their electronic submission to the Office of IE. The instructor's D2L course web site will contain a link to the electronic student evaluation form after the midterm exam and students will have at least two weeks to complete the form. The form is electronically sent to the Division Chair or Dean, and are used for annual evaluation of full-time, and semester evaluation of part-time, faculty. The faculty member is not provided access to the evaluations until after final grades have been submitted.

Part-Time Faculty Self-Evaluation

All part-time faculty, including DL faculty, must complete the self-evaluation in Appendix C of this handbook each semester and submit it to the Division Chair/School Dean or an academic unit's administrative assistant the week after student evaluations are completed.

Classroom/DL Course Observation Evaluation

All part-time faculty will be observed once every two academic years. An evaluation based on the classroom observation will be completed and submitted to the Vice President for Academic Affairs by the last week of the evaluated semester. The Division Chair/School Dean will discuss the classroom observation evaluation with the faculty member, and both the faculty member and the Division Chair/School Dean will sign the form before it is submitted to the Vice President for Academic Affairs. The classroom observation form is Appendix D of this handbook. There is a separate distance learning observation form, which requires a review of the content of the instructor's GeorgiaView course web site. Each faculty member's Chair or Dean prepares an evaluation, based in part on the student evaluations and a review of the contents of the web site as measured against the elements of the syllabus and the requirements of the Distance Education Handbook. This evaluation is discussed with the faculty member electronically, telephonically, or face-to-face before the end of the semester. Both the Chair/Dean and the faculty member sign the form through conventional or electronic signature. All evaluation documents are submitted to the VPAA at the conclusion of the semester in which the evaluation was conducted.

The form is then submitted to the Vice President for Academic Affairs. The DL Course observation form is Appendix G of this handbook.

Administrator Evaluation

Each faculty member's Division Chair/School Dean will prepare an evaluation and discuss it with the faculty member electronically, telephonically, or face-to-face. Both the Division Chair/Dean and the faculty member will sign the evaluation form through conventional or electronic signature. The Division Chair/Dean evaluation form is Appendix E of this handbook.

South Georgia State College Entry Programs Valdosta Campus and Americus Campus Handbook for part-time faculty

History

The South Georgia State College Entry Program in Valdosta is located on the campus of Valdosta State University in the University Center, Entrance # 9 on Ann St. The SGCEP originated as the South Georgia Regional Educational Consortium in the fall 1998 semester with a student body of 36 students and a small adjunct faculty. The consortium was made up of Abraham Baldwin College, Bainbridge College, South Georgia State College, and Waycross College. The program quickly grew and soon established its excellence, winning a “Program of Excellence Award” in 2000 from NADE/GA. After five years, the program was placed solely under South Georgia State College with its current title of The South Georgia State College Entry Program. The program continues to grow in enrollment and reputation, with more than 400 students on the campus, where students enjoy the nurturing atmosphere of a small school with the opportunities that a large regional university provides.

The South Georgia State College Entry Program in Americus is located on the campus of Georgia Southwestern State University in Collum Hall. The SGCEP in Americus began fall semester 2008 with a student body of 36 students and a small adjunct faculty. The program continues to grow in enrollment with more than 150 students on the campus, where students have access to all academic resources and extracurricular activities available to students of GSW.

Mission

The South Georgia State College Entry Programs provide courses for those students with learning support (developmental) or required high school curriculum requirements, as well as core curriculum courses, in a nurturing atmosphere emphasizing strong learning skills, a positive view toward success, and sound study habits to meet the goal of successful student transfers to Valdosta State University, Georgia Southwestern State University and other institutions of higher learning.

Parking

For VSU each semester, part-time faculty must report to the VSU Human Resource Office, located on the bottom floor of the University Center where a permit to gain a parking pass is issued. This permit is then taken to the VSU Parking Office on Georgia Avenue. The faculty member must pay the required fee.

For GSW each semester, part-time faculty must report to the Student Success Center Room 3425 for IDs. A parking decal may be picked up at Public Safety in Sanford Hall room 118. For more information, visit <http://www.gsw.edu/~safety/>.

Emergencies

Should an emergency arise, the 911 number will reach campus police. Blue public safety phones are located in parking areas.

Keys

For VSU, all keys must be signed for by the faculty member using the proper form obtained in the SGCEP office and taken to the Key Shop on the corner of Ashley and Northside. Each faculty member must return the key before leaving employment.

For GSW, all keys will be issued by the Coordinator of the SGCEP. Each faculty member must return the key before leaving employment.

Discipline

All students are required to conform to the conduct expectations of a college classroom. The faculty member must stress class rules for cell phones, beepers, and other potential issues. Mutual respect for students and faculty is the policy of the SGCEP. Any serious breach of conduct should be reported immediately to the Director. Students in violation of the discipline codes of Valdosta State University, Georgia Southwestern State University and/or South Georgia State College will be subject to the discipline procedures of both schools. Students who have been arrested or accused of violating campus conduct expectations may be required to meet with the Assistant to the Chair of Students for Judicial Affairs at VSU.

Student Support Services

SGCEP students are eligible for tutoring, counseling, stress management, and other support services offered to all students on the VSU or GSW campus. Contact the appropriate SGCEP office for further information or specific referrals.

Advisement and Academic Assistance

All faculty members must be available to offer assistance to enrolled students with time before or after class, office meetings, email contact, or other arrangements. Unfortunately, our expanding enrollment and increase in faculty is making office space an issue. However, space will always be made available for you through arrangements with the SGCEP office. Faculty members, both full-time and part-time, in the Entry programs are members of the academic Divisions/School of Nursing and supervised by the administrator for the academic discipline(s) that they teach. Academic Division chairs visit the Entry programs at least twice each month to communicate with faculty members there.

South Georgia State College Entry Program (SGCEP) at VSU Important Phone Numbers

Ms. Valerie Webster, Director (229) 293-6135 University Center

Ms. Lea Johnson, Admin. Asst.	(229) 333-5436	University Center
Odum Library	(229) 333-5860	Library
Parking and Transportation	(229) 293-7275	114 Georgia Ave.
University Bursary	(229) 333-5725	1204 N. Patterson St
University Infirmary	(229) 333-5886	Farber Medical Ctr
University One Card Services	(229) 259-2593	1204 N. Patterson St
University Police	(229) 333-7816	Pine Hall

**South Georgia State College Entry Program (SGCEP) at GSWSU
Important Phone Numbers**

Ms. Valerie Webster, Director	(229) 293-6135	University Center, VSU
Ms. Christy Barry	(229) 931-5141	Collum Hall
Parking	(229) 928-1390	Sanford Building

APPENDIX A

**ADMINISTRATIVE WITHDRAWAL
SOUTH GEORGIA STATE COLLEGE**

TO: Ame Wilkerson, Registrar

DATE: _____

FROM: _____
Instructor

RE: _____
Student's Name

Student's Identification Number

TERM: _____

Please withdraw the above named student from my
_____/Course
_____ for the following reasons:
Course Reference Number

_____ Has stopped attending

_____ Has exceeded the number of permitted
absences

Date of last attendance: _____

Note: This form is to be used only when an instructor is withdrawing a student from a course. Students withdrawn by mid-semester/mid-term will receive a grade of "W". Students withdrawn after mid-semester/mid-term will receive a grade of "WF".

APPENDIX B

Grade Change

Student Information:

Name _____

ID # _____

Course Information:

CRN# _____

Departmental Prefix _____

Title _____

Term/Year Taken: Term _____ Year _____

Grade Assigned _____ Grade Requested _____

Reason for grade change

Signatures

Instructor _____ Date _____

Division Chair _____ Date _____

VP for Academic Affairs _____ Date _____

Registrar's Office _____ Date _____

APPENDIX E

**PART-TIME FACULTY EVALUATION
COMPLETED BY ACADEMIC UNIT ADMINISTRATOR**

Name _____

Course Number and
Title _____

Semester and Year _____

I. Teaching:

II. Professional Growth and Development:

III. Other:

Adminstrator

Date

FacultyMember

APPENDIX F

South Georgia State College Distance Learning Policy

Mission

The South Georgia State College mission remains that of a commitment to excellence in education to promote critical thinking and higher levels of student learning. South Georgia State College embraces new technology, innovative methods, and collaborative efforts to achieve that mission. South Georgia State College will pursue the development of online learning with the aim of reaching the following goals:

- To increase access to higher education for the people in the southeastern region of Georgia.
- To provide flexibility to a growing diverse and technologically advanced student body.

Definitions

Distance Learning is any educational environment that involves technology-enabled teaching outside the traditional on-campus classroom. An online course is defined as one for which all regularly scheduled classroom time is replaced by required activities completed at distance and managed online. The content within an online course and the on campus course does not differ in concept in any way. The main difference is how the content is presented. The material covered is equivalent to that offered in a face-to-face section of the same course and the online course has the same credit value as the face-to-face equivalent.

Online (Fully Web-based) Courses:

All course content is delivered through the course web-site and is accessible anywhere, anytime. Course assignments have completion and submission due dates that are common to all students but prior to the prescribed due date students can complete their work asynchronously and on their own schedules. There are no regular class meetings on the SGSC campus.

Partial (Web-based) Courses:

Most of the course learning is online and provides resources and activities that are accessible anywhere, anytime. However, there are some regular class meetings.

Hybrid (Web-enhanced) Courses:

Face to face classroom instruction with an online component. Part of the course learning is online and provides resources and activities that are accessible anywhere, anytime.

Program Standards

SGSC strives to offer Distance Learning classes that are unexcelled anywhere in quality. Each course meets the standards specified by the Southern Association of Colleges and Schools (SACs) for courses in Distance Education.

Curriculum and Instruction

Online course creators and instructors at SGSC commit to adhere to the "Principles of Good Practice for Electronic Programs and Courses" of the university System of Georgia. What

follows summarizes some of the important principles but not all of them that apply to SGSC courses. For the complete list, please consult

<http://www.electroniccampus.org/student/srecinfo/publications/principles.asp>

SGSC courses provide regular and timely interaction between students and instructors.

Except where stated otherwise in this document, faculty members and the chairperson of the Division in which the course resides assume responsibility for course oversight and adherence to Distance Learning policies.

The technologies used are appropriate to the objectives of the courses taught and are frequently updated and kept current.

Distance Education courses are of equal quality to those on campus that are not offered at a distance and are evaluated for effectiveness by assessments of student learning outcomes, student evaluations and data concerning student retention.

All courses will identify the course-specific learning outcomes expected for students completing the course successfully and these outcomes will be tied to a module-based curriculum.

The South Georgia State College General Education Learning Outcomes applicable to courses at SGSC will apply equally to online courses and both online courses and courses not offered at a distance will be assessed equally for accomplishment of these outcomes.

Online courses at SGSC are fully transferable to all institutions of the University System and their cost per credit hour will be identical to the per-credit hour cost of other courses in the College catalog.

SGC's Exemplary Course Standards

Course Design

1. The availability of online course content is varied and could be provided through learning modules, individual pages, hyperlinks to outside resources or internal resources, embedded media, individual organizer pages, etc.
2. Learning modules should contain appropriate tools that enhance the learning process. Examples of specific tools include, but are not limited to, various media formats, quizzes, discussion, notes pages, course guideline documents, and others.
3. Various instructional methods and learner styles are used to enhance student motivation. These could include visual, auditory, and print-based stimuli.
4. Ancillary GeorgiaView resources should be made available to students through the course design tools feature as part of the course content. Tools could include features such as the course calendar, who's on-line, chat features, etc.
5. Course instructors should provide a means for course evaluation by each student.
6. Course instructors should allow for accessibilities issues. On-line course materials must comply with accessibility standards such as ADA.

Assignments and Instructions

7. Assessment of student learning is timely, appropriate and responsive to the needs of the individual learner.
8. Methods of assessment may include (but not limited too): proctored examinations, papers, projects, etc.

9. Assignment objectives are clearly communicated, utilize critical thinking and make use of outside resources.
10. Assignments and assessments align with the objectives of the course and the mission of the college.
11. Achievement of learning outcomes is documented.
12. Instructors are encouraged to include assignments in their online courses which provide an opportunity for communication and/or cooperation among members of the class.

Interaction and Collaboration

13. Course guidelines for student interaction, group assignments, and other collaboration requirements are plainly stated within the course.
14. The instructor must create ample opportunities for interaction between other students and the instructor.
15. Learning activities are designed to enhance student interaction between all course participants.
16. Instructors are encouraged to use real-time GeorgiaView tools such as chat and whiteboards.
17. Instructor should establish clear guidelines concerning instructor response criteria and timeframes.
18. Instructor interaction with students is encouraged by actively participating in discussions, chat rooms, and other components designed for this purpose. Prompt feedback to students is encouraged.
19. The course instructor should make every attempt to develop an online learning community by using instructional methods that promote learning communities such as small group activities, whole group activities, and others.

Learner Support

20. The college will provide faculty and students with appropriate technical support.
21. The college will maintain an Orientation web site which includes tutorials and/or instructions for internet skills and applications necessary for the execution of online courses.
22. The college will maintain a Resources web site which includes links to download sites for programs and applications necessary for the execution of online courses.
23. The SGSC web site contains a gateway to information on online courses that includes resources for Online/Hybrid Classes with links to: help desk personnel, online library resources, tutorials covering such topics as the use of e-mail, the Internet, html, browser settings, and other required applications such as PowerPoint, Real Player, etc.
24. Course provides appropriate instructor contact information.

25. Course resources are in accordance with the Americans with Disabilities Act.
26. Faculty has been provided with appropriate training and has necessary access to technical support.
27. Courses will be continually reviewed for improvement, and the learning design is evaluated regularly for effectiveness.
28. Courses will include a clear statement of virtual office availability and preference for responding to students' queries via one or more of the following means: GeorgiaView email, phone, or other. It is preferably that SGSC online instructors communicate with the students exclusively via the GeorgiaView secure email.
29. Plagiarism will not be tolerated. Each course will explain the statement of policy for the guaranteeing of the originality of student work. Students may be asked to submit their papers to Turnitin.com for demonstration of originality. While no student will be required to do so as a condition for course attendance or successful course completion, the work of students who decline to have their work submitted to Turnitin.com will be checked for originality through other means.
30. Courses will include an explanation of online etiquette and of the online disruption of the academic process.
31. Each syllabus will contain the SGSC policy on compliance with ADA.
32. Students should save electronically all their assignments until the final grade is released.

Online Course Development: Faculty Policies and Expectations

Instructors must invest enormous time and energy to build a distance learning course. Therefore, we strongly suggest that faculty begin planning the course six months before SGSC offers it for the first time. Given the increasing demands for assistance in creating web-enhanced or web-based courses in particular, support units may set deadlines and guidelines for providing assistance to faculty in this process. We advise, then, that faculty contact these support units as soon as they decide to create a web-based and/or web-enhanced course, but no later than six months prior to its being implemented.

Faculty who elect to teach at a distance are expected to:

1. Be appropriately trained. The SGSC Online Task Force web site contains training materials and links to external training tools. Faculty members may seek training from others or be self-trained. It is required that faculty wishing to teach on-line classes use GeorgiaView as their Course Learning Management System (CMS).
2. Have their on-line classes ready for students by no later than the day prior to the official start of the term. This should include a syllabus, course schedule (including any required campus visits), and all materials to be used by students within the first two weeks of the term.
3. Have their courses populated on the day before the first day of classes.
4. Proctor their own tests (if the test is not on-line) with a reasonable schedule for distance students.

5. Follow the content requirements as indicated in the common course outline. 6. Administer the on-line student evaluation instrument for all on-line courses taught each semester.
7. Keep records indicating that students have received and are responsible for the course syllabus.
8. Be appropriately responsive to student postings and e-mails. E-mails should be answered within at least two business days.
9. Be available for any other faculty duties as required by the department, campus, or college.
10. Use an appropriate textbook for the class.
11. Back-up course materials. Print out your CMS grade book and retain as you do for your face to face classes.
12. The same grade appeal procedures and timelines used for face to face classes will be followed. Phone calls or e-mails can count as contact.
13. Sometimes links that you might include in your course materials will take students to sites with ads or other solicitations. It would be prudent to warn students of such a possibility and that the link to that site does not constitute a recommendation or endorsement by SGC.
14. If some form of e-pack is being used, it is the instructor's responsibility to explain to the students where and how they can obtain access codes.

Office Hours for Distance Learning Faculty

Faculty teaching online may maintain virtual office hours. Faculty will receive credit for one virtual hour for each online credit hour they teach. Faculty must be available for all service responsibilities as required by their department, campus or college regardless; however, of the number of virtual hours credited. Virtual office hours must be clearly communicated to their students in their class syllabi.

**APPENDIX G
DISTANCE LEARNING FACULTY OBSERVATION FORM**

Instructor: _____ Site Location & Room: _____

Course: _____ CRN: _____ Visit Date/Time _____

Description of classroom activity (method & topic): _____

Number of Students present: _____

KEY: S = Satisfactory N = Needs Improvement N/A = Not Applicable or Not Observed

Instructional Assessment	S	N	N/A	Comments
1. Up-to-date knowledge of the subject				
2. Preparation and organization of material				
3. Clarity of presentation				
4. Use of instructional techniques and aids to stimulate class interest				
5. Responsiveness to student questions				
6. Effective rapport with students				
7. Encouragement of student participation (as appropriate)				
8. Timely response to student questions				
9. Observation of deadlines				
10. Classroom management/enforcement of college policies				
11. Review of Syllabus (contains learning outcomes, grading scheme/course requirements, absence policy, special needs statement, office/appointment hours, how to contact instructor, course description, textbook and other required materials)				

ASSESSMENT: Satisfactory Needs Improvement

Additional Comments: _____

Signature of Reviewer: _____ Date: _____

APPENDIX I
ONLINE STUDENT EVALUATION OF COURSE/INSTRUCTOR

South Georgia State College

Faculty Evaluation

We appreciate your taking your time and energy to assist us with this important function. Class evaluations are taken very seriously by the faculty member and the administration. This will allow us to continue to improve the instruction process at South Georgia College.

Please be as honest and forthright as possible in your evaluation. You have complete and total anonymity. The division chair and the faculty member will confer after grades are submitted. At no time will the instructor see individual responses, just a compilation.

Please enter your 928 number _____ to insure your online class evaluation is directed to the correct departmental assistant.
Your continued anonymity is guaranteed.

Instructor name _____
Course name and CRN _____
Semester _____

Key to Responses:
SA Strongly Agree;
A Agree;
D Disagree;
SD Strongly Disagree

____ NA ▾ My knowledge of this subject has been increased significantly.

____ NA ▾ The instructor knows the subjects.

____ NA ▾ The course is well organized.

____ NA ▾ The instructor explains the subjects clearly.

____ NA ▾ The grading has been fair and appropriate.

____ NA ▾ The instructor is tolerant of views that differ from his/her own.

____ NA ▾ The instructor offers ample opportunity for questions and discussion.

____ NA ▾ The instructor displays respect to and concern for students.

____ NA ▾ I would recommend this instructor to a friend.

____ NA ▾ My overall evaluation of the instructor is positive.

Expected grade for the course: NA ▾. If other, please specify _____

PT Evaluation Forms
REV: 11/1/2012

Course Pace: about right ▾

Hours per week spent outside the class: 0-2 ▾

Your cumulative GPA at SGC: 0-1.99 ▾

The class is: required ▾

My classification is freshman ▾. If other, please specify _____

Please add any additional comments that would be helpful to evaluate this instructor and course.