

SOUTH GEORGIA STATE COLLEGE



PART-TIME FACULTY HANDBOOK

Revised May 2023

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

Gregory M. Tanner, Interim President

Robert D. Page, Vice President for Academic and Student Affairs

Michelle B. Ham, Vice President for Fiscal Affairs and Administration

Jimmy W. Harper, Vice President of Enrollment Management and Information Technology

Taylor Hereford, Senior Advancement Officer & Waycross Campus Director

Sandra Adams, Dean of Students

Ame Wilkerson, Registrar

Jo Anne Jones, Assistant Director Entry Program at Valdosta State University

Jaime Carter, Dean of the School of Nursing

Charles W. Johnson, Dean of the School of Arts and Sciences

Lynn Kelly Director, Libraries

Applying for a Part-time Faculty position

- All jobs applications and required documents must be submitted through the online system.
 - Part-time faculty vacancies are advertised on the college website (<https://www.sgsc.edu/about/employment>), and applicants must complete the online application in order to apply for a part-time faculty position.
 - 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.
- Applications are processed through the school Deans.
 - The Dean will screen the applications to determine which candidates are qualified for the position. The Dean will not make any recommendations on candidates until all application materials are received in accordance with position announcements.
 - The Dean will forward the application materials of candidates for serious consideration to the office of the VPASA. The Dean will also keep a copy of all application materials of candidates for serious consideration.
 - The VPASA will review the materials of candidates for serious consideration and, together with the appropriate Dean, make decisions about which candidates to hire.
 - Based upon the recommendations of the Dean, the VPASA will make a hiring recommendation to the college President.
- Employment Screening
 - Once an offer is extended and accepted, Human Resources conducts a thorough pre-employment screening. This screening may include, but is not limited to, verifying work and education history, and a criminal background investigation. Due to the University System of Georgia policies which prohibits employment of such persons, South Georgia State College requires new employees to pass a criminal background screening which shows no history of conviction or felony or other serious crime.
- Onboarding
 - Human Resources provides log-in credentials from Equifax to complete the onboarding paperwork. Once all the onboarding documents via Equifax have been completed, a "Further Action Notice" is sent to the new hire, providing instructions to visit the Office of Human Resources on or before the 1st day of employment.
- **I-9 Documentation**
 - As required by the US Department of Justice, all new employees must complete I-9 documentation and provide the appropriate supporting pieces of identification. Page three of the I-9 form lists all forms of acceptable identification and in what combination they may be used to satisfy this requirement.
- **Payroll Records**
 - IRS regulations require that employee be paid in their name as it appears on their social security card. Employees will be asked to present their social security card for these purposes. In addition, new requirements effective July 1, 2007 require employers to validate social security numbers against the online verification

system provided by the Social Security Administration and the Department of Homeland Security.

- **Participation in Retirement Plan**

- Most persons employed in a temporary, non-student capacity are required by Georgia law to contribute 7.5% of post-tax income to the Georgian Defined Contribution Plan.
- South Georgia State College is an Equal Employment Opportunity/Affirmative Action Employer. It is the policy of South Georgia State College to recruit, hire, train, promote and educate persons without regard to age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or status as a protected Veteran.
- South Georgia State College is a participant in the Employment Eligibility Verification Program (E-Verify).

- **Salary and Payment**

- Part-time faculty salary is according to the level of advanced degree and course credit hours. Payments for Part-time faculty services will be on a monthly basis starting in September for the Fall Semester and February for the Spring Semester. We recommend using the direct deposit services to receive your monthly payments.

Part-Time Faculty Services

Parking Permit

Part-time faculty are entitled to a faculty permit available from the Police Department in Tiger 1. The administrative assistant of the school 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 USG Gil Express Service, borrowing materials from other USG library holdings, and through the college’s interlibrary loan service.

[Embedded librarian](#) service is available for part-time faculty teaching online classes. Incorporating librarians into the online classroom, enables a librarian to access the same information that students receive from their instructors to facilitate supporting them throughout the semester on a platform with which they are already familiar and to interact with them more directly.

Email Service

All faculty members are assigned an SGSC email account upon employment. 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).

GeorgiaVIEW

GeorgiaVIEW is the name of the SGSC Learning Management System, currently supported by D2L Brightspace. All faculty members are required to use GeorgiaVIEW to, at minimum, post grades and the course syllabus. To access GeorgiaVIEW:

Username: Your username is the first part of your email before the @ symbol.

Password: Your current email password.

Support for GeorgiaVIEW: <https://d2lhelp.view.usg.edu/s/>

IT Support

For any IT support requests, please submit a ticket through the IT Ticketing System: <https://sgsc411.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. For more information, please call Martha Morgan, Assistant to the Athletic Director at 912-260-4217.

Photocopy and FAX Services

Each SGSC 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 the 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 schools 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.

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 school administrative assistant or the Dean of the school 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 are available on the Douglas campus and sent by request to the Waycross campus and Valdosta Entry Program.

Class Rolls

Class rolls are available on the BANNER system, which is accessible from the college's website at www.sgsc.edu. The school administrative assistant or Dean will provide instructions on the use of the BANNER system. Early in each term the Registrar's Office will request completion of Attendance Verification 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 Attendance Verification 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 in GeorgiaVIEW. Such records are to be submitted to the 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 school 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 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 Dean and Administrative Assistant each term; and, once a year, copies are to be placed on file in the Vice President for Academic and Student Affairs' office to update the accreditation records. The Dean will file the syllabi once a year for all. All faculty members must post all syllabi on GeorgiaVIEW. For assistance, please see Quicklinks for Faculty and Staff on the web to submit a ticket.

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.
 - Part time instructors are expected to post one specific hour per week per class they teach that they are available virtually or face-to-face. They are also encouraged to offer additional availability as they are able.
- Title of course.
- Text(s) and/or other required materials.
- Description of course from College Catalog.
- Goals, objectives, expected outcomes of course, and statement of which SGSC general education learning outcomes are addressed in 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.
- Student responsibilities, including 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 provided statements and policies for Access, Counseling, Library, Tutoring, Writing/Speaking Centers, Plagiarism, and GeorgiaVIEW.

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 Drop/Add period indicated on the Academic Calendar. Students are not permitted to add classes after the end of the Drop/Add period ends.

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's Office.

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")

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 on the Academic Calendar (<https://www.sgsc.edu/academics/academic-calendars>).

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 student must understand that withdrawing from one or more courses could have adverse consequences that include delayed graduation, the loss of eligibility for sports or other activities, and/or the loss or reduction of scholarships and financial aid. The Coordinator of Disability Services will verify the authenticity of the documentation and confirm passing grades for all classes. The Hardship Withdrawal Form and authenticated documents will be presented to the Hardship Withdrawal Committee for final consideration. Please Note: The hardship withdrawal process cannot begin until the student’s signed Hardship Withdrawal Request Form with the hardship onset date, letter of justification, and supporting documentation that validates the hardship have been received.

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. We highly encourage faculty to post final grades in the GeorgiaVIEW gradebook. Mid-term and Final grades must be entered into the BANNER system on the web and submitted by the requested due date and time. Numeric grades as well as letter grades will be requested for Dual Enrollment students. These numeric grades will be shared with the student’s high school.

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, the Dean, and the Vice President for Academic and Student Affairs. 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 Dean, 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 and Student 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 and Student 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 Dean within 30 days after the last day of the final examination period for the semester in which the grade was assigned. Only the final course grade may be appealed. Individual assignment grades are to be addressed with the instructor as needed throughout the semester and are not subject to appeal. The letter should clearly address the basis for the appeal which must be grounded in one of the following situations:

- a) Computational or clerical error by the instructor.
- b) Bias on the part of the instructor resulting in a negative impact on the student's grade.
- c) The grading was arbitrary or capricious.

Within two weeks of receipt of the written appeal, the 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, review board will be appointed by the 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 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 Dean, the review board will be appointed by the Vice President for Academic and Student 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 and Student Affairs, along with a recommendation. The decision of the Vice President for Academic and Student 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 and Student 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 and Student 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 Dean. The Dean will make a reasonable attempt to locate the instructor. If the instructor is still not available, the 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 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 VPASA.

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 Dean. The instructor must provide the Dean an itinerary of the off-campus activity and a list of all students involved, and the signed travel and liability form, available through the Office of Student Life. For each student 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 and Student 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
- City/County of residence
- 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.

There are some 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 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.

Harassment

Like other forms of discrimination, sexual harassment will not be tolerated at South Georgia State College. Federal law and Board of Regents Policy 6.7 (<https://www.usg.edu/policymanual/section6/C2655/>) 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.

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 school 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 Dean 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.

Class Assessment

All part time faculty members are required to participate fully in assessment of classes, including following the direction of their assessment chair, collecting data, and reporting data. Failure to participate may result in discontinuance of services.

Handling Emergencies

Check with the building coordinator -- Emergency first aid kits are available in every building, on both the Douglas and Waycross Campuses. 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 situations, to include obtaining medical assistance, can be secured by calling 911. Non-emergency contact with campus police can be made by calling 912.984.7675 on the Douglas Campus and 912.287.4335 on the Waycross Campus. The college’s emergency response plan is on file in each School office, in all administrative offices of the college, and on the college website www.sgsc.edu .

	DOUGLAS	WAYCROSS
Location	Tiger Village I 1st Floor, West Wing	Administration Building
Service Calls	912.384.7675	912.287.4335
Emergency	911	911
Office	912.260.4401	
Hours	Although we are open 24 hours, we may be patrolling the campus and there may be no one in the office. If you need to request police assistance, contact us by calling 912.384.7675	The Police Officer is available on the Waycross Campus during regular business hours. SGSC contracts with a private security entity to provide security services after hours and on the weekends.

Distance Education Faculty

All faculty members, full- and part-time, who teach online courses, are required to follow the guidelines outlined in the Distance Education handbook. Part-time faculty who teach online will be provided with access to the Distance Education handbook by their chair or dean.

Faculty Evaluations

Course/Instructor Evaluations by Students

Students enrolled in SGSC courses are given the opportunity to evaluate the instructor and the course. Student course evaluations are meant to provide students the opportunity to give feedback on the teaching/learning process, the instructor's interaction with students, the delivery of course material, and the quality of the learning environment.

The purposes of student evaluations are

- to assist individual instructors in improving their own teaching;
- to assist academic administrators in counseling faculty about their teaching;
- to assist faculty in reviewing the overall educational value and effectiveness of the course;
- to provide an indirect assessment of student satisfaction with online courses; and
- to provide input in judging the teaching component in tenure, promotion, and salary determinations.

All schools use the same questionnaire for face-to-face and online courses. There is a separate questionnaire for both the face-to-face and online versions. The questionnaires are made available to students via a link specific to the student through an email sent by SmartEvals.

The email sent to the student provides three ways of completing his/her course evaluation: specific link provided in the email, a mobile token that can be used via the mobile app, and by logging into GeorigaView. The Academic Affairs Specialist serves as the SmartEvals administrator. For courses offered during regular fall and spring semesters, evaluations are available to students during the fourteen days prior to the last day of class.

Results are not available to instructors prior to submission of students' grades for the courses. The instructor will receive an email from SmartEvals notifying the individual that results are available.

Part-Time Faculty Self-Evaluation

All part-time faculty, including DL faculty, must complete the self-evaluation in [Appendix B](#) of this handbook each semester and submit it to the 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 and Student Affairs by the last week of the evaluated semester. The Chair/ School Dean will discuss the classroom observation evaluation with the faculty member, and both the faculty member and the Chair/School Dean will sign the form before it is submitted to the Vice President for Academic and Student Affairs. The classroom observation form is [Appendix C](#) 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 VPASA at the conclusion of the semester in which the evaluation was conducted.

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

Administrator Evaluation

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

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

The mission of the South Georgia State College Entry Program is to prepare students for sophomore-level courses at [Valdosta State University](#).

Entry program students have the opportunity to complete any learning support requirements and required high school curriculum deficiencies, while earning at least 30 credit hours in the [University System of Georgia](#) core curriculum before becoming eligible to matriculate into VSU. The core curriculum courses are designed to fit most programs of study, and the core curriculum credits transfer to any institution in the University System of Georgia.

Students completing this program with a 2.0 or higher grade point average are eligible for admission to Valdosta State University.

Entry program students benefit from small class numbers that afford one-on-one attention from faculty and staff. In addition, students enrolled in the SGSC entry programs can participate in

campus life with access to academic resources and extracurricular activities available to VSU students.

All South Georgia State College Entry Program courses are offered on the Valdosta State University with South Georgia State College serving as the academic institution of record. Entry program students are also eligible to take a limited number of online courses.

- Library
 - Faculty and students at the SGSC Entry Programs have access to the library services of the host institutions.
- Parking
 - For VSU each semester, part-time faculty must purchase a VSU parking permit to park on campus.
- Emergencies
 - Should an emergency arise, the 911 number will reach campus police. Blue public safety phones are located in parking areas.
- Keys
 - Office staff locks and unlocks classroom doors.

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. Students in violation of the discipline codes of Valdosta 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 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. 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 program are members of the School of Arts and Sciences or the School of Nursing and supervised by the administrator for the academic discipline(s) that they teach. Deans visit the Entry program at least twice each month to communicate with faculty members there.

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

Jo Anne Jones, Asst. Director

(912) 260-4660

University Center

Kaylee Fesler, Enrollment Services Advisor	(912) 260-4660	University Center
Odum Library	(229) 333-5860	Library – 1500 N. Patterson St.
Parking and Transportation	(229) 293-7275	1308 Sustella Ave.
University Bursary	(229) 333-5725	1205 N. Patterson St
University Infirmary	(229) 333-5886	200 Georgia Ave
University One Card Services	(229) 259-2593	1205 N. Patterson St
University Police	(229) 333-7816	1410 N. Oak St

APPENDIX A



**SOUTH GEORGIA
STATE COLLEGE**

Office of the Registrar
100 West College Park Drive • Douglas, Georgia 31533
912-260-4200 • 912-260-4455 (fax)
email: registrar@sgsc.edu
Engram Hall

Grade Change

Student Name: _____ Student ID: _____

Course Information:

Course Reference Number (e.g. 12345) _____

Course Prefix/Number (e.g. ENGL 1101) _____

Course Title _____

Term/Year Course Taken Summer 20____ Fall 20____ Spring 20____

Instructor Name (please print) _____

Grade Assigned _____

Grade Requested _____

Numeric Grade for Dual Enrolled Students _____

Reason for grade change _____

Signatures:

Instructor: _____ Date: _____

Dean: _____ Date: _____

VP for Academic and Student Affairs: _____ Date: _____

Registrar's Office: _____ Date: _____

.....

Office Use Only: Processed by _____ Date _____

March 2020

APPENDIX C

FACULTY CLASSROOM OBSERVATION

Instructor: _____ Site Location & Room: _____
 Course: _____ CRN: _____ Visit Date/Time: _____

Description of classroom activity (method/topic): _____

Number of Students present: _____

KEY: G=Good A=Acceptable N = Needs Improvement N/A=Not Appl. or Not Observed

	Instructional Assessment	G	A	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.	Ability to move smoothly from one topic or classroom activity to another					
6.	Effective rapport with students					
7.	Encouragement of student participation (as appropriate)					
8.	Enthusiasm of instructor					
9.	Observation of beginning/ending of class as scheduled and/or appropriate class breaks					
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)					

OVERALL ASSESSMENT: Satisfactory Needs Improvement

Additional Comments: _____

Signature of Reviewer: _____ Date: _____

APPENDIX D

**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