

Faculty Handbook

2020-2021

Department of Aviation Science &
Management

Department Aviation Maintenance &
Structural Technology

About the School

Our Vision:

To be a premier education and training institution supplying high quality graduates to meet the needs of the aerospace industry.

Our Mission:

The School of Aviation educates and prepares students for technical and management careers in the aviation, aerospace, and related industries, who understand the industry and organizations they are part of, and the communities they serve.

School of Aviation Departments

The School of Aviation is home to two departments:

Department of Aviation Science & Management

Department of Aviation Maintenance & Structural Technology

Aviation Science Department

3/2/2020

II. Administrative Procedures

As stated in the MGA Faculty Handbook (section 5.03.06 OTHER DUTIES AND EXPECTATIONS),

Faculty are expected to attend all officially designated meetings of the faculty including, but not limited to, Academic Assembly, Faculty [0e0 0 9.993 list

3. Moving students from one section of a class to another either in a face-to-face or online class - requires authorization from the Chair.
4. Changing office hours for a certain day or week, etc. requires authorization from the Chair.
5. Prior approval is required for leaving campus for any purpose during the scheduled workday or office hours if it is not related to instructional purposes. Faculty should fill out travel authorization forms prior to attending conferences and gain the signature of the Chair and/or the Dean.
6. Prior approval is required for traveling to conferences, meetings, etc. during work time - need to fill out travel authorization form. Requires authorization from the Chair and/or Dean.
7. Outside occupational activities requires authorization from the Chair, Dean, Provost, and the President.
8. Bringing children on campus - requires authorization from the Chair and the Associate Dean and/or Dean. Faculty should observe the HR policy on bringing children on campus.
9. Reserving conference rooms or spaces outside of Departmental spaces requires authorization from the Chair or Dean.

III. Faculty Performance: Expectations & Evaluations

Total	100%
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measured based upon the number of relevant activities, and the proof of such activities, submitted with each faculty member's portfolio. The impact of a faculty member's work on broader audiences (e.g. national publication, presentation or grant award) will also be considered.

The four domains of this particular model include the domains of discovery, integration, application, and teaching. Examples include the following:

The Scholarship of Discovery

- Search for new knowledge
- Traditional definition of scholarship
- Discovery of new information and new models
- Sharing discoveries through scholarly publication

The Scholarship of Integration

- Integration of knowledge from different sources
- Present overview of findings in a resource topic
- Bringing findings together from different disciplines to discover convergence
- Identify trends and see knowledge in new ways

The Scholarship of Application

- Discovering ways that new knowledge can be used to solve real world problems

The Scholarship of Teaching

- Involves the search for innovative approaches and best practices to develop skills and disseminate knowledge
- Informal/ formal teaching, advising and

mentoring. Specific examples of scholarly work include:

- publications
- presentations at regional, statewide, national, or international relevant discipline-specific conferences
- service to the profession and community concerning a relevant, discipline-specific task – Scholarship of Application
- participating in networked scholarly activities across disciplines, roles, and institutions
- applying for/ obtaining a grant from a philanthropic, state, or federal organization
- editorial work
- development of teaching materials that enhance and increase the learning experience (including but not limited to audio, video, software, hardware etc.)
- serving as a member of a thesis or dissertation committee
- literature reviews

Consistent with the practice common throughout university aviation programs nationwide, the MGA School of Aviation proposes the following activities, in addition to those listed above, and in the 2019 MGA Faculty Handbook (excerpt above) define scholarship for tenure and promotion.

- Obtaining a rating or certificate beyond that required for initial appointment (Scholarship of Discovery)

- Obtaining a graduate degree beyond that required for initial appointment (Scholarship of Discovery)
- Appointment as an FAA pilot examiner or designation as a Master Instructor beyond that required for initial appointment (Scholarship of Teaching)
- Multiple new course development, creation of textbook free courses, or substantive course content/design changes in multiple courses (Scholarship of Teaching)

Service

Noteworthy professional service to the institution or the community (See USG Section 8.3.6.1 Minimum for all Institutions in All Professorial Ranks).

Professional Development

Engaging in those activities which enhance relevant professional knowledge and expertise as it relates to education or a specific discipline. Examples include:

- continuing formal graduate study
- attending relevant lectures
- attending workshops, seminars and institutes

Faculty Teaching Load & Overload Policy (USG 4.10 Faculty Overloads and Instructional Staff Responsibilities and MGA Faculty Handbook section 5.03.0)

Faculty teaching loads are outlined in the faculty handbook. The definition of a terminal degree used for faculty workload is an earned doctorate, or currently, an MFA for those teaching in the ~~and a~~ Masters in Aviation for those teaching in Aviation. As such, faculty members with a terminal degree (doctoral degree, MFA, or Masters in Aviation) should teach 4 courses or 12 hours per semester. Faculty without a terminal degree (doctoral degree, MFA, or Masters in Aviation) should teach 5 classes or 15 hours per semester. Areas (including nursing and aviation) that use clock hours rather than credit hours to assign teaching load should document evidence that the hours worked when assigning clock hours are similar to the hours worked when using credit hours, as stated in Provost Anderson's memorandum to campus faculty dated June 18, 2019). (For Aircraft Maintenance and Structural (c)-2 cesnrs.2 (o)-9.6 (u)-00 (y)-E

- The Instructor should retain copies of all emails in case student complaints are received.
- Comments/feedback and/or the grades for all graded assessments ~~are~~ communicated to the student within one week after the due date for the assessment.

Expectation #5 Active Learning

- It must be communicated to students that online courses are not self-paced.
- Regular and routine weekly participation in an online course is required and will be recorded by the instructor. Active learning through graded discussions will take place in each online class. Regular and routine course activities for all Aviation courses will include a combination of the following:
 1. a graded discussion activity that is integral to student engagement and learning;
 2. a graded assignment/project/examination

Expectation #6 Attendance/Participation

- The student must attend class if they are to be well prepared for the workplace. Online courses are no different from on-campus classroom courses in this regard. Therefore, online students are subject to the college's attendance policy.
- For online classes, attendance/participation is defined in a different manner.
- Student attendance in online courses is defined as weekly active participation in the course (activity/assignment/project/exam) as prescribed in the course syllabus. (am)1.6 (7o3 (r)3.125 0 Td ()Tj EMC9.a

advantage of any financial incentives offered by publishers in the assignment of specific texts.

(BOR Policy Manual 310, Academic Textbooks)

Submission of news to Inside MGA

All faculty submissions to the University's Inside MGA News must be approved by the Dean or the Associate Dean. Approved submissions will be uploaded to Inside MGA for publication.

Textbook Adoption

All instructors must use the same textbook for all sections of a given course. A list of the official textbooks will be maintained in each department by the Administrative Assistant.

Faculty who are interested in changing the standard textbook for a course should schedule a meeting or meetings to discuss the change. This meeting should include all faculty members that have an interest in the discussion. Announcements about the meeting(s) time and location should go to all SoA faculty in order to give everyone a chance to participate if they so desire.

Once a decision is made regarding the choice of textbook for a ~~part~~ course, the new textbook's name and other pertinent information should be forwarded to the Associate Dean, Administrative Assistant, and the Curriculum Committee.

V. Service and Emotional Support Animal on Campus Policy

Faculty should contact Accessibility Services at 478-71-5730 (Macon Campus) or 478