

I. Introduction

Message from the Interim Dean

This Faculty Handbook, created for the School of Business for the academic year 2021-2022, communicates important responsibilities specific to the School of Business. These policies are based on (but do not supersede) USG- or MGA-wide policies found on the MGA website:

- USG BOR Policy Manual
<https://www.usg.edu/policymanual/>
- USG Academic & Student Affairs Handbook
https://www.usg.edu/academic_affairs_handbook/
- Middle Georgia State University Faculty Handbook
https://www.mga.edu/faculty-staff/docs/MGA_Faculty_Handbook.pdf
- Middle Georgia State University Policy Manual (Human Resources)
<https://policies.mga.edu/>
- Middle Georgia State University Academic Catalog - Undergraduate
<https://mga.smartcatalogiq.com/2019-2020/Undergraduate-Catalog>
- Middle Georgia State University Academic Catalog – Graduate
<https://mga.smartcatalogiq.com/2019-2020/The-Office-of-Graduate-Studies-Academic-Catalog>
- Middle Georgia State University Student Handbook and Code of Conduct
<https://policies.mga.edu/policy-manual/section-4-student-affairs/4-1-student-handbook-code-of-conduct/index.php>

I hope these guidelines help faculty members develop a “clear target” for building a successful faculty portfolio of teaching, service, and scholarship. These policies along with open and regular communication with your department chairs and me ensure your initiatives and ambitions align with school strategies and goals. Your performance reflects both the quality and quantity of academic work as well as the degree of alignment of those activities with school strategy.

About the School

Our Vision

To be a School of Business recognized for the quality of its academic programs, the diversity of its students, and the contributions to the business development of middle Georgia and beyond.

Our Mission

The Mission of the School of Business is to provide high quality undergraduate and graduate business programs targeted primarily to meet Central Georgia workforce needs. The School focuses on effective teaching and student learning for a diverse student population. Faculty engagement in scholarly activities, especially applied and pedagogical research, enhances classroom instruction. Faculty provide professional services to the community and their disciplines.

School of Business Departments:

- Department of Accounting, Finance & Economics
- Department of Management & Marketing
- Department of Health Services & Sport Management
- Masters of Management

School of Business Organizational Chart

Professional Advisors:

Connie Jenkins
Monique Shine
Cochran: vacant

Dean

School of Business
Dr. Carol Sargent, Interim Dean

Administrative Secretary

Ashley Vinson

Administrative Coordinator

to the Dean
Abby Prince

Associate Dean

School of Business
(vacant)

Administrative Director

Masters of Management

Chair

Department of Accounting,

Chair

Department of Management

Chair

Department of

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II Administrative Guidelines

Faculty are responsible for familiarizing themselves with administrative policies and guidelines in the Middle Georgia State University Faculty Handbook and Policy Manual. The following information clarifies or amplifies institutional policy as specifically applicable to the School of Business.

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

Faculty will attend all officially designated meetings of the faculty including, but not limited to, Academic Assembly, Faculty Orientation/ Convocation, Commencement, and Department/School/College meetings unless excused by the Provost. Faculty wishing to be excused must submit requests to their immediate supervisor for submission to the Provost. All faculty members will follow school policies in regards to attendance and participation in the work of the school.

Faculty Meetings and Committees

School of Business will meet in the Fall (generally right after Convocation) in order to discuss the upcoming academic year goals, discuss plans for the standing committees, celebrate the accomplishments of faculty members, and introduce new faculty.

The Dean, Department Chairs, and Committee Chairs also hold meetings at various times throughout the academic year. If you are not able to attend these mandatory meetings due to illness, or other emergencies, you must inform your Dean. Faculty govern the bulk of the school's policies and activities so attending these meetings matter. Please do not schedule other appointments during that designated day and time.

The School of Business participates in various Standing Committees and Boards of the University:
[https://www.mga.edu/faculty- \(t 3.2 \(t\)-6 \(y\)J5.793\)d\(i\)20.848 0 TdLBody](https://www.mga.edu/faculty- (t 3.2 (t)-6 (y)J5.793)d(i)20.848 0 TdLBody)

leadership participation. The guidelines, forms, and other information that pertains to travel are located at this link: <https://www.mga.edu/finance/travel.php> Communications

Student Attendance & “Last Date of Attendance” (LDA)

Full and part-time faculty at Middle Georgia State University are required to maintain attendance records in all classes (face-to-face, hybrid or online) per section 5.04.05 of the Faculty Handbook. It is critical that faculty keep complete and accurate records. Please note that “attendance” for online are(n)-0 6.2i(e)-2 (d)5j linrk((.)-du)TJ-3 (r()10.6 (6.293 0 (h)0046.7 (aPr i (ire)-3)3 (u)2.2)Tc 0 Tw 4.13 0 Td)5.2 (o)51

- The work is carried in addition to the normal full load.
- No qualified person is available to carry the work as part of his or her normal load.
- There is a written understanding that as soon as possible, and preferably within the academic year, they shall be given compensatory reassigned time or pay at the overload faculty rate of pay for the overload hours. Monetary compensation for overloads is possible only upon the recommendation of the Chair and the approval of the Dean, Provost and the President.

III. FACULTY PERFORMANCE: EXPECTATIONS & EVALUATION

Expectations: Teaching, Advising, Service, & Research/Scholarly Activities

Teaching is the primary focus. Advising, mentoring, and building (and sustaining) relationships with students are essential in students' retention, progression, and graduation. Research and scholarly activities shall complement teaching and contribute to knowledge. Service to the Department, the University, the community, and the profession are necessary for being good university citizens.

For faculty on a 4-4 load, teaching is 80% of the evaluation, service is 10% and scholarship/development is 10%. For faculty on a 5-5 load, teaching is 90% of the evaluation, service is 10% and research/development is encouraged but not required.

Teaching Evaluation

"Meeting Expectation"

- High assessment from students (this includes both quantitative and students' written comments)
- Evidence of continual modification for improving and currency of courses – the subject and delivery method
- Evidence of new method(s) of teaching (Constantly improving method of instructional delivery, face-to-face, online, and/or blended)
- Evidence of student retention and progression in courses taught
- Any other achievement(s) determined by the Dean to constitute meeting goals set in this area

"Exceeding Expectation" (three or more of these in a calendar year)

- Major revision of a course or courses
- Implementation of an instruction innovation in a course
- Evidence of teaching scholarship (measuring learning results and sharing in a scholarly format)
- More than two new course preparations in an academic year (excludes summer teaching and overload courses)
- New course creation and/or curricular re-design
- Submission and/or receipt of a teaching grant
- Receiving a teaching award (awarded by the Department, University, and/or Profession)
- Any other significant achievement(s) determined by the Dean to exceed goals set in this area

Career Advising/Mentoring

Faculty provide essential career advising and mentoring to students. This generally includes:

- Assisting students in consideration of life goals, including how their personal strengths align with possible career options and the demands of the workplace
- Assisting students in mapping these goals to course progression, meaningful campus activities, graduation and job placement
- Maintaining weekly office hours for the purpose of advising, mentoring, and building relationships with students
- Providing accurate information about institutional policies, procedures, resources, and programs of study
- Assisting students in developing decision-making skills.
- Making referrals to other institutional or community s

IV. INSTRUCTION RELATED EXPECTATIONS & PROCEDURES

Syllabus

The course syllabus will follow the template provide by the Office of Academic Affairs. Faculty will provide an electronic copy of the complete course syllabus to the school's administrative coordinator one week before a semester starts. Faculty will post the syllabus in MGA D2L at least one day before the start of the course.

Assessment

All undergraduate courses will administer a cumulative final exam to permit embedded departmental assessment questions. Faculty will report assessment question results to Department Chairs at the end of each semester.

Faculty teaching graduate courses in the MSM program will include the required research paper or project as stated in the MSM assessment plan. At the end of each semester, faculty will report results to the MSM Administrative Director.

D2L & Email

MGA D2L is the platform for course instruction, assessments, postings of activities/interaction, submission of assignments, creating/maintaining grade book, etc. Faculty will use MGA email and/or MGA D2L email for communication between the instructor and students. Faculty ***will not use private email accounts*** to communicate with students.

Faculty will make every attempt to respond within one business day of student contact. Please retain copies of student complaints for three years to permit follow up and investigation of student issues that may span across multiple courses.

Feedback

Faculty will provide timely feedback and grades to students (generally within a week). At least one graded assignment will be due by week three of full semester courses and week two of short session and summer course. Regular opportunities for feedback and active learning in a variety of formats are encouraged across the semester. Courses with only a mid-term and final exam provide feedback that is too little and too late.

Textbook Adoption

Instructors are encouraged to use the same textbook for all sections of a given course. Faculty who are interested in changing the textbook for a course will schedule a meeting or meetings to discuss the change with colleagues teaching that course. This meeting should include any faculty members that may have an interest in the discussion. Announcements about the meeting(s) time and location should go to all faculty in order to give everyone a chance to participate if they so desire.

Faculty Input

The dean will provide these policies annually to all faculty who may provide suggestions and edits in the spirit of improving the school of business, its faculty governance, and the outcomes for its students. I thank you in advance for your thoughtful professional feedback.