# Faculty Handbook

## Academic Year 2023-2024

Reviewed and Updated:
June 25, 2015; September 15, 2016; May 24, 2018; April, 2019; copy edited August, 2019; February, 2020; updated with Faculty Credentialing Guidelines added as Appendix I March, 2021; copy edited March, 2022, updated with PTPTR guidelines January 2023; edited for content by Faculty Affairs Committee AY2022-23.

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The 170-acre Cochran campus is located on the eastern edge of Cochran, Georgia. The main number is (478) 934-6621. A map of the Cochran Campus can be found at the following: **Cochran Map.**

**2.02.03 Warner Robins Campus**

The 27-acre Warner Robins Campus (WRC) is located in Warner Robins, Georgia, at the corner of University Boulevard and Watson Boulevard across from City Hall and just a half-mile from the main gate at Robins Air Force Base. The main number is (478) 929-6700. A map of the Warner Robins campus can be found at the following:
**Warner Robins Map.**

**2.02.04 Eastman Campus**

The approximately 22-acre Eastman Campus is located 17 miles south of Cochran, Georgia, at the Eastman-Dodge County Airport at 71 Airport Road. The campus includes aircraft hangers, classrooms, a library, business operations space, and an aircraft terminal and tower. The main number is (478m(er)0(u)2 032.2 (7)-2.2 (0)4TJ0 Tc 0 Tw 5.26 (99 Td(-)Tj-0.001 Tc -0.001 a4.(u)-0.6k(e)c b0oa (4p(.96.9 .5 3b4)0,rjus8.4 .6 (es)1.ke0 (,)-2.2 (7)52 Tc14 (85.26 (995 BDC 0.0863201 0 1 Tm8 ( mab (b1.3

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The Bachelor of Science in Nursing program at Middle Georgia State University located in Macon, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400  Atlanta, GA 30326
404.975.5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Baccalaureate is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at http://www.acenursing.us/accreditedprograms/programSearch.htm

**MS in Nursing**

The Master's nursing program at Middle Georgia State University located in Macon, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400  Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the,ot g-2.8 (r)r9A82975AsA -5.5 (Nu)

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**2.06.02 Policy Statement on Faculty Disability Accommodation**

In order to provide equal employment opportunity to all qualified individuals and in compliance with the 1990 Americans with Disabilities Act (ADA), Public Law 101-3361, it is the policy of Middle Georgia State University to afford reasonable accommodations as spelled5 (ia)-1.8 t5 (A)-
nia S92 Tw 0.06 59.34 U-5.1sdm6( )-58e4

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- recommend to the Provost the courses to be taught and the faculty assignments within their academic unit each semester,
- prepare an annual budget for the operation of their academic unit, control the expenditure of funds allocated to that unit in accordance with th

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The primary mission of the Center for Economic Analysis (CEA) is to provide applied research and program development to local businesses, governments and other interested parties in our sphere of influence. The CEA may be contacted at (478) 757-2639.

### 2.09.03 Middle Georgia State University Foundation, Inc.

The Middle Georgia State University Foundation oversees the University's philanthropic assets and activities. Gifts to the Foundation are used to increase scholarships and opportunities for deserving and diverse students; to promote excellence and achievement among faculty; to bolster public engagement to complement our academic strengths; and to strengthen our people, programs, and facilities to support and promote academic success. The Foundation is governed by a volunteer board of trustees comprised of community leaders who raise funds; advocate for the University; and ensure responsible, effective stewardship of contributions.

### 2.09.04 The Georgia Academy

Beginning in fall of 2023, the Georgia Academy in Houston County serves as a two-year non-residential/commuter Dual Enrollment program that prepares high school students for the academic rigor of higher education, with specialization in a STEM (science, technology, engineering, and mathematics) discipline. In this program students can be advised by dedicated dual enrollment academic advisors while working towards receiving an associate degree. Students may choose to remain at MGA after high school graduation to complete their bachelor degree. The Georgia Academy in Houston County serves students from the following schools:

- Houston County High School
- Northside High School
- Perry High School
- Veterans High School
- Warner Robins High School

Further information on the Georgia Academy is available at the following link: Georgia Academy.

## Section 3: Faculty Governance

### 3.01 IntroductighpcQwlp̂Fur Fure l

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Faculty, staff, students, or administrators may initiate proposals for university policy and follow SACSCOC Best Practices for Developing Policy and Procedure Documents. Three avenues exist by which a proposal may receive consideration:

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submitted during the budget year must also be approved by the Chancellor or his/her designee. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the institutional president. (Policy 803.10; BR Minutes, August 2007).

See the following section of the BOR Policy manual for an expanded definition of non-tenure track professional personnel. **8.3.8 of the BOR Policy Manual: Non-Tenure Track Personnel**

### 4.01.03 Part-Time Faculty

Part-time faculty are non-tenured faculty employed at a single USG institution or at more than one USG institution and are subject to conditions listed in **4.2 of the USG Academic & Student Affairs Handbook: Definition of Part-Time.**

## 4.02 Faculty Employment

The provisions that follow shall not be construed to prohibit the granting of appointment, reappointment, promotion, or tenure to a qualified individual at any time.

### 4.02.01 Minimum Qualifications for Employment

In accordance with the policy established by the Board of Regents, minimum employment qualifications for all institutions, including Middle Georgia State University, and for all academic ranks within the institutions are listed in the following sections of the BOR PoI

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## 1. Initiating Faculty Appointments

Responsibility for initiating faculty appointments rests with the dean of the school. The sequence of concurrence then continues to Human Resources, Academic Affairs, Fiscal Affairs and then the President.

Responsibility for re-appointments rests with the dean of the school or college. The sequence of occurrence then continues to Academic Affairs, and then the president of the university.

### A. Authorization

Before acting on any position, the appropriate academic dean, associate or assistant dean, or department chair shall obtain approval from the provost regarding desired qualifications, budget position, salary, rank, and any special conditions of the position to be filled.

Such authorization shall include a review of credentials and other qualifications as determined by the Faculty Credentialing Guidelines on the Academic Affairs page; as of AY21, these guidelines incorporate the previously approved and applied standards for graduate faculty, which can be found as an appendix to this Handbook Faculty_Credentialing_Form-rev-1.pdf (mga.edu)

### B. Search Committee

All tenure-track faculty position searches shall be coordinated by a school or d

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Each school or department is responsible for gathering the necessary pre-contract data for candidates interviewed on campus.

**E. On-campus Interview**

After screening for a position on the basis of initial contacts, employment data, and recommendation of the search committee, the school dean, associate dean, or department chair with the approval of the provost shall invite finalists to campus for a personal interview. Before an invitation to campus, the candidate's Faculty Credentialing Form must be completed by the dean and approved by the associate provost for credentialing. At this interview the applicant shall meet the search committee, academic dean, department chair, department colleagues, other faculty, and administrators. It is mandatory that the on-campus applicants be interviewed by the associate provost or designee and/or the president.

**F. Internal Forms**

The academic dean, associate or assistant dean, or department chair shall submit to the Office of the Provost the appropriate internal forms on the candidate recommended for the position, to include an approved Faculty Credentialing Form and transcripts.

**G. Tentative Offer**

After an applicant is cleared for recommended hiring by Human Resources, The Personnel Action Request Form (PARF) will be forwarded for approval to hire. Required approvals include the Executive Director of Human Resources for salary calculation, the Executive Vice President for Fiscal Affairs for budget approval, and the ,u-0.6 (t)

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shall be based upon evidence of teaching ability, scholarship, professional development, service, and desirable personal qualities judged on the basis of

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This schedule of notification does not apply to persons holding temporary, limited-term, or part-time positions, or persons with courtesy appointments such as adjunct appointments.

**Lecturers and Senior Lecturers**

Full-time lecturers and senior lecturers are appointed by institutions on a year-to-year basis. Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

- For lecturers sh8-7 (n)-0.6 (g )-5.0.7 ( )] .924 0 T(es)-3.4 (s)-3.5[(le2 (o)-4.1 (u)-06 (e)0.8 ()1.6 680.7 ( ()1.6 6)0.5 6 (u)-

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Administrators who return to a full-time teaching load will have a post-tenure review in their fifth year following the return to full-time faculty status.

- The annual evaluation shall be based upon the faculty portfolio, faculty performance, and the faculty self-evaluation for that year. Faculty are evaluated by their appropriate supervisor, who compares their performance to the minimum criteria listed in the Board of Regents policy 8.3.5.1 and Board of Regents policy 8.3.7.3. The annual evaluation will encompass effectiveness in teaching and instruction, involvement in student success activities, academic achievements and/or activities in research/scholarship/creativity as appropriate to MGA's mission, service to the institution and either the profession or the community, and professional growth and development—as each evaluation criterion is appropriate to their faculty rank. Annual evaluations must include a summary of student evaluations of courses for the period under review.
- The overall evaluation must indicate whether the faculty member is making satisfactory progress toward the next level of review appropriate to their rank, tenure status, and career stage. All criteria will be measured using this five-point Likert scale:

**1** – Does Not Meet Expectations
**2** 2 – Needs Improvement
**3** 3 – Mee 3 – Mee 3 02 Mee 3 – M-1.2 (c)-50.5 (e)-1 /MCID c6.8 ( ) TdTTn0 ae 1 Tf0.508.4 (1 Tf

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| **Tenure Metrics in Teaching** for Tenure-Track Faculty. Distinctions between 1-2 and 4-5 are clearly articulated at the department/school level and published in each school handbook. | | |
|---|---|---|
| Does Not Meet Expectations (1-2) | Meets Expectations (3) | Exceeds Expectations/Exemplary (4-5) |
| Does not meet expectations consistently across teaching categories; does not exceed expectations in one or more teaching categories in a progressive or sustained manner across the review period. Teaching has not trended towards excellence over the review period. | Meets expectations consistently across teaching categories; generally meets expectations in one or more teaching categories across the review period. Teaching demonstrates an observable commitment to and progress toward excellence. | Exceeds expectations consistently across teaching categories and/or exceeds expectations in one or more teaching categories in a progressive or sustained manner across the review period. Teaching has trended consistently and explicitly toward excellence over the review period. |

| **Promotion Metrics in Teaching** for Tenure-Track Faculty | |
|---|---|
| **Not Superior** | **Superior** |
| Does not consistently meet expectations across teaching categories; Does not exceed expectations in one or more teaching categories in a progressive or sustained manner across the review period. Teaching has not trended towards excellence over the review period. | Consistently exceeds expectations across teaching categories and/or exceeds expectations in one or more teaching categories in a progressive or sustained manner across the review period. Teaching has trended consistently and explicitly toward excellence over the review period. |

| **Annual Evaluation Metrics in Teaching** for All Full-Time Faculty. Distinctions between 1-2 and 4-5 are clearly articulated at the department/school level and published in each school handbook. | | |
|---|---|---|
| Does Not Meet Expectations (1-2) | Meets Expectations (3) | Exceeds Expectations/Exemplary (4-5) |
| Faculty member does not meet expectations in one or more teaching categories. | Faculty member meets expectations in all categories. In order to meet expectations, tenure-track faculty members must engage in at least one student success activity related to teaching; lecturers must engage in two. | In addition to meeting all expectations, the faculty member exceeds expectations in one or more teaching categories over the review period. |
| **Tenure Metrics in Teaching** for All Full-Time Faculty. Distinctions between 1-2 and 4-5 are clearly articulated at the department/school level and published in each school handbook. | | |
| Does Not Meet Expectations (1-2) | Meets Expectations (3) | Exceeds Expectations/Exemplary (4-5) |

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| | | |
|---|---|---|
| Does not meet expectations consistently across teaching categories; does not exceed expectations in one or more teaching categories in a progressive or sustained manner across the review period. Teaching has not trended towards excellence over the review period. | Meets expectations consistently across teaching categories; generally meets expectations in one or more teaching categories across the review period. Teaching demonstrates an observable commitment to and progress toward excellence. | Exceeds expectations consistently across teaching categories and/or exceeds expectations in one or more teaching categories in a progressive or sustained manner across the review period. Teaching has trended consistently and explicitly toward excellence over the review period. |
| **Promotion Metrics in Teaching** for Tenure-Track Faculty | | |
| **Not Superior** | **Superior** | |
| Does not consistently meet expectations across teaching categories; Does not exceed expectations | | |

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| | | |
|---|---|---|
| Does not meet expectations in service categories in a progressive and/or sustained manner across the review period and/or has no record of community service. | Meets expectations in service categories in a progressive and/or sustained manner across the review period. Has a consistent record of community service.. | Performance in service categories has trended toward excellence in a progressive and/or sustained manner across the review period. Has a consistent record of highly engaged community service. 159.96 6 (t)-4.852 0.48 |

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promotion.

The faculty member is responsible for providing documentation and materials for the third-year pre- tenure review, as outlined in the institutional guidelines.

Materials will be evaluated with the same Likert scale as the annual

evaluation: 1 – Does Not Meet Expectations
2 – Needs
Improvement 3 –
Meets Expectations 4 –
Exceeds Expectations 5
– Exemplary

Each school will form a three-member, tenured Personnel Committee to conduct third year reviews. The review committee will provide a written report to the Department Chair.

The Department Chair will discuss with the faculty member in a scheduled conference the content of that faculty member's third-year pre-tenure review. The Department Chair will provide a written report to the faculty member of their progression towards tenure after the conference.

The faculty member will sign a statement to the effect that they have been apprised of the content of the third-year pre-

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A written recommendation should be submitted by the head of the department concerned setting forth the reasons for promotion. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted.

State Universities: In addition to the minimum requirements above, promotion to the rank of professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

Board of Regents' approval of University System of Georgia institutions to prepare teachers includes the expectation that public colleges and

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**Time in Rank**

To be eligible for promotion, a tenure-track or tenured faculty member shall meet the following minimum time in rank at Middle Georgia State University:

- While it is possible for a faculty member to seek review for promotion during the fifth year of employment in a tenure-track position, such a promotion bid is considered early and should be reserved for faculty of exceptional caliber. Normally, candidates will undergo promotion review during the sixth or seventh year. The fo-3.1 (6 (o55C(r)-2 (ll)0.1 (o)-3.1 (w)-3.1 (i)0.1 (n)-3.1 (g)-3.1 (

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7. Individuals who are appointed initially at the rank of associate professor or professor are not permitted to receive tenure prior to the fifth year of appointment unless probationary credit has been granted.

8. Probationary credit is not granted for promotion. Individuals who seek promotion to Professor must have served as a tenured Associate Professor for a minimum of four full years at the institution prior to the year of consideration, regardless of the rank at initial appointment.

**Criteria for Promotion for Administrative Faculty**

When a candidate for promotion is an academic administrator, the candidate shall be evaluated on the same areas as a faculty candidate. In lieu of or in addition to classroom teaching, the candidate may demonstrate successful mentoring and leadership.

**Procedures and Calendar for Applying for Promotion for Faculty**

1. By the 2nd Friday in April prior to the year of consideration, the candidate must initiate the process for promotion by email to the candidate's immediate academic supervisor (e.g., chair, dean).

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7. By the 3RD Friday in November and after careful examination of the candidate's credentials as evidenced in the portfolio, the subcommittee shall conduct an intervie4c4.1 ( A)0.7 (u)-4 (g2.4 ( e).8 (e)0.7h.7 ( )]TJ-32.765 -o)-3 (ndd

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A. The membership of the subcommittee shall be composed of one academic administrator at or above the administrative level of the candidate, one faculty member outside the reporting line of the candidate at the rank of Professor, and the immediate supervisor of the candidate. If, however, the immediate supervisor is the Provost or President, the candidate will choose an administrator at the level of dean or higher to fill the committee.
B. The immediate supervisor of the candidate shall serve as chair of the subcommittee. If, however, the immediate supervisor is the Provost or President, the candidate will choose an administrator at the level of dean or higher to fill the subcommittee and be the chair of the subcommittee.

4. By the last Friday in September, the portfolio is submitted electronically so that all reviewers shall have simultaneous access.

5. By the 3rd Friday of October, any additional letters of support shall be uploaded to the portfolio.

6. By the 3rd Friday of November, the subcommittee shall have completed its interview.

7. By the 3RD Friday in November and after careful examination of the candidate's credentials as evidenced in the portfolio, the subcommittee shall conduct an interview with the candidate. The interview shall be primarily for purposes of clarification and amplification of material submitted. Each subcommittee chair shall make a record of the interview to be submitted to the Chair of Promotion and Tenure Review Committee. At the conclusion of the interview and following discussion, the members of the subcommittee shall vote by secret ballot to recommend the acceptance or rejection of the application for promotion. At this time, the results of this ballot shall be made known to the subcommittee.
8. By the 3RD Friday in January, subcommittee reports shall be submitted to the Provost and the Chair of the Promotion, Tenure, and Post Tenure Review Committee who shall share and discuss the decisions with the Committee for their information and as a way providing a context for such decisions. All reports must be accompanied by an explanation of how the candidate met or failed to meet the criteria for promotion.

9. By the 1ST Friday in April, the President or his or her designee shall notify the applicant by letter of the institution's decision.

10. Within 30 days of the date of the letter, the applicant, if disagreeing with the President's decision, may appeal in writing to the President.

11. Within 30 days of the date of appeal and after requesting that the Promotion, Tenure, and Post Tenure Review Committee verifies that the process was followed and upon reviewing any optional report that said Committee might issue, the President notifies the applicant of the final decision.

Reviewed and Updated:
June 25, 2015; September 15, 2016; May 24, 2018; April, 2019; copy edited August, 2019; February, 2020; updated with Faculty Credentialing Guidelines added as Appendix I March, 2021; copy edited March, 2022, updated with PTPTR guidelines January 2023; edited for content by Faculty Affairs Committee AY2022-23.

Policy Manual).

6. By the 1st Friday in April, the President or his or her designee shall notify the applicant by letter of the institution's decision.

7. Within 30 days of the date of the letter, the applicant, if disagreeing with the President's decision, may appeal in writing to the President.

8. Within 30 days of the date of appeal and after requesting that the PTPTR Committee verifies that the process was followed and upon reviewing any optional report that said Committee might issue, the President notifies the applicant of the final decision.

**4.07 Tenure and Criteria for Tenure**

**4.07.01 Board of Regents' Policy**

Board of Regents policy requires that each institution in the University System, with the exception of Georgia Gwinnett College, shall establish clearly stated tenure criteria and procedures that emphasize excellence in teaching for all teaching

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- The Chancellor shall issue guidelines, to be published in the Academic Affairs Handbook, which serve to encourage formal institutional recognition and reward for all faculty in
- realizing the expectations embodied in this policy (BR Minutes, October 2006).

Criteria for Tenure (BR Minutes, August 2007) Minimum for all institutions in all professorial ranks:

- Superior teaching, demonstrating excellence in instruction
- Academic achievement, as appropriate to the mission
- Outstanding service to the institution, profession, or community
- Professional growth and development

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two.

A written recommendation should be submitted by the head of the department concerned, setting forth the reasons for tenure. The faculty member's length of service with an institution shall be taken into consideration in determining

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Not more than 20 percent (20%) of an institution's FTE corps of primarily undergraduate instruction may be lecturers and/or senior lecturers (BOR Minutes, 1992-93, p. 188).

Tenure or probationary credit towards tenure is lost upon resignation from an institution, written resignation from a

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The maximum time that may be served in any combination of full-time, tenure track instructional appointments (lecturer or professorial ranks) without the award of tenure shall be ten years provided, however, that a terminal contract for an eleventh year may be proffered if a recommendation for tenure is not approved by the President.

**Criteria for Tenure**

1. Tenure is based upon merit.

2. To be eligible for tenure the candidate must meet the following:

   A. A record of superior teaching
   B. A record of outstanding service to the institution, school, or department
   C. A record of scholarship
   D. A record of professional growth and development E
   E. . A record of professional service to the community

3. Each of the above areas shall be examined as follows:

   A. Teaching effectiveness, the most important area, shall be determined by examination of such items as the last five years' student evaluations of classroom and/or clinical performance and, at the discretion of the person being reviewed, evidence of teaching effectiveness such as earlier student evaluations, written evaluations by colleagues or immediate academic supervisor, student communications, course modifications, use of self-

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application, and the scholarship of teaching. Each department defines how its activities in

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probationary credit toward tenure is given in order to take a position for which no probationary credit is given, or written resignation for purposes of retirement.

In the event such an individual is again employed and becomes a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

**4.07.03 Post-Tenure Review**

As a means of enhancing the performance of all faculty members, the post-tenure review (PTR) process shall support the further career development of tenured faculty members as well as ensure accountability and continued faculty performance that meets or exceeds expectations after they have achieved tenure.

All tenured faculty members, including those who hold administrative positions, are subject to PTR. In the years administered, PTR shall take the place of annual review. PTR shall take place under the following circumstances:

- **Normal (Five-Year) Post-Tenure Review (PTR):** All tenured faculty members shall participate in a PTR within five years following the award of tenure and again once every five years at most thereafter, unless interrupted by an additional review for promotion, early PTR, corrective

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### 4.07.03.2 Interruption of the Post-Tenure Review Timeline

The normal five-year schedule for post-tenure review (PTR) may be interrupted under the following circumstances:

- A faculty who is scheduled for a five-year PTR and are under an active performance remediation plan following an unsatisfactory annual review shall delay PTR by one year so that the progress on the performance remediation plan can be adequately assessed appropriately;

- A faculty member who is on leave during the scheduled (five-year) PTR year would ordinarily be reviewed the year of return; or
- A faculty member who notifies the institution in writing of their plans to retire within two years of the date of a scheduled PTR is excused from the requirement for a PTR; however, if the faculty member chooses not to retire within that period, the PTR will follow the original five-year schedule.

### 4.07.03.3 Post-Tenure Review Procedures

All members of the Promotion, Tenure, and Post-Tenure Review Committee and its subcommittees shall receive appropriate instruction in peer review, which normally occurs at the second meeting of the committee.

Post-Tenure review shall be conducted by the same subcommittees that review promotion and tenure candidates including a faculty member, at rank, chosen by the faculty member under review to chair the committee and ensure all procedures are followed. This faculty member can be from any school in the university.

The Promotion, Tenure, and Post-Tenure Review Committee shall verify the eligibility of all Committee members and maintain records of the members of all subcommittees.

The evaluation shall be based upon the faculty portfolio provided by the faculty member. It is primarily the faculty member's responsibility to ensure that all necessary material is in the PTR portfolio prior to the review.

The PTR candidate shall submit the following items in an electronic portfolio to their Chair or immediate supervisor:

1. A cover letter summarizing progress in effectiveness in teaching and instruction, involvement in student success activities, academic achievements and/or activities in research/scholarship/creativity as appropriate to MGA's mission, service to the institution and either the profession or the community, and professional growth and development;

2. Chair evaluations since receiving tenure, last promotion, or PTR;

3. Curriculum vitae;

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appropriate benefit. This recommendation and supporting documentation shall be sent to the Provost.

If the PTR Subcommittee's overall rating is less than a 3, then the faculty member is subject to the Performance Improvement Plan procedure outlined below. The Chair of the PTR Subcommittee will provide the faculty member and their supervisor with a letter that gives detailed, enumerated descriptions of the professional deficiencies identified by the PTR Subcommittee. The letter must also include the next steps, due process rights, and the potential ramifications if the faculty member does not remediate their performance or does not demonstrate substantive progress towards remediation in the areas identified as unsatisfactory.

**Performance Improvement Plan Following Unsatisfactory Post-Tenure Review**

In the event of a Post-Tenure Review (PTR) that results in a rating of 1 (Does Not Meet Expectations) or 2 (Needs improvement), the faculty member's appropriate supervisor and the faculty member will work together to develop a formal Performance Improvement Plan (PIP) based around the deficiencies found by the PTR Subcommittee in consultation with the Promotion, Tenure, and Post-Tenure Review Committee. Consistent with the developmental intent of the PTR, the PIP shall include the following considerations:

1.

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**4.07.04 Program Modification**

See the following for more information about the ways in which program modification may affect tenured faculty members: **8.3.7.9 of the BOR Policy Manual: Termination or Layoff of Tenured Personnel Due to Program Modification.**

**4.08 Non-Tenure Track Personnel**

See the following for a discussion of the provisions that apply to all non-tenure track personnel: **8.3.8 of the BOR Policy Manual: Non-Tenure Track Personnel.**

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4. Form W-4 (Federal Withholding Tax);
5. State Security Questionnaire (including Loyalty Oath);
6. Georgia Teacher Retirement System Blank/Optional Regents' Approved Retirement Form;
7. Social Security number application or present number;
8. Employment Eligibility Verification Form (I-9).

Additional information can be found at the following: **8.3.12.1 of the BOR Policy Manual: Salaries.**

**4.11.02 Criteria for Determining Salaries**

A list of criteria can be found at the following: **8.3.12.2 of the BOR Policy Manual: Criteria for Determining Salaries.**

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See the following: **8.3.12.6 of the BOR Policy Manual: Salary Supplements from Cooperative Organizations.**

**4.11.06 Employment of Faculty Members with Agency Funds**

See the following: **8.3.12.7 of the BOR Policy Manual: Employment of Faculty Members with Agency Funds**.

**4.12 Emeritus/Emerita Title**

**4.12.01 Board of Regents' Policy**

See the following: 2.11 of the BOR Policy Manual: Title of Emeritus or Emerita.

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and privileges specified in the current Policy on Emeritus/Emerita Status. Public recognition of Emeritus/Emerita status shall be made at the appropriate commencement exercises. Recognition shall include the award of a certificate and a permanent ID card identifying the individual as holding Emeritus/Emerita status. Emeritus/Emerita faculty and administrators shall be listed in a specially designated section in the Catalog of Middle Georgia State University and other appropriate institution publications (including electronic).

**Privileges and Responsibilities**

Emeritus/Emerita faculty and administrators shall be entitled to those privileges available to active fulltime faculty and administrators. These privileges carry with them the same general responsibilities as for regular faculty and administrators and shall include the follo2nD;.6 (i)-:8 (a)-10.6 (5 (o)-5 ())-4 (. )29.667 8-0.009 -
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**4.15 Fundraising**

All fundraising must be related to the purpose of the institution. Fundraising and related development activities of the institution are coordinated by the Office of University Advancement. Solicitation and/or acceptance of gi

- In their interactions with students in the classroom and in other instructional venues, faculty members are expected to maintain at all times the highest standards of academic professionalism and are not to use their courses for purposes of political or ideological indoctrination. The 1970 Interpretive Comments add that the “intent” of the statement on classroom discussion “is not to discouragegeo( mem2t(a)-8.4 (t)-2i)5

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3. There is a written understanding that as soon as possible, and preferably within the

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Textbooks are selected according to the policy of the specific Department. Currency, appropriateness for the learner, and relevance to the course are important in selecting textbooks. Since textbooks are expensive, faculty should require students to purchase only those texts which are essential to the course. The Department Chair is ultimately responsible for textbook selection.

The practice at Middle Georgia State University is to allow the use of faculty-authored textbooks, provided that the school, department, or program provides an appropriate third-party review process for the adoption of these texts. The review process for each school shall be kept on file in the Office of Academic Affairs.

Faculty members are not allowed to resell sample texts or desk copies provided by publishers or to take advantage of any financial incentives offered by publishers in the assignment of specific texts.

More information can be found at the following link: **3.10 of the BOR Policy Manual: Academic Textbooks.**

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**5.04.09 No-**

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form for their professor(s) to complete. Faculty members should sign the No Show Correction form only if the student has attended at least one class meeting.

### 5.04.10 Grades

#### 5.04.10.1 Grading Policy

Faculty members are expected to know all regulations and policies related to grades. In addition, all faculty members are expected to provide the students in their classes with an explanation of the grading policy to be used in each course. A student has the right to know in advance what factors shall be used to assign a grade.

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of the course before midterm of the next semester if the student is enrolled or by the end of one calendar year if the student is not enrolled. If the "I" is not removed in the defined time period, a grade of "F" is assigned to the course by the Registrar. When the student completes course requirements, the instructor should complete a "Change of Grade Form" to be approved by the chair and/or dean and submitted to the Registrar's Office.

The form can be found at the following link: **Change of Grade Form.**

**5.04.10.5 Grade Records**

In compliance with the Family Educational Rights and Privacy Act (FERPA), a federal law enacted in 1974, students' scores or grades should not be displayed publicly. Even with names obscured, numeric student identifiers are considered personally identifiable information and must not be used. Grades, transcripts, or degree audits distributed for purposes of advisement should not be placed in plain view in open mail boxes located in public places. Graded papers or tests should not be left unattended on a desk in plain view in a public area, nor should students sort through papers or tests to retrieve their own work. Class rosters and grade sheets should be handled in a confidential manner, and the information contained in them should not be re-disclosed to third parties. Parents, spouses, and others do not have a right to information contained in a student's education record.

Students who choose to have their grades disclosed to parents or other individuals may complete the "FERPA Student Consent Authorization Form to authorize Middle Georgia State University to release final grade reports for specified terms. These forms are processed in the Registrar's Office.

Faculty may directly communicate course progress (test scores, essay grades, etc.) with an individual student via MGA student email or through MGA D2L; for these purposes, student use of MGA D2L and student email indicates prior consent for this communication.

The form can be accessed at the following link: **FERPA Student Consent Authorization Form.**

**5.04.14 Student Rights**

As outlined in the 1974 Family Educational Rights and Privacy Act (FERPA), students have the right to inspect and review their education records, request the amendment of their records (if proven inaccurate or misleading), limit disclosure of personally identifiable information contained in their education record, and file a complaint with the U. S. Department of Education concerning alleged failures of the institution to comply with the law. Middle Georgia State University makes every effort to comply with the law by protecting the privacy of student records and by evaluating requests for release of information from those records. However, FERPA authorizes the release of "Directory Information" without the student's prior consent under certain conditions which are set forth in the Act. Middle Georgia State University has defined its "Directory Information" in accordance with the law.

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. At Middle Georgia State

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student is taking unless the student has signed a consent form that specifically identifies to whom the information is to be released.

Faculty and staff who have a need to know are permitted access to students' records in the course of their duties as school officials. As such, the law requires them to act in a legally specified manner with regard to education records. FERPA applies to the education records of persons who are or who have been in attendance, including students in cooperative and correspondence programs. Education records are records that are 1) directly related to a student and 2) maintained by an educational agency or institution or by a party acting for the agency or institution. Access to the Banner Student Information System is not tantamount to authorization to view the data. Faculty members are deemed to be "school officials" and can access data in the Banner Student Information System or SWORDS if they have a "legitimate educational interest." A legitimate educational interest exists if the faculty member needs to view the education record in order to fulfill professional responsibilities. Neither curiosity nor personal interest can be considered as a legitimate educational "need to know."

For more information, please visit the following web page: **Family Educational Rights and Privacy Act (FERPA).**

**5.04.15 The Copyright Act of 1976**

The Copyright Act of 1976 provides the following guidelines for classroom copying in not-for-profit educational institutions:

1. Single Copying for Teachers

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

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem, whether or not form a collective work;
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

2. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil-5.5 (c)1.2 (o)-4.1 (p)-x2 (o)-2 v( )]TJvni cnt

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3. Definitions A. Brevity

    - Poetry: brevity is defined as a complete poem if less than 250 words and if printed on not more than two pages or from a longer poem, an excerpt of not more than 250 words. This

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A. Copying shall not be used to create, replace, or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of or excerpts from various works are accumulated or used separately.

B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, etc.

C. Copying shall not:

- Substitute for the purchase of books, publishers' reprints, or periodicals;
- Be directed by a higher authority;
- Be repeated with respect to the same item by the same teacher from term to term;
- Be charged to the student beyond the actual cost of photocopying.

For more information, see the following web page: **Copyright Law of the United States.**

**5.04.16 USG's Copyright Policy Fair Use Exception**

According to the University System of Georgia Copyright Policy's Fair Use Exception, "One may make fair use of a copyrighted work without the copyright holder's permission. The determination of whether a a0.6 (et)0.691BDC -0.002 T55 (t)0.6  a0d(50 Td(.h)Tj0 Tw 0.454 05(d)-0.MCID 54 BDC /TT22 Td[(Ac)2.2 (c)2.4 (e)

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senior administrators. If the proposal is approved, the initiator may begin formal proposal activities, including developing a detailed budget proposal and providing required certifications and documentation. Fiscal Affairs is responsible for all financial and contract negotiations and must approve final proposal applications.

The form can be found at the following link: **Notice of Intent to Apply Form.**

### 5.05.02 Research Involving Human Subjects

Middle Georgia State University has implemented an Institutional Review Board (IRB) and developed policies related to research involving human subjects. All faculty and students of the Middle Georgia State University community contemplating research involving human subjects are responsible for familiarizing themselves with the requirements of the current Institutional Review Board (IRB) Guidelines of the Office for Human Research Protections (OHRP) located at the following link: **Office for Human Research Protections.**

In addition, the policies of Middle Georgia State University, as provided below, must also be followed.

All faculty and students of the Middle Georgia State University community contemplating research are responsible for familiarizing themselves with the requirements of the Middle Georgia State University Institutional Review Board (IRB). These requirements, including the procedures for submitting proposals for review by the IRB, are located at the following section of the MGA website: **MGA Institutional Review Board.**

Research is defined as any process that seeks to secure information from humans or about humans; this process need not be interactive.

**Research is any endeavor that:**

- is funded by Middle Georgia State University or through Middle Georgia State University channels;
- is conducted by faculty, students, or employees of Middle Georgia State University who are acting in connection with their responsibilities or relationships to Middle Georgia State University or who intend to invoke the name of Middle Georgia State University in any report of the activity involving the records of Middle Georgia State University;
- occurs on the grounds of Middle Georgia State University or uses as subjects Middle Georgia State University students, faculty, or staff in their respective roles;
- uses Middle Georgia State University faculty, staff, students, or employees to identify and/or contact clients, patients, or students to serve as subjects and includes the use of MGA equipment for the purpose of research;
- uses experimental drugs, agents, devices, or medical procedures.

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**Research is not:**

- simulations of human experimentation;

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**For Student Course-Directed Human Subjects Research:**

For some classes, students are required to collect data on human subjects to enhance their understanding of research methodology. "Course-Directed Human Subjects Research" refers to any student HSR that is designed to develop or contribute to hands-on learning. Students may not be familiar with the federal government's policies that govern this type of research. For this reason, proposed student HSR must be reviewed an(y)-7. 6 (a)-2.9 (n)-6 (n)-0.6 d.6 (e)-5.7ncT50.7 ( b)4.1 (g-5.8 ( t)1.2 (e I.6 (g.)-2.

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1. If no satisfactory solution to a problem is forthcoming from the informal procedures or should an informal decision not be satisfactory to the employee, an employee faculty member shall notify the Chair-Elect of the Executive Committee to begin the formal grievance process.

2. Notifications must be made within 10 days of (1) the alleged grievance incident, (2) the last documented informal meeting, or (3) the date of the informal grievance decision. Notifications are to be submitted using Employee Grievance Form.

3. This notification shall be made to the appropriate employee classification designee by way of email and certified mail, and the Executive Director of Human Resources shall be copied in that and any other subsequently related emails and certified letters. The written communication shall state (1) the nature of the complaint and (2) any supporting preliminary evidence to verify Committee jurisdiction. The communication must (3) outline what preliminary actions have failed to provide a solution. The communication shall also (4) contain the names of persons who are involved in the complaint itself and have already heard the complaint at a preliminary level.

**5.06.02 Instructions for Chair of the Ad Hoc Conflict Resolution Committee**

Within seven (7) working days after the Chair Elect of the Executive Committee or the Vice President for Facilities receives the written notification, the Chair of the Ad Hoc Conflict Resolution Committee shall with the advice of the Ad Hoc Conflict Resolution Committee:

**Formal Grievance**

1. Review the preliminary actions already undertaken.

2. Determine whether the committee and subsequent panel has jurisdiction under this document.

3. If Jurisdiction is established, the Chair shall:

   A. Notify all parties named in the grievance in writing that a formal grievance has been filed;

   B.

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Conflict Resolution Committee, and other parties concerned by certified mail with return receipt of his/her decision.

**5.06.10 Appeals**

The President or his or her designee shall also notify the employee by certified mail of his/her right to appeal to the Board of Regents for review of the President's final decision in accordance with the provisions of Article IX of the bylaws of the Board of Regents. Such communication shall be delivered to the addressee only, with a return receipt.

See the following for more information on application for appeal:

**6.26 of the BOR Policy Manual: Application for Discretionary Review**

**8.2.21 of the BOR Policy Manual: Employment Appeals.**

**5.07 University Safety/Emergency Procedures**

Middle Georgia State University Plant Operations Department is responsible for university safety and emergency procedures, although the Campus SayDC 0.113 21.9 (t)1.7 2 (e)-4.67mm1 (ible)07 (io)-3-3.6 (a)-2.8 .9 (f33.6

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faculty members must adhere to Middle Georgia State University travel regulations and guidelines and submission of approval forms. All professional travel during the academic year must receive approval prior to travel whether reimbursed or not. Statewide Travel Regulations and Guidelines are available in the Middle Georgia State University "Fiscal Affairs" Policies and Procedures Manual located at the foai1mn(g)1.1 :( )]TJ/T43 1 Tf0.010 Tc -0.030 Tw the M G a Mni Tavl

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### 5.09.07 Campus News

Inside MGA is published monthly via the web and carries items of interest for the faculty and staff. Faculty who would like to have items published should notify the Director of Communications.

The Statement, the University student newspaper, provides news to Middle Georgia State students and the University community. MGA-TV provides the student body with timely and pertinent information about campus events via a closed-circuit television network.

### 5.09.08 Computers and Computer Terminals

Each full-time faculty member is supplied with a computer in his or her office. The computer is linked to email and the Internet. In addition, the institution has several types of computers located in the Library, various classrooms, and the Academic Resource Center as well as terminals communicating with the Georgia Educational Network Computer in Athens. Faculty members and students interested in using this equipment shall contact their Academic Dean or Department Chair.

### 5.09.09 Copying Equipment

Copying and duplicating machines are distributed throughout the campuses. The institution's print shop is equipped to handle most institutional jobs. Faculty members shall determine the degree of quality necessary and use the mo

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**6.02.05 Employee Orientation**

Each new employee is required to participate in an employee orientation prior to employment. They shall also be responsible for reading and familiarizing themselves with the contents of the appropriate policy and/or procedures manuals at MGA. Each new employee shall be specifically responsible for obtaining information regarding the following work related issues:

1. Personnel policies and procedures;

2. Leave benefits, as applicable;

3. Insurance benefits, as applicable;

4. Retirement benefits; and

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dangerous drugs on university campuses and elsewhere. See the following for more information about the Drug Free Campus policy: **MGA Drug Free Campus Policy.**

**6.02.09 Tobacco Free Campus**

In alignment with USG policy 6.10 as of October 1, 2014, Middle Georgia State University prohibits the use of tobacco products on any property owned, leased, or controlled by MGA. All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products i.e. cigarettes, cigars, smokeless tobacco, snuff, pipes, electronic cigarettes, hookahs, or other similar products while on MGA property.

The implementation of this policy is a shared responsibility, which means all students, faculty, and staff share in the responsibility to help keep the campus tobacco-free. Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Persons refusing to comply may be asked to leave campus.

See the following for more information: **6.10 of the BOR Policy Manual: Tobacco and Smoke-Free Campuses.**

**6.02.10 Amorous Relationships**

See the following for more information concerning USG policy on amorous relationships between faculty and students and between USG employees: **8.2.18.6 of the BOR Policy Manual: Amorous Relationships and 8.2.18.7: Violations.**

**6.03 Holidays**

See the following for a discussion of paid holidays: **8.2.6 of the BOR Policy Manual: Holidays.**

Note: Holidays for faculty members are normally verified by the President at the beginning of each calendar year.

**6.04 Leave**

**6.04.01 Vacation/Annual Leave**

See the following for a discussion of vacation/annual leave for faculty, administrative officers, and temporary employees: **8.2.7 of the BOR Policy Manual: Leave.**

**6.04.02 Reporting Sick Leave**

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See the following for criteria for eligibility for retirement: **8.2.8.2 of the BOR Policy Manual: Definition of a USG Retiree and Eligibility for Health Benefits upon Retirement.**

**6.05.03 Employment Beyond Retirement**

See the following for the conditions under which a retiree may be reemployed by the USG: **8.2.8.3 of the BOR Policy Manual: Employment beyond Retirement.**

**6.05.04 Career Employee Retirement**

A University System of Georgia employee who was employed prior to November 1, 2002, and who has had a break in service shall be eligible to retire as a career employee provided that on the date of his or her separation from employment:

- the employee has attained age 60 and has a minimum of 10 years of benefitted service established with a State of Georgia sponsored retirement plan. The last two years of employment with the University System of Georgia must have been served consecutively; or
- the employee has a total of 25 years of benefitted service established with a State of Georgia sponsored retirement plan, regardless of age. The last two years of employment with the University System of Georgia must have been served consecutively.

A State of Georgia employee who became an employee of the University System of Georgia prior to November 1, 2002, and who remains as a current University System employee, shall be eligible to retire as a career employee provided that on the date of his or her separation from employment:

- the employee has attained age 60 and has a minimum of 10 years of continuous benefitted service established with a State of Georgia sponsored retirement plan. The last two years of employment with the University System of Georgia must have been served consecutively; or

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**6.06 Insurance**

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See the following policies which are incorporate herein by reference:

1. Board of Regents Policy Manual Section 8.2.18.2.1 Conflicts of Interest and Apparent Conflicts of Interes

2. MGA Policy Manual Section 8.1.5.1 Conflicts of Interest and Apparent Conflicts of Interest.

## 6. 17 Garnishment and Withholding of Pay

### 6.17.01 Garnishment of Pay

Each institution shall establish procedures to counsel with employees who fail to meet their personal financial obligations.

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“Outside Consulting” or “Outside Work” is defined as any ac

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Reviewed and Updated:

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**Required Terms**

Any agreement for Outside Work executed between the faculty member and the outside entity must include the following two statements:

Statement 1.

“The consultant has certain obligations to Middle Georgia State University as a faculty member as

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Middle Georgia State University is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom, to further education, service, and research. Every member of the Middle Georgia State University community must recognize that sexual harassment compromises the integrity of the institution, its tradition of intellectual freedom, and the trust placed in its members. It is the intention of Middle Georgia State University to prevent sexual harassment as well as to correct and, where indicated, discipline those engaged in sexual harassment. Becausnt td s5 .6 ( o)-43 TD[(id)-m1-7.h and ( )-1. (c)2.33 (ua)-1.9 -2.8 (s)-3.43 TD[(idr1(d)-6.15-

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Reviewed and Updated:
June 25, 2015; September 15, 2016; May 24, 2018; April, 2019; copy edited August, 2019; February, 2020; updated
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- recommendations for disciplining those found to have violated the sexual harassment policy.

I. Within-ten (10) working days after receipt, the President of Middle Georgia State University shall review the report findings of the panel of inquiry and will make final determination as to what action, disciplinary or otherwise, should result. A copy of the report evidencing the final action taken by the President of Middle Georgia State University in the matter shall be forwarded to the complainant and the respondent.

J. In accordance with the provisions of Article IX of the By-laws of the Board of Regents, either Party may file an application for review in writing with the Board of Regents of the University System of Georgia within twenty (20) calendar days following the written decision of the President of Middle Georgia State University.

K. For good cause, time restraints set forth in this policy may be extended for a reasonable period of time. The parties and the panel hearing the complaint may also enter an agreement for the extension of time for good cause, and the agreement shall be entered in the record.

L. Retaliation, in any form, against those reporting incidents of sexual harassment, those presenting evidence by testimony or otherwise, those participating on a hearing panel, or participating in any manner as to matters which are set forth in this policy shall not be tolerated, and shall subject the person attempting retaliation to disciplinary action which may include suspension or dismissal.

**6.19.03 Campus Sexual Assault Policy**

All sexual offenses, whether forcible or non-forcible, on the Middle Georgia State University campuses are forbidden and will be the subject of disciplinary action. The report of a sexual assault made to the University, being a report of an alleged crime, will be reported to the proper law enforcement agency having jurisdiction for investigation and prosecution, if warranted.

**Procedures**

1. If a sex offense occurs, the victim should promptly preserve all evidence as may be necessary to prove a criminal assault or other sex offense.

2. In the event of an emergency, or if the arrest of the perpetrator is needed for the safety of the victim or others, a report should be made by the victim directly to one of the following local law enforcement agencies:

   - Macon Campus: Campus Police: (478) 471-2414
   - Cochran Campus: (478) 934-3002

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    - Warner Robins Campus: (478) 731-9901
    - Dublin Campus: (478) 274-7751

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6. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

7. The right to be made aware of and assisted in exercising any options as provided by State and Federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of 0.6 (l)-1.5 (t)0n12 (e)-5.-2 37eit

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The Office of the Provost can expedite the credentialing process if credentialing documents are sent to the Office of the Provost for a review prior to an invitation to interview. Normally, the SACSCOC Institutional Liaison reviews credentials in consultation with school deans and chairs, who hav

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- major (3000-4000), (3) associate degree courses designed for transfer, and (4) associate degree courses not designed for transfer.

- Faculty with a baccalaureate degree in the teaching discipline
  Faculty with a baccalaureate degree in the teaching discipline may teach associate degree courses that are non-transferable or transferable if additional evidence is provided on the SACSCOC roster to include a supplemental memo from the IAL.

- Faculty with an associate's degree in the teaching discipline
  Faculty with an associate's degree in the teaching discipline may teach associate degree courses that are non-transferable or transferable if additional evidence is provided on the SACSCOC roster to include a supplemental memo from the IAL.

- Faculty without a baccalaureate or an associate's degree in the teaching discipline
  Faculty who cannot be credentialed by degree alone, may be qualified for the instructional assignment. Consideration is on a case-by-case basis. Supporting

- A record of having successfully taught the course before. Provide instances of where and when the course has been taught previously.

5. Licensures and Certifications

   Attach copies of appropriate licensures and certifications. Note whether the license/certificate is current or expired and if valid in Georgia.

6. Publications, Presented Papers, and Visual and Performing Arts Activities

   A record of peer-reviewed, refereed or invited presentations, presented papers, exhibitions, performances or juried creative activities at the state, national or international level appropriate for a tenure and/or promotion portfolio.

7. Honors and Awards

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and is addressed to the Provost and the Dean of Graduate Studies who maintains a roster of graduate faculty.

If the memo assigns a faculty member to **Graduate Faculty Status**, the memo shall speak to the requirements of each bullet point, providing adequate detail to include current rank; names and dates of degrees; a summary of teaching experience; and, especially, the "potential for or evidence of scholarship." **This memo must be updated with a new memo when there is a change in rank and/or when a faculty member is evaluated through post-tenure review**. All copies shall be maintained in the personnel file of the Provost's Office, the academic unit, and the Office of Graduate Studies.

If the memo assigns a faculty member to **Provisional Graduate Faculty Status**, the memo shall speak to the requirements of each bullet point, providing adequate detail to include current rank; names, dates, and suitability of degrees; any additional graduate classes; any training, job experience, certification, awards, publications, or other evidence providing qualifications; a summary of teaching experience; and, especially, the "potential for or evidence of scholarship." **This memo must be reviewed and initialed each year or updated with a new memo if there is a change in rank**. All copies shall be maintained in the personnel file of the Provost's Office, the academic unit, and the Office of Graduate Studies.

For instances of Provisional Graduate Faculty Status, graduate deans should be especially careful in making these appointments and in applying their best professional judgment as guided by SACSCOC policy and the MGA Faculty Credentialing Guidelines. **SACSCOC additionally addresses the standard of a "sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review" (6.2.b).** Hence, 6.2.b should guide the judgment of the dean in managing the number of Provisionals over time.

In making the above determinations and in following these policies, a record of this consultation should be in the form of minutes from a department or school meeting. For the purposes of hiring, this memo does not need to be completed at the time of the campus interview but must be completed at the time of hire and attached to the offer letter. Additionally, this memo is an addendum to the credentialing form.

Finally, at the time of annual faculty evaluation, deans shall detail in their summaries that graduate faculty are meeting high standards in the classroom and are otherwise meeting the standards of their faculty status. If a faculty member is not meeting the standards of teaching or scholarship, the dean's annual evaluation shall note this for the record and provide a path and timetable for remediation. If a faculty member is removed from any level of graduate faculty status, a letter shall be sent to the faculty member and placed in his or her personnel file.

**G. Credentialing Form**

Please verify before completing the credentialing form that it is the most updated version. Call Jennifer Jones at 478-471-2730 for questions. **Note:** When completing the form, use an asterisk (*) in a field to

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indicate a supplemental memo or supporting document, for example: See *Supplemental Memo Dated 12/1/18. Faculty Credentialing Form

**H. Notice on Credentials and PTPTR**

Please note that MGA credentialing guidelines discuss terminal degrees for instructional assignments only; such mention does not imply governing principles for tenure or promotion nor offer further conditions outside of USG guidelines and the MGA Faculty Handbook on matters of promotion and tenure. What is sufficient or necessary for promotion or tenure is ultimately a recommendation from the provost to the president within the practices of the state university sector for a Level V institution.

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**Appendix 2:**

**Register of Changes to the Faculty Handbook**

**Beginning Fall 2013**

**Date**

11/2014

- Eliminated 2014 due date and replaced with generic language, e.g.,
- annually; amended MGA referent College to “institution”.

01/2015

- Changed references to School as the academic unit to Academic Unit to differentiate in the handbook between MGA as a college and the College of Arts and Sciences;
- Changed references of Administrative Council to President’s Cabinet;
- Expanded job descriptions of President and his cabinet to reflect BOR and Carl Vinson job descriptions;
- Changed position titles as appropriate, e.g., Vice President of Fiscal Affairs to Executive Vice President and VPAA to Provost;
- Edited Section 2.08 to reflect 2014 – 2015 administrative structure and responsibilities within the Academic Units
- Section 3 : Faculty Governance : All references to College to mean MGA changed to MGA to

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- Deleted references to staff from 5.06 entire section (except in places where the Grievance Poo-0 01 (o)-331.9 (c).5 (ng )6.5 (G)6.5 (u2.8 (.7 (r)-0.7 (e)-4.(n)

Reviewed and Updated:
June 25, 2015; September 15, 2016; May 24, 2018; April, 2019; copy edited August, 2019; February, 2020; updated with Faculty Credentialing Guidelines added as Appendix I March, 2021; copy edited March, 2022.