

## Part-Time Instructor Handbook

### EMPLOYMENT AT GEORGIA STATE UNIVERSITY

The personnel policies that apply to part-time instructors are delineated in the following section. The paperwork and procedures required by Human Resources is standardized, but individual departments and colleges may have additional requirements.

#### Part-Time Instructors

Part-time instructors are employed to teach on a per-course/per-semester basis. They have Board approval to teach within a designated academic department(s). All individuals in this category are in non-tenure track positions. Part-time instructors are reappointed each year.

#### A. Employment Policies

The regulations governing employment at Georgia State University prohibit discrimination in employment based on race, sex, color, religion, national origin, disability, age, sexual orientation, or veteran status. This includes, but is not limited to: recruitment, hiring, compensation, retention, training, tenure and promotion. Policies related to employment are included in the Faculty Handbook in the sections indicated below: Civil Rights Compliance (301.01); Affirmative Action (301.02); Individuals with Disabilities (301.02); Accommodation of Religious Practice (301.04); Disabled Veterans and Veterans of the Vietnam Era (301.05); Employment of Relatives (Board of Regents' Policy) (301.06); Employment of Aliens (301.07); Potential Conflict of Interest in Amorous Relationships (301.08); and Harassment Policy and Procedures (206.03).

#### B. Appointment Procedure

All recommendations for part-time instructor appointments originate within the academic department and are presented for approval by the Board of Regents through the dean of the appropriate college, the Provost/Vice President for Academic Affairs, and the President. Approval by the Chancellor and the Board of Regents is required for part-time instructors (BOR Policy, Section 3.2.2).

#### C. Conditions of Employment

Part-time instructors must provide several documents before appointment can be submitted to the Board of Regents for approval. Several additional documents must be completed within three (3) days of hire and before the individual can be paid. The part-time instructor must complete the employment packet and take it to Human Resource Services (3rd floor, One Park Place South Building) to complete the employment process.

1. Personnel Records: The following pre-employment records are required of new faculty:

a. Security Questionnaire and Loyalty Oath - under state law, before the appointment of a part-time faculty member can be made final, he/she must complete and sign a security questionnaire and loyalty oath.

b. Faculty Personnel Data Sheet

c. Faculty Information Data Forms: During the employment process for faculty, Faculty Information Data (FID) forms are completed by the hiring department and submitted to the Board of Regents for approval. Copies of the FID forms are

maintained by the department, college, Office of the Provost and Vice President for Academic Affairs and the Human Resources Department.

d. Degree Verification: Each part-time faculty member recommended for employment must file a verification of highest earned degree (transcript) with the hiring official who forwards it to the Vice President for Academic Affairs.

## **2. Documents required for Employment**

a. Federal and State Tax Withholding forms

b. INS Form I-9 By federal law, this form must be completed within three (3) days of the date of hire. Individuals must present original documentation that established (1) their identity, and (2) their eligibility to work in the United States. Examples of acceptable documents include:

- A United States passport
- A valid driver's license plus an original Social Security card
- A picture ID plus an original government-issued birth certificate (hospital issued certificates are not acceptable)
- An unexpired foreign passport with INS-approved work authorization

c. Georgia Defined Retirement Contribution Form By State law, all part-time, temporary, or seasonal employees of the State of Georgia who are ineligible to participate in the State's Teachers' Retirement Program (TRS) or Employees' Retirement System (ERS) must participate in the Georgia Defined Contribution Plan. This plan is offered in lieu of Federal FICA contributions. Employees contribute 7.5% of their earning (rather than 6.2% FICA-OASDI contributions) to Georgia Defined. There is no matching employer contribution. FICA-Medicare contributions of 1.45% are required and are matched by the employer. When individuals' employment with the University ends, they are entitled to a refund of all contributions made to the Georgia Defined plan. Refund requests can be made via a form available through Human Resources.

d. Drug Policy Statement Receipt and Agreement

### **D. Term of Employment**

In compliance with the Board of Regents' policy, Georgia State University has adopted the following policy for the term of employment for part-time instructors: 1. Part-time instructor is a category of employment that is a non-tenure track classification. 2. Part-time instructors are employed to teach on a per-course/per-semester basis within a designated academic department. Permission to teach in more than one academic department must be approved by each department chair and dean(s). 3. Part-time instructors are non-contractual and are employed on a per-semester and per-course basis. Part-time instructors hold their employment at the discretion of the President, or Chief Academic Officer, and their immediate supervisor without a written contract. Either of the above-named individuals may discontinue the employment of such employees without cause or advance notice.

### **E. Teaching Load**

The teaching load for part-time instructors is limited to two classes per semester. Any exceptions to this policy must be approved by the Provost/Vice President for Academic Affairs through the academic department chair and the appropriate dean.

**F. Compensation Rates**

The dean of each college has been given the discretion by the Provost to set the base rate per course taught which will apply to the college.

**G. Paychecks**

Part-time instructors are paid five (5) times per semester by electronic payroll deposits. The pay dates for Fall semester are the last working days of August, September, October, November and December. The five (5) pay dates for Spring semester are the last working days of January, February, March, April, and May. Part-time instructors who teach Maymester sessions are paid one time in June. Two direct deposits are issued for Summer session instruction, one in July and one in August. If the payday falls on a designated University holiday, paychecks will be distributed on the last working day prior to the holiday.

## WORKING AT GEORGIA STATE UNIVERSITY

### A. Identification Cards and Current Semester Cards

All part-time instructors should have an official Georgia State University PANTHER CARD and a current semester card in their possession at all times while on university property. These two forms of identification are required as proof of part-time instructor status in order to receive university services including parking and library privileges.

1. **Current Semester Part-time Instructor Card:** Current semester cards are issued to part-time instructors on a semester basis. These cards are distributed through the dean's office of the appropriate college. The current semester card is valid for one semester and when presented with a Georgia State University PANTHER CARD. Current semester cards are not issued to part-time instructors during semesters when not teaching at Georgia State University.
2. **Georgia State University Photographic Identification Card:** A GSU PANTHER CARD can be obtained at the Office of Auxiliary Services, Room 213, University Bookstore Building. The current semester card and a picture identification card are necessary to obtain a GSU PANTHER CARD. The PANTHER CARD is valid only when presented with a current semester card.

### B. Parking and Transportation

Part-time instructors will receive parking assignments in the student parking lots/decks. A PantherCard ID and a current semester part-time instructor card must be presented to register for a parking permit at Auxiliary Services. Parking permits will only be valid for one semester. For further information regarding parking services and obtaining a parking permit, contact Auxiliary Services, Room 200, University Bookstore Building, (404) 413-9500.

The PTI Parking permit allows the instructor to park at a cash daily rate or the Budget Card rate. The Budget Card is a debit card which allows an individual to purchase a minimum of ten parks in advance. The Budget Card may be purchased at the Budget Card Office, Collins Street level of the University Center; call [404-413-9525](tel:404-413-9525). The PTI permit and PantherCard are required for Budget Card purchase.

Discounted Monthly and Discounted Weekly MARTA transcards and tokens are available for purchase with a PantherCard at the Office of Auxiliary Services. To take MARTA to Georgia State, take the east/west rapid rail line to the Georgia State Station and exit onto Piedmont Avenue. MARTA transcards, parking passes, and tokens are sold at the parking office. A selection of schedules is also available on the second floor of the University Student Center and on the first floor of Kell Hall.

### C. Library Facilities and Services

Primary library resources of Georgia State are housed in two facilities; the University Library and the College of Law Library. The collections and services of University Library support the university's undergraduate and graduate curriculum needs, research, teaching, and general interest. Special Collections include the Johnny Mercer Exhibit, Southern Labor Archives, and Rare Book Collection. The University Library is housed in two buildings, Library North and Library South connected by walkways on floors 3, 4, and 5. The College of Law Library is located on the first floor of the Urban Life Building.

**CIRCULATION** – Part-time instructors should present a GSU photographic identification card (PantherCard) and some proof of current semester GSU employment for circulation privileges. Materials are due on the first day of the next semester. Fines will accrue after this date..

**LIAISONS** - Reference/Liaison Librarians with subject expertise collaborate with individual departments, faculty, and students to provide library-related services and select materials to support the teaching, learning, and academic programs of the University. Liaisons assist with research/reference, instruction, webpage content, materials selection, and other course-related needs. To contact the subject liaison for a particular department, check the up-to-date listing on the library's website.

**GENERAL INFORMATION** - General information regarding the University Library's collections and services can be found on our website: <http://www.library.gsu.edu>.

Complete information regarding University Library collections and services can be found on our website: <http://www.library.gsu.edu> and *College of Law* <http://law.gsu.edu/library> . Some of the library services are listed below:

#### 1. Borrowing Privileges

The University PantherCard ID serves as the library borrowing card. Regularly circulating library materials signed-out by faculty are due on June 15<sup>th</sup> of each year, subject to recall by another patron after 28 days of uninterrupted use.

Georgia State University faculty may borrow items from most academic libraries in Georgia. Georgia State has a joint borrowing agreement with Georgia Tech, the University of Georgia Main and Science Libraries, and Emory University's Woodruff Library. Materials may be borrowed from these libraries using your Georgia State University PantherCard. To borrow materials from libraries other than these three, a special borrowing card is available at the Reference Desk on the 3<sup>rd</sup> floor of Library North. Be sure to obtain a special borrowing card before going to any other academic libraries.

#### 2. Interlibrary Loan

Interlibrary Loan Service (ILLiad) provides for the borrowing of needed items not owned by the University Library. Request forms and more information are available from the Interlibrary Loan link on the library's home page. There is generally no charge to the patron for books or photocopies obtained through Interlibrary Loan. ILL can be reached at 404-413-2790 or at [libill@langate.gse.edu](mailto:libill@langate.gse.edu).

University Library also participates in GIL Express, a reciprocal borrowing agreement among University System of Georgia Libraries. Links to information about GIL Express are also available on the Interlibrary Loan page. Questions about GIL express should be directed to the library's Access Services Department at 404-413-2820.

#### 3. Reserves

Faculty members may place items *On Reserve* for restricted class use. The library's Reserve collection consists of library materials from our general collection, media materials, photocopies, and personal copies of items not owned by the library. Faculty may request that materials be placed on reserve by submitting a completed Reserve List Request Form available at the Circulation Desk or an electronic copy form on the "ILL" link on the library's home page. A copy is also mailed to all faculty before the beginning of

each semester. The reserves unit can be contacted at 404-413-2840 or at [libreserves@langate.gsu.edu](mailto:libreserves@langate.gsu.edu).

#### 4. Library Instruction

The University Library offers a variety of instructional programs related to research skills, information literacy, and the Internet. Course instructors can arrange for specialized library instruction for their students during class sessions. Instructional technologies in the library's classroom on the 2<sup>nd</sup> floor of Library North provide a hands-on learning environment for students. Drop-in classes are scheduled each semester and are open to everyone. Consultation appointments can also be made by students, faculty, and staff for in-depth, customized assistance. Library faculty is available to collaborate with course instructors to integrate information literacy and library research components into course content. Contact your department's liaison for details.

5. MEDIA SERVICES - An extensive collection of media is located on the 2<sup>nd</sup> floor of Library South. Applicable equipment and staff assistance are available during all Library hours of operation.

6. NEW BOOKS - Recently acquired titles for the University Library collections are shelved in a designated section adjacent to the Information Desk on the entry floor of Library North. The new books are rotated monthly and shelved into the general collection by call number.

7. PERIODICALS - The collections of general periodical titles are shelved by call number on the 3<sup>rd</sup> floor and science journals are shelved separately on Library South, floors 3 and 4. Most recent, unbound issues are available on open shelving on the 3<sup>rd</sup> floor, Library North. Select journal titles pre-dating 1975 are located in a remote storage area. Requests for specific journal issues from the storage area should be submitted at the Periodicals Service Center desk on the 3<sup>rd</sup> floor of Library North or via the electronic request form available on the University Library website.

8. REFERENCE - A comprehensive reference collection and individual reference assistance are available at the Reference Desk on the third floor of Library North. Reference assistance is also provided for telephone queries and via reference email: [ibref@gsu.edu](mailto:ibref@gsu.edu)

**COPYRIGHT** - The University of Georgia System copyright guidelines are available in the ILL office or at website: <http://www.peachnet.edu/admin/legal/copyright>.

**CONTACT INFORMATION:** For more information about library services, visit the University Library website contact information page at <http://www.library.gsu.edu/contact/>.

#### **D. University Computers**

Part-time instructors may use the computer facilities supported by Information Systems and Technology (IS&T) for university-related activities. Information about IS&T and its services can be found at <http://www.gsu.edu/ist>.

The main open access lab is located in Room 109 of the Library South Building (the main computer lab). Satellite open access labs with limited hours are located in Aderhold Learning Center, Kell Hall, Art and Humanities, Brookhaven Center, and the Alpharetta Center. A high-end multimedia lab, the Digital Aquarium, is available for student use only in the Student Center. Lab hours and equipment availability may be found on the UETS website <http://www.gsu.edu/uets>.

Faculty and part-time instructors may use any lab except the Digital Aquarium. See a lab assistant to login to an open access lab computer.

The Digital Café is a faculty multimedia lab located on the 13<sup>th</sup> floor of the Commerce Building next to the offices of the Digital Media Group. Faculty can come and use the equipment to work in a project or they can work with a consultant. For questions, or to schedule an appointment with a consultant, call UETS at (404) 413-4500 and ask for a digital media specialist.

The availability of computers in the academic departments will vary. Part-time instructors should discuss computer needs related to instructional activities with their department chair or business manager.

There are also some technology-enhanced classrooms equipped with a computer for each student that may be reserved for your class on a regular basis or for special labs or class demonstrations. To reserve such a room for your class you may contact Catalog & Course Scheduling at (404) 413-2230. A username and password are not needed to login to the instructor workstations in classrooms.

### **E. Computer Training**

Computer training from Element K is available on the web with over 450 titles in levels ranging from novice to advanced. This program, called eTraining, is funded by the Student Technology Fee and is available to Georgia State students, faculty and staff at no additional charge. eTraining is accessible any time and anywhere you have an internet connection. Modules may be downloaded to your computer or laptop for use anywhere. To begin using eTraining, go to <http://www.gsu.edu/etraining> and create an account. A Georgia State University photographic identification card, also known as your Panther Card, will be necessary to create the account.

### **F. Web Environments for Courses**

UETS provides several options for putting your course materials on the Web. WebCT facilitates the creation of sophisticated Web-based educational environments that can be use for supplementary course materials or online courses. It has many built-in tools such as chat rooms, threaded discussion boards, grade management, quizzing, etc. By default, courses and sections for all official courses are generated automatically in WebCT. All instructors are granted designer and instructor access to all sections for which they are listed as primary instructor in GoSolar, regardless of whether they intend to use WebCT or not. Instructors may login to WebCT using their campus ID and 6-digit GoSolar PIN. Workshops are offered for WebCT. In addition, a walk-in clinic is held the first Friday of each month for WebCT designers and instructors to receive one-on-one assistance with their WebCT courses. A schedule of workshops may be found on the UETS website <http://www.gsu.edu/uets>. For more information on WebCT, see <http://gsu.view.usg.edu>.

vClass, an Elluminate product, is a virtual Classroom technology that enables you to talk over the internet, chat online, and share whiteboard and computer applications with other participants. Visit the UETS website at <http://www.gsu.edu/uets> for more details.

ERes scans copyrighted course materials and creates electronic course reserves. For information on getting started, visit the Library's webpage at <http://reserves.gsu.edu>.

### **G. Audiovisual Equipment**

UETS audiovisual services provide several aids for instructional purposes. These services include, but are not limited to the following: sound projectors, slide projectors, reel-to-reel and cassette recorders, overhead and opaque projectors, videotape, playback and color monitors or televisions. Reservations are required for delivery of equipment to classrooms. You may call 404-413-4500 or come by 102 Kell Hall for reservations or more information. A Georgia State

University photographic identification card is required to utilize these services. Many classrooms are equipped with computers and overhead projectors. Many departments and also the University Library have selections of films and videos available for instructional purposes.

#### **H. Office Keys**

Office keys and/or department keys are issued to part-time instructors if necessary for access. If you need a key to an office or department, discuss this need with the academic department chair. All keys must be returned at the end of the semester, unless otherwise authorized because of teaching consecutive semesters.

#### **I. Classroom Keys**

To obtain keys for your classroom, please contact the Business Manager of your unit or college.

#### **J. Textbook Ordering**

Textbook orders are coordinated through the academic departments. Give your book order to the department chair or business manager and it will be forwarded to the University Bookstore.

It is important to consult with the department chair or other department coordinator to determine if certain textbooks are required or recommended. Textbook selection is generally the prerogative of the instructor except when departments or colleges have selected textbooks for multiple-section or required courses. In some instances, it may be necessary to use a textbook that was already ordered for a course, particularly in cases when the part-time instructor was retained after book orders were processed. To become acquainted with the various textbooks from which you may choose, many departments have small libraries stocked with sample textbooks available for review.

Part-time instructor will strive to select textbooks and other course materials that comply with requirements for accessibility of the Americans with Disabilities Act, other applicable acts, and their implementation.

#### **K. Bookstore**

The University Bookstore is located on the 3rd floor of the University Center. The bookstore sells textbooks, supplies, supplemental reading material, popular fiction and a variety of gift items. Part-time instructors may receive the employee 10 percent discount upon presentation of the GSU photographic identification card and the current semester card.

#### **L. Desk Copies**

Part-time instructors may request desk copies directly from the publisher. The faculty member is encouraged to contact the unit's business manager to seek assistance in obtaining books from the publisher. In the event that a desk copy from the publisher never arrives, the University Bookstore can lend desk copies to instructors. Part-time instructors must return these borrowed copies to the Bookstore in new condition before the end of each semester. If the book is not returned, your final paycheck will be withheld until the account is cleared. The University policy on ethical behavior with regard to complimentary textbooks is found in section 313.05 of the Faculty Handbook.

#### **M. Clerical Support, Office Space and Telephone Provisions**

Part-time instructors should acquaint themselves with the necessary forms, notice (turn-around-time) or work order requirements necessary to procure clerical assistance. Confer with the academic department chair or business manager regarding procedures for submitting materials used for teaching that need typing, reproduction or collating. Determine who in the department processes requests for clerical assistance. It is also necessary to inquire about any departmental guidelines or limits to these services (such a limits the number of class handouts).



Supplies for teaching are also provided by the department. Part-time instructors need to check with the appropriate person to obtain needed materials. Provisions for office space depend upon overall space availability in the department. In many instances it is necessary for part-time instructors to have common office space. Part-time instructors should discuss their space needs with the department chair in order to receive the best accommodation possible to suit their needs. It is important to point out any other requirements such as secure storage for test materials or room for reference books needed must be discussed with the department chair or business manager. While most private offices do have telephones, part-time instructors may find themselves without a phone in their office space. Check with the business manager regarding the appropriate phone number to use on the syllabus for student contacts. If office space is not available, the part-time instructors should confer with the business manager regarding space for meetings with students as needed. Library conference rooms, the Student Center, and other locations may also be used for meetings with students.

Most departments assign mailboxes for all departmental faculty and instructors. This is a location that is often used for department and university mail, messages, or a place for students to place assignments or other correspondence.

## CLASS ORGANIZATION AND PROCEDURES

### A. The Course Syllabus

Each term, all teaching part-time instructors shall provide at or before the first meeting of the class, a copy of a course syllabus to each student in their classes. The syllabus may be distributed either in print or electronically. Also, a copy of each syllabus shall be provided the departmental office no later than the end of the first week of class. In addition to the specifications listed below, it is important for part-time instructors to consult with the department chair regarding any special syllabus requirements that are unique to the department and/or course. Because syllabi are on file in each department, it may be helpful to review the syllabi used by other faculty.

***Course syllabi shall contain the following items of information:***

1. Complete course title and number; name of instructor; term, year;
2. Statement of the part-time instructor's accessibility to students outside of class (e.g., office hours, telephone number);
3. Prerequisites (if any) for the course;
4. Course objectives that specify measurable and/or observable student learning outcomes. These learning outcomes should state course objectives in language that makes explicit the knowledge and skills students should have after completing the course. Consequently, these objectives may be quantitative or qualitative, as appropriate for the learning outcomes. The learning outcomes for general education courses are available at [http://education.gsu.edu/ctl/outcomes/General\\_Education\\_Goals\\_2-04.htm](http://education.gsu.edu/ctl/outcomes/General_Education_Goals_2-04.htm);
5. Course assignments (e.g., required readings and activities) and due dates;
6. Specific course requirements (e.g., written and oral tests and reports, research papers; performances). In cross-listed undergraduate and graduate classes, the course requirements will specify any projects and/or other activities required specifically of graduate students taking the course and the criteria by which student work will be judged that differentiate graduate-level from undergraduate-level work;
7. Grading policy: how the final grade is to be determined with respect to the weights assigned to various course requirements;
8. Attendance policy (see current University general Catalog for University guidelines). Syllabi should state specific requirements for attendance including requirements for the frequency and kind of participation by designated channels;
9. List of text(s) or other required course materials;
10. Make-up examination policy;
11. Reference to the policy statement of individuals with disabilities (see 301.03 in the Faculty Handbook);
12. All syllabi should refer to the Policy on Academic Honesty (see policy below);
13. All syllabi should include the following statement: 'The course syllabus provides a general plan for the course; deviations may be necessary.
14. Many departments suggest including on the syllabus the last day to withdraw with a "W", the policy on the assignment of a grade of incomplete, and a policy statement on or referral to the University's policy on cheating and plagiarism.

### B. Department Requirements

Certain departments maintain special requirements for certain courses. It is important to check with the academic department chair or other department coordinators to ascertain whether special requirements exist for the following items:

1. Overflow policy

2. Course syllabus
3. Examination schedule
4. Standardized testing procedures
5. Written assignments/research projects
6. Required textbooks or other material

In many departments, the retention of class roll records and grade books is encouraged. Keeping the records for at least one-calendar year is advised in the event that a student appeals a grade. Some departments provide space for these records.

### C. Class Rolls

Class roles are provided through the GSU [GOSOLAR](https://www.gosolar.gsu.edu/webforfaculty.htm) online system (<https://www.gosolar.gsu.edu/webforfaculty.htm>). Part-time instructors have access to information about the students enrolled in courses through the departmental staff member who monitors student registration. The department should provide directions to part-time instructors regarding the need to verify class roles. Newly hired part-time instructors may need to obtain access to their GoSolar class roles from the chair if the processing of their hiring packet is still in progress.

### D. Student Attendance

The resources of the University are provided for the intellectual growth and development of its students; it is expected that students attend class. "Attendance" means following the specific requirements for attendance including requirements for the frequency and kind of participation by designated channels. There are two formal institutional regulations regarding class attendance: Veterans' attendance policy, delineated below; and Regents' Test Preparation course attendance policy (see **Faculty Handbook Section 401.03**)

---

All matters related to student absences, including the making up of work missed, are to be arranged between the student and the instructor. All instructors will, at the beginning of each term, make a clear statement to all their classes in the syllabus their policies for handling absences. Instructors will also be responsible for counseling with their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and of each course instructor.

Because university policy limits undergraduate students to six withdrawals, instructors should not withdraw a student without contacting that student. If an instructor wishes to withdraw a student from the course for exceeding the established absence policy, the instructor should originate a "Withdrawal Form" (available from the Office of Academic Assistance and from the Registrar), and indicate in the space provided that the student violated the absence policy for the course. The completed form should be forwarded to the departmental chairman's office. Students must be in attendance for announced quizzes, laboratory periods, or final examinations unless the reasons for the absences are acceptable to the instructors concerned. Part-time instructors are encouraged to take into consideration whether a short-term absence results from participation in University business, from attendance at recognized religious holidays of the student's faith, from summons to jury duty, or from similar compelling reasons for absence. Instructors should make students aware of the academic consequences of their absences.

### E. Veteran Attendance

Georgia State University has contractual responsibilities for monies paid as Veterans' Benefits.

Students receiving veterans' benefits must comply with attendance regulations of the University and the Veterans Administration. No such veteran may drop any course or stop attending any class without prior approval of the Registrar's Office and executing formal withdrawal procedures with that office and the Office of the Veterans Coordinator. There are no exceptions to this rule. Georgia State University is required to report to the Veterans Administration on absence and progress toward educational objectives and other matters affecting benefits.

At the beginning of each term, "Veterans Attendance Rolls" are provided to each faculty for convenience in record keeping. It is the responsibility of each instructor to report to the Veterans Service Office any veteran who has accumulated 10 class hours of consecutive absences. Forms for reporting non-attendance are available in the Office of Academic Assistance of each college.

#### **F. Withdrawal from Class**

Students desiring to withdraw from class or classes must follow the procedure appropriate for the period of time in the semester. Official notification for withdrawal by a student must be made to the Office of the Registrar according to the guidelines described on the GOSOLAR website. After the last day to registrar for course credit, students should withdraw from a class or classes through the GOSOLAR system from an on-campus terminal lab or off-campus via dial-up lines. Failure to follow this procedure may result in the awarding of a grade of "WF" (Withdrawal Failing) instead of a "W." The necessary actions should be taken as soon as the decision to withdraw is made. If a student withdraws before the mid-point of the term, the student's instructor(s) will use the date the student withdrew, as reflected in the computer records, as one factor in determining the student's grade ("W" or "WF"). The withdrawal process by the instructor or student can be completed electronically. For further information regarding the withdrawal process, refer to the following website: \ (<http://www.gsu.edu/es/20399.html>) or contact the Registrar's Office. Each department has an email address to facilitate withdrawals; contact the unit head of the department for further information.

All withdrawals must be completed no later than two weeks before the last day of scheduled classes for the term except in those cases where hardship status has been determined in accordance with university policy. A student who withdraws after the midpoint of the semester is assigned a grade of "WF," except in those cases in which (1) hardship status is determined by the Office of the Dean of Students because of emergency employment, or health reasons, and (2) the student is doing passing work, as determined by the student's instructor(s).

All questions concerning financial implications of the withdrawal of a student should be addressed to the Student Accounts Office, Financial Aid Office, and/or Veterans Administration Office. Students formally withdrawing from all classes may be entitled to a refund of a portion of their fees. Application for refund must be filed in the Student Accounts Office in a timely manner.

Effective Fall 2001, instructors must, on a date after the mid-point of the course to be set by the Provost (or his designee), 1) give a "WF" to all those students who are on their rolls but no longer taking the class and 2) report the last day the student attended or turned in an assignment. Students who are withdrawn may petition the department chair for reinstatement into their classes.

#### **G. Access to Student Records**

Under the Family Educational Rights and Privacy Act, students have the right to access their educational records. 20 U.S.C.1232 g,a,3 states: "Education records" means those records which (1) are directly related to a student, and (2) are maintained by an educational agency or institution or by a party acting for the agency or institution. The term does not include: (1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof, and are not accessible or revealed

to any other individual except a substitute. For the purpose of this definition a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position. Appendix W includes Georgia State University's policy on student records.

## **H. Assessment of Student Learning Outcomes**

Assessment should be conducted to determine the extent of student achievement of the stated learning outcomes and to inform the subsequent improvement of learning experiences. The part-time instructor should also implement any departmental assessment plans that are related to their courses.

## **I. Final Examinations**

A final examination is defined as an examination to be given during the scheduled time and day after the end of classes for the term. The standard in-class final examination length is two hours. It is expected that a final examination will be given in each course as part of the requirements for the course as stated in the syllabus, unless one of the following conditions apply:

1. Departmental/college policy governs final examinations for the course;
2. The academic nature of the course does not warrant a final examination in the opinion of the instructor;
3. An alternative form of examination to be completed after the end of classes for the term is being given (for example, a "take home" final examination to be completed by students off campus after the end of classes for the term).

The schedule of times and days during which such final examinations are to be given is in the online Registration Guide. Those examinations which are designated on the course syllabus as in-class final examinations must be given at the designated time during the final examination schedule unless a change is authorized prior to the examination time by the dean (or designee) of the college in which the instructor is teaching. After the Dean's Office approves the request, a dean's office representative will communicate with the Office of the Registrar for a classroom assignment.

The instructor is responsible for taking reasonable steps to ensure the integrity of the examination environment. Different approaches may be required to ensure the integrity of student assessment in different venues, as appropriate for the learning objectives.

A student shall not be required to take more than two examinations within one twenty-four hour period during the published final examination period. More than two examinations within twenty-four hours are hereafter referred to as "clustered examinations."

A student is considered to have an inappropriate clustering of final examinations when more than two examinations fall within twenty-four hours (e.g., examinations at 8:30 am, 11:30 am, and 6:00 pm on the same day, or examinations at 6:00 pm on one day, and at 8:30 am and 2:30 pm on the following day); the student is not considered to have an inappropriate clustering of examinations if the third examination in sequence begins at the same time on the subsequent day as the first examination (e.g., 6:00 pm on one day, and 2:30 pm and 6:00 pm on the following day.)

Students who have three or more clustered examinations may request of one instructor that the examination be re-scheduled according to the following procedure:

If a final examination was re-scheduled and thereby created a "cluster," the instructor of the re-scheduled examination will provide a special administration for the adversely affected student.

If one or more of the clustered examinations is a "common examination" with an established conflict resolution time, the student will request to resolve the conflict by taking one of the common examinations in the conflict resolution time. If two or three of the examinations are "common examinations" the student may request which "common examination" is to be re-scheduled.

If one of the clustered examinations is not a common examination or the result of re-scheduling, the student will request to re-schedule the examination/s scheduled as the middle examination/s. Except in extraordinary circumstances, the instructor is expected to cooperate.

If the student is unable to arrange for one of the examinations to be re-scheduled, the student is to request assistance from the Office of the Dean of his/her college. The student's dean (or designee) in consultation with the dean/s (or designee/s) of the courses involved will designate the examination to be re-scheduled.

Once a student has taken an examination, he or she cannot request a re-examination on the basis of this policy.

### **J. Grading System**

The grading system at Georgia State University is governed by the Uniform Grading Policy of the University System (BOR Policy, [Section 305](#)). In addition, Georgia State has been approved by the Regents to use a plus/minus grading system. The following grades are permissible: A, A-, B+, B, B-, C+, C, C-, D, or F, with the exception that the "D" grade is not given in the Division of Graduate Studies of the College of Arts and Sciences. In addition, grades of "I," "IP," "W," "WF," "S," "U," "AU," "K," are used for specific purposes. The meaning of each grade is defined in the current general Catalog.

Grades are interpreted on a four-point system, with a value of four points for a grade of "A" and one point for a grade of "D."

### **K. Reporting of Grades**

All final grades must be reported to the Office of the Registrar using the [GOSOLAR](#) system no later than noon of the next business day following the last officially scheduled day of final examinations. Failure to comply with reporting deadlines results in incomplete grade reports to students (necessitating a second report) and delays to colleges in determining suspension/probation and dean's list. Even an hour delay beyond the deadline can mean that a grade roll may not be processed with the regular computer report. Faculty are urged, however, to turn in the grades for each class as soon as possible after each final examination is given. Grades are turned in according to college practice.

The University considers student grades to be private information and prohibits the posting of grades by name or social security number on bulletin boards or classroom or office doors. A part-time instructor may permit a student to provide a self-addressed stamped postcard or envelope for early receipt of a grade. This policy is derived from the institution's interpretation of the Family Rights and Privacy Act (see Appendices V and W).

Policy on Grades of "I" ("Incomplete")

The grade of "I" (Incomplete) may be given to a student who for nonacademic reasons beyond his or her control is unable to meet the full requirements of a course. In order to qualify for an "I", a student must (a) have completed most of the major assignments of the course (generally all but one); and (b) be passing the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course (including examinations) and requests consideration of "I" for the course, it is the student's responsibility to inform the instructor in person or in writing of the reason.

The grade of "I" is awarded at the discretion of the instructor and is not the prerogative of the student. Conditions to be met for removing an "I" are established by the instructor. Registering in a subsequent semester for a course in which a grade of incomplete has been received will not remove the grade of incomplete. (See University Catalog, Section 1350.30). No student may graduate with an "I" on his or her record.

**Deadline for Removal of "I":** The period of time given a student to remove an "I" is established by the instructor, subject only to the maximum time limits set by the University. The University requires that the grade of "I" be removed by the end of the next semester after the "I" is assigned if the student is enrolled that semester. If the student is not enrolled during the next term, the "I" must be removed no later than the end of the second academic term after the "I" was assigned, regardless of whether the student is enrolled then or not. Colleges may set shorter time limits for graduate courses. Failure to remove an "I" within the applicable time limit will result in a final grade of "F" or the grade earned as determined by the instructor.

Students need not be enrolled to complete assignments for a course in which an "I" has been assigned. Auditing or retaking the same course will not remove an "I".

1. **Student Responsibility to Notify Faculty:** If the student does not contact the instructor regarding incomplete work, the student defaults on the assignment or examination. In that case, the instructor should grade the student accordingly, even if this results in a grade of "F" for the course. If it is later determined that the student qualified for an "I", the grade of "F" can be changed to an "I" in accordance with college and University policy. The instructor should consult his or her dean's office or department chair for applicable procedures if this case arises.
2. **"Limited Assignment" Criterion:** If for nonacademic reasons a student has not completed one of the following, the grade of "I" may be appropriate: final examination, term paper, performance requirement, and laboratory assignment. If a significant proportion of the course is incomplete, the grade of "I" is inappropriate.
3. **"Two-Week" Criterion:** An "I" generally should be given only when the student fails to complete work at the very end of the term. Hence, if due dates for the assignment not completed were earlier than the last two weeks of class, or if the circumstances that caused the student not to complete the work occurred before the last two weeks of class, the student generally should not be given an "I".
4. **Alternative Assignments:** In working with students, instructors may choose to give students alternative, but equivalent, assignments in order to complete course requirements when completion of the original assignment is impossible or impractical.
5. **Contrast of "I" to Alternative Grades:** In order to determine if a grade of "I" is appropriate, it is helpful to contrast this grade with those of "W"/"WF" for hardship withdrawal and "F".

Comparison of "I" To Hardship Status: The grades assigned to students granted a nonacademic hardship status leading to withdrawal after mid-term ("W"--if passing and "WF"--if not passing) are intended for students who discontinue attendance and must repeat the course in order to receive credit for it. Note that a student who does not qualify for an incomplete does not automatically qualify for hardship status; eligibility for hardship status is determined by the Office of the Dean of Students and is determined according to the individual situation. Formal application for hardship withdrawal for eligible students must be processed through the Dean of Students' Office; eligibility guidelines for hardship status may be obtained from the Dean of Students' Office. The "I", on the other hand, is for students who for nonacademic reasons do not complete some course requirement(s) during the term but who will be able to complete the requirement(s) in a timely manner without needing to attend additional classes.

It is the instructor's responsibility to determine if the student qualifies for consideration for a grade of "I". If an instructor believes that a student who is doing passing work has a nonacademic reason for the incomplete work but judges that the proportion of incomplete work is too great to warrant a grade of "I", the instructor may suggest that the student contact the Office of the Dean of Students to determine if hardship withdrawal status is appropriate.

Comparison of "I" to "F": If the reason a student does not complete one or more assignments for a course is judged by the instructor to be academic in nature or within the control of the student, then the assignments not completed should be given a grade of "F" and this "F" will be factored into the determination of the grade for the course. With heavily weighted assignments such as the final examination and the term paper, this may result in a grade of "F" for the course.

Finally, if a student is failing a course on the basis of the completed work, the student should be given an "F" for the course instead of an "I".

#### **L. Student Evaluation of Instructors**

Each instructor shall be evaluated by students in all courses the instructor is teaching. Evaluations shall take place no earlier than the last two classes of the term, and NOT during the final examination period.

1. Use: The student evaluations are for purposes of self-improvement and information in the faculty evaluation process, as mandated in Board of Regents (BOR) Policy, Section 803.07. The aggregate data of student evaluation questionnaires shall be given to the instructor with a copy to the department chair or unit head. Any written comments by students shall be given to the instructor with copies to the departmental chair or unit head. The department head will use these results as one source of data to evaluate instructional performance.

2. Procedures for Student Evaluation of Instruction: Student Evaluation of Instructor (SEI) forms are now completed on-line for all courses. The system for online processing will be open for a specified period each semester. During the online evaluation period, e-mail reminders will be sent to all students who have not completed their on-line evaluations. Students will be given instructions for using the GOSOLAR system for evaluating courses.

3. Retention of SEI Data by Departments. The original SEI forms and any related analysis (hereafter SEI materials) are to be retained as follows: The SEI materials pertaining to courses taught by instructors who are not full-time faculty will be kept by the department chair for a minimum of one year beyond the academic term in which the course was offered, except if an appeal is pending that raised questions about the teaching performance of the instructor. In this case the SEI materials shall be retained until all appeals are exhausted or until the appeal is dropped.



4. Requests Under Georgia Open Records Act: In a letter of January 20, 1988, the Attorney General of the State of Georgia ruled that student evaluations of academic courses are subject to disclosure under the Georgia Open Records Act. Accordingly, through the Office of the Provost/Vice-President for Academic Affairs, SEI data are provided at cost to the Student Government Association at its request. Any other requests for access to the data under the Georgia Open Records Act are to be referred to the University's Office of Legal Affairs.

### **M. Academic Honesty**

Georgia State University, as part of the academic community, expects students to recognize and uphold standards of intellectual and academic integrity. A basic and minimum standard of conduct in academic matters is required of students, which mandates that they be honest and submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for practices that are fair require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable conduct in the course of their academic work. The definitions presented below are intended to clarify for the instructor the standards by which academic honesty and academically honorable conduct may be judged. This list is not exhaustive; however these examples may be used to illustrate to students the standards of behavior expected of them by the University.

Plagiarism: Plagiarism is presenting another person's work as one's own. It includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research completed papers or projects prepared by someone else or the use of research sources gathered by someone else when forbidden by the instructor is considered plagiarism. Failure to acknowledge the extent and nature of one's reliance on other sources is also a form of plagiarism. Other forms may be unique to an individual discipline or assignment. The student is responsible for understanding the conditions under which plagiarism may occur and the consequences of such action.

Cheating on Examinations: Cheating on examinations involves giving or receiving unauthorized help before, during or after an examination. This may include the use of notes, text, or "crib sheets" during an examination (unless approved by the instructor), or sharing information with another student during an examination. Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an exam if such is forbidden by the instructor.

Unauthorized Collaboration: Submission for academic credit of a work product, or a part thereof, represented as being one's own effort, which has been developed in substantial collaboration with or without assistance from another person or source, (or to provide such assistance) is a violation of academic honesty.

Falsification: It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise or assignment.

Multiple Submissions: It is a violation to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted. In cases of cumulative work or in a sequence of courses, use of prior work may be desirable or required, therefore the student is responsible for indicating in writing that the work is cumulative in nature. Members of the academic community, including part-time instructors are expected to report suspected violations of the standards of academic conduct (see section on Student Discipline below.)

## **N. Student Discipline**

Instructors are encouraged to discuss any disciplinary problems with the department chair. At their discretion, the instructor and chairman with the approval of the dean of the college may confer with the Dean of Students and may refer the case to the Committee on Student Discipline. The exact procedures for reporting are on file in the offices of the deans of each college and the Office of the Dean of Students. The Committee on Student Discipline is comprised of the Dean of Students and elected members of the faculty and is empowered to act in all disciplinary cases, including violations of academic honesty and theft. The Dean of Students may reject, in writing, any committee decision and refer the case to the President's Administrative Council. The Conduct code, known as "The Statement on Rights and Responsibilities", is published in On-Campus and the General Catalog, and is available on the website.

## **O. Disruptive Student Behavior Policy**

Preamble. Disruptive student behavior is defined as a student behavior in a classroom or other learning environment which interferes or interrupts the learning process for the instructor and the other students. Such behaviors include but are not limited to verbal or physical threats, repeated obscenities, or other obstruction of learning whether experienced verbally, physically, electronically or otherwise. Examples of such behavior may include repeatedly and/or continuously dominating discussion, conducting personal cell phone conversations, leaving and entering class frequently during class, and personal conversations with other class members. Consultation with the office of the Ombudsperson or other appropriate offices is encouraged for any party in such a situation. The individual college or academic unit may have supplementary procedures to deal with disruptive student behavior.

Section 1. If in the judgment of the instructor a student is disruptive in the classroom, the instructor shall attempt to address the disruption with the student and request that the disruptive behavior stop. If the disruptive behavior continues, the instructor has the right to order the disruptive student to leave the classroom on the day of the disruption. If the student refuses to leave, then the instructor may summon the campus police to remove the student. If the student is asked to leave the class, the instructor shall notify the department chair or school director in writing and seek a consultation with the chair or director.

Section 2. If the instructor believes the disruptive behavior poses a threat to the safety of the instructor, the student himself/herself, or other students in the classroom, or if the disruptive behavior continues, then the instructor has the option to bar the disruptive student from that class. The instructor shall submit within one working day a written report concerning the incident(s) to the department chair or school director with a copy to the student.

Section 3. Within five working days of removal from the class, a student may submit a written appeal and arrange for a meeting with the chair or school director, or his or her designee. The written appeal shall detail the basis of the student's denial of the charges. The department chair or school director shall render a decision within five working days after receipt of the written appeal.

Section 4. The department chair or school director shall review all documents associated with the alleged disruptive behavior to determine within a maximum of ten working days of the initial incident of the alleged student disruptive behavior if further actions should be taken by the college or academic unit or if the student should be allowed to return to class.

Section 5. If the department chair or school director upholds the decision to bar the student from class or recommends any additional sanction, the matter shall be referred to the Dean's office of the academic unit for application of the appropriate disciplinary process. In this case, the

department chair or school director shall forward the recommendation and rationale in writing along with copies of all documents used in the decision process.

Section 6. The student may appeal the decision of the department chair or school director to the Dean's office of the academic unit within five working days of the decision by the department chair or school director. The Dean's office will follow its own disciplinary procedures and shall render a judgment within ten working days from the receipt of the student's appeal. Sanctions imposed against the student may include but are not limited to: 1) a written reprimand; 2) withdrawal from the class in question; 3) expulsion from the relevant academic unit or college or, with the approval of the Dean of Students, from the university; 4) notation of violation on the student's permanent record.

Section 7. The student may appeal the decision of the Dean's office to the Provost's office within five working days of the decision by the Dean.

Section 8. If the charge of disruptive behavior is sustained, the instructor will assign a grade of W or WF, according to university policy.

Section 9. If the charge of disruptive behavior is sustained, the student is responsible for any loss of financial aid.

Section 10. If the student is exonerated, the university is responsible for any loss of financial aid and the department chair or his or her designee will work with the student to facilitate the completion of work missed during the appeal process.

Section 11. The Dean of Students will be notified of any charges of disruptive behavior that are sustained and will maintain a record of such cases.

## Grievance Procedures

The grievance procedures presented here are taken from the Faculty Handbook, Section 314.03  
Grievance Procedures

Also see [Article XI, Section 25 of Georgia State University Statutes](#)

For any other grievance, a part time instructor should consult the established grievance procedure of his or her college.

### **Section 25. Other Appeals and Complaints.**

A. Each college, school, or other comparable administrative unit (hereinafter referred to as "college") of the University, which has assigned part time instructors as defined in the Georgia State University **Statutes**, shall incorporate in its bylaws, or in official instructions, these procedures for the establishment of a fair and impartial hearing panel for its part time instructors and for the handling of complaints related to matters other than removal of a part time instructor for cause or non-renewal of employment.

B. **Applicability.** This procedure shall apply to complaints relating to allegations of discrimination including those on the basis of race, creed, color, national or ethnic origin, religion, age, sex, sexual orientation, or handicap in any educational or employment program, policy, procedure, or practice of Georgia State University; allegations of arbitrary or capricious decisions affecting the part-time instructor's employment or professional reputation; and allegations by a part-time instructor or group of part-time instructors that their rights have been violated, EXCEPT that this procedure shall NOT apply to matters covered under **Article XI, Section 24**, "Institutional Regulations for Removal of Faculty Members" or to matters related to administrative appointments or responsibilities.

### **C. Definitions.**

1. A complaint is an allegation of a misinterpretation, incorrect application, or violation of a policy, practice, or procedure not pursued by the part-time instructor in a forum outside the University. The use of this appeals procedure is not available if a formal complaint is filed with a governmental agency or a court action has been initiated based upon substantially similar facts, in which case any investigation then in progress by the University will be terminated relative to the appeals process.
2. A complainant is a part-time instructor who seeks resolution of a complaint through the informal or formal procedures as outlined herein.
3. A respondent is a person against whom a complaint is filed.
4. The College Faculty Appeals Committee is an elected body to which complaints are referred by the dean, which responds to complaints and from which hearing panels are derived. The College Faculty Appeals Committee must have this charge as its sole function.
5. The Hearing Panel, derived from the College Faculty Appeals Committee, is charged with hearing complaints, and making recommendations regarding the complaints.
6. For purposes of counting, a day is any weekday (Monday-Friday) on which classes or exams are scheduled in the college applicable to the appeal during fall or spring terms. Complaints arising during the summer term or ones not resolved at the end of spring term, shall be continued into fall term unless both the complainant and respondent (and if applicable, the mediator or the Hearing Panel) agree to continue through the summer term.

#### **D. Informal Procedures.**

1. Before a part-time instructor brings a formal complaint, she or he must first attempt to resolve the matter informally by discussion with the respondent. This informal discussion shall be initiated by the complainant within ninety (90) days of the knowledge of the consequence of event(s) upon which the complaint is based. Either in-addition-to or alternatively, the part-time instructor may informally seek the advice of the chair of their department or the Faculty Ombudsperson, where policy, procedures, and practicable strategies for dealing with the situation can be considered.
2. If the matter is unresolved by informal discussions, and the complainant wishes to pursue the matter, the complainant must, within one hundred ten (110) days of knowledge of the consequence of event(s), submit a written complaint to the respondent. The written complaint shall state the exact nature of the complaint and the remedy sought.
3. If no resolution has been reached within fifteen (15) days after presentation of the written complaint, the informal procedures are considered ended. The complainant may request mediation or the complainant may request a hearing. Such a request must be filed with the dean within ten (10) days of the conclusion of these informal procedures. During the mediation process, the time within which to present a written complaint is suspended (see F.2.).
4. The Provost and Vice President for Academic Affairs with the approval of the Faculty Affairs Committee of the colleges shall provide a standing Faculty Counselor to provide information to complainant during the appeals process.

#### **E. Optional Mediation Procedures**

1. Each college will include mediation as an option within the appeals procedure of the college. If the complaint is not resolved by informal procedures, then the parties in the complaint may agree to mediation following the informal procedures and preceding the complainant's request for a hearing.
2. The Provost and Vice President for Academic Affairs with the approval of the Faculty Affairs Committee shall provide a list of mediators.
3. The criteria listed below shall pertain to any college mediation procedure:
  - a. The mediation procedure shall be a part of the college's appeals procedure or college bylaws.
  - b. The mediation procedure shall be used only upon mutual agreement of the complainant and respondent and shall provide for a mediator or mediators to be nominated by the Provost and Vice President for Academic Affairs and to be agreed upon by the complainant and respondent.
  - c. The mediation procedure may be terminated by the complainant, or the respondent, or the mediator at any time.
  - d. Each participant in the mediation procedure shall be encouraged to participate in good faith in an effort to resolve the dispute.
  - e. The mediation procedure shall contain explicit limits which are reasonable, but in no event shall maximum time exceed thirty (30) days. These limits shall be observed by the complainant and respondent. Immediately upon conclusion of mediation, the mediator shall notify in writing the respondent and complainant that mediation has been concluded and explain the terms of the mediation agreement. While the results of the mediation shall be recorded, no other University records shall be created or maintained of the mediation process.

f. Concessions and offers made during mediation shall not later be used by either the complainant or respondent if the dispute continues beyond mediation. A complaint based on failure to comply with an agreement reached in mediation may be the basis of a subsequent appeal.

## **F. Formal Procedures**

### 1. The College Faculty Appeals Committee.

The College Faculty Appeals Committee shall consist of faculty members without administrative appointments elected to serve designated terms. The College Faculty Appeals Committee shall have a minimum of five (5) members and shall elect a chair and vice chair from its membership.

College Faculty Appeals Committee members shall exercise prudence and caution, taking extreme care to discuss cases only in appropriate committee meetings or hearings.

### 2. Initiating a Hearing.

a. If the complaint has not been resolved by informal procedures and if the complainant wishes to pursue the matter, the request for a formal hearing must be filed by the end of the tenth (10th) day following the conclusion of the informal procedures (see item D.2. above). If the complainant and respondent have participated in mediation, the request for a formal hearing shall be made by the end of the tenth (10th) day following the date of notification to the respondent and complainant by the mediator that mediation has concluded. The request for a hearing shall be written and shall be addressed to the chair of the College of Faculty Appeals Committee with a copy to the dean or designee and to the respondent. The dean shall acknowledge in writing receipt of the complainant.

b. The dean or designee shall notify the College Faculty Appeals Committee of the Request within ten (10) days of the receipt of the complaint. The notification should include only names of complainant and respondent. By the conclusion of this same ten-day (10-day) time period, the complainant shall set forth in detail the nature of the complaint and the redress sought along with any supporting documents. A copy of all of these materials shall be sent to the respondent and to the chair of the College Faculty Appeals Committee by the complainant.

c. The respondent shall submit a written response to the complaint, along with any supporting documents, to both the chair of the College Faculty Appeals Committee, and the complainant within ten (10) days of receipt of the complainant's materials.

d. Upon receipt of the response the chair of the College Faculty Appeals Committee shall organize in consultation with the complainant and respondent to form a Faculty Appeals Hearing Panel of no fewer than five (5) people.

### 3. Formation of Hearing Panel.

a. The members of the College Faculty Appeal Committee who will serve as the Hearing Panel shall be drawn by lot within ten (10) days of receipt by the College Faculty Appeals Committee of the response to the complaint. These procedures shall include the following provisions.

(1) The complainant and respondent each shall be allowed to disqualify without cause one member of the Hearing Panel.

1. The complainant and respondent shall be allowed to request the disqualification, for cause, of any member of the Hearing Panel. The chair of the College Faculty Appeals Committee shall determine whether a statement of cause is valid grounds for removal of a member from service on the Hearing Panel. If the complainant or respondent requests the removal of the College Faculty Appeals Committee chair for cause, the vice chair shall determine whether the statement of cause is valid grounds for removal.

(3) College Faculty Appeals Committee members may remove themselves from service on the Hearing Panel for cause (subject to the agreement by the chair of the College Faculty Appeals Committee) without prejudice to serving the remainder of their term on the College Faculty Appeals Committee.

(4) In the event of disqualification of Hearing Panel members such that fewer than five (5) members remain for hearing a complaint, additional members from the college faculty at large may be considered for the Hearing Panel subject to agreement by both complainant and respondent and subject to disqualification as outlined above. If a hearing committee cannot be constituted according to these guidelines the matter is referred to the University Hearing Committee.

(5) If the complainant or respondent feels that a fair hearing cannot be conducted by the College Faculty Appeals Committee, the complainant or respondent may petition the Provost and Vice President for Academic Affairs before the Hearing Panel is selected for a hearing by the University Hearing Committee. The hearing will be conducted by the rules of the College Faculty Appeals Committee.

b. The Hearing Panel chair will be elected by the committee.

c. Until the hearing procedure in the college is complete, the group responsible for considering all matters related to the complaint shall be the Hearing Panel as constituted by these procedures.

4. Hearing procedures shall be conducted according to the following:

a. The first order of business for the Hearing Panel after the determination of its chair is the determination of the rules of the hearing. Because each appeal is unique, the conditions under which a given hearing will be conducted (rules, order, agenda, etc.) will be determined by the Hearing Panel after consultation with the complainant and respondent and with University Counsel. The hearing shall be considered closed unless all participants agree to the contrary. The Hearing Panel will notify the complainant and respondent in writing of the conditions under which the hearing will be conducted at least ten (10) days in advance of the hearing.

b. A hearing will be scheduled to begin within fifteen (15) days of the notification of the rules of the hearing.

c. The complainant has the right to be in attendance throughout the presentation by the respondent, and the respondent has the right to be in attendance throughout the presentation by the complainant; the complainant and respondent have the right to be accompanied by counsel, have the right to call witnesses, and to question witnesses. Witnesses have the right to be accompanied by counsel. Counsels for the complainant and respondent and counsel for witnesses shall not have the right to address the Hearing Panel nor the witnesses unless requested to do so by the Hearing Panel. The Hearing Panel may have counsel throughout the proceedings.

d. An audio tape of the hearing will be kept at college expense. The complainant and respondent may receive one copy upon request.

## G. Procedures Following the Hearing

### 1. Decision of the Dean.

- a. Within ten (10) days of the close of the hearing, the Hearing Panel will transmit in writing, confidentially, its findings, arguments (if any), and recommendations to the dean, complainant, and respondent by personal delivery or registered mail. Committee recommendations are not binding on the dean. The report shall be signed by all members of the Hearing Panel. In the report, dissenting opinions to the majority shall be signed by the appropriate Hearing Panel members.
- b. Within thirty (30) days of receipt of the final report, the dean will transmit in writing to the Hearing Panel, to the complainant and to the respondent the dean's decision in reference to the formal record and the actions, if any, which will be taken.
- c. The Hearing Panel has, at this point, fully discharged its obligations and shall have no further role. Because the case may yet be appealed, Hearing Panel members shall not comment on the hearing proceedings.
- d. If the complaint is against the dean of a college, then the College Hearing Committee report will be forwarded to the Provost and Vice President for Academic Affairs.

### 2. Appeal to the Provost and Vice President for Academic Affairs.

- a. The complainant may appeal the dean's decision to the Provost and Vice President for Academic Affairs. The appeal must be submitted in writing within ten (10) days of receipt of the dean's decision. No new or additional charges may be added to the complaint.
- b. The appeal to the Provost and Vice President for Academic Affairs shall state the complaint, the redress sought, and include any supporting documentation.
- c. The Provost and Vice President for Academic Affairs shall consider the appeal based upon the formal record. The Provost and Vice President for Academic Affairs shall render a decision within thirty (30) days of receipt of the appeal request.
- d. If complainant or respondent charge that proper procedures were not followed in the College Faculty Appeals Committee, the complainant or the respondent may petition the Provost and Vice President for Academic Affairs and provide evidence of misconduct for a new hearing by the University Hearing Committee. The hearing will be conducted following the rules of the College Faculty Appeals Committee. The granting of such a hearing should be based on failure of the original hearing committee to follow procedures and not on discontent with conclusions.

### 3. Appeal to the President.

- a. The complainant may appeal the decision of the Provost and Vice President for Academic Affairs to the President of the University. To do so, the complainant must submit an appeal, along with reasons for doing so and redress desired, in writing, to the President within ten (10) days of receipt of the decision of the Provost and Vice President for Academic Affairs.
- b. The President shall consider the appeal based upon the formal record and other information or materials requested by the President. The complainant and respondent will both be notified of the request for additional information, and will be allowed to respond. The President shall render a decision within thirty (30) days of receipt of the appeal request.



#### 4. Appeal to the Board of Regents.

Further appeal of the President's decision shall be in accordance with University System **Bylaws**.

#### H. Miscellaneous General provisions.

1. **Withdrawing Complaints:** A complainant may withdraw, in writing, the complaint prior to the distribution of materials (as outlined in F.2.b.) to the College Faculty Appeals Committee members. Upon the agreement of the respondent, the complainant may withdraw the complaint at any subsequent time.
2. **Waiving the Hearing:** Upon agreement of the respondent, a complainant may waive the hearing, requesting that the Hearing panel's report and recommendations be reached only on the basis of the formal complaint, the written response and any documentary evidence submitted by either party and available to both parties for examination and rebuttal. Having waived a hearing, the complainant is not entitled to rescind the waiver.
3. **Point of Decision:** These procedures presume that the Hearing Panel will make recommendations to the dean of the college. In the event that the primary respondent is the dean of the college, the Hearing Panel recommendations will be made to the Provost and Vice President for Academic Affairs. Any appeals of the decision of the Provost and Vice President for Academic Affairs will be made to the President.
4. **Remedial Action:** If at any administrative level, the complainant's charges have been substantiated, or the parties agree to conclude the appeal, the appropriate administrator may confer with the complainant in determining appropriate action. The University will implement the action upon the directive of the properly authorized administrator.
5. **Legal Sufficiency:** Any agreements reached by the parties shall be reviewed by the university legal counsel for legal sufficiency and compliance with University System and university policy and procedure.
6. **Burden of Proof:** The complainant has the burden of proving allegations raised in the complaint.
7. **Non-retaliation:** Any individual exercising his or her rights under this appeals procedure will be treated fairly and the complaint will be given unbiased consideration. Neither individuals using this procedure, nor individuals providing information so that the facts can be determined, will be penalized or harassed for their participation in the appeals process.
8. **Time Limits:** Each step of these procedures has specific time limits that shall be observed. The counting of time during the appeals procedure will begin on the next day following the effective date of knowledge of the consequences of the alleged event upon which the complaint is based; it will continue for each step on the next day after completion of the preceding step. All time limits contained in the foregoing procedures may be extended by written consent of the parties during the informal stage, by the mediator during mediation, by the chair of the Faculty Appeals Committee during the initiation of the formal process, and by the chair of the Hearing Panel during a hearing. Once recommendations of the Hearing Panel have been forwarded to the dean or other appropriate official, or appeals of the dean's decision have been filed, time limits may be extended by mutual agreement of the complainant and the dean or other official.
9. **Confidentiality of Proceedings:** When appropriate, the University shall take all reasonable steps to insure the confidentiality of all proceedings, hearings, and records. However, should confidentiality be breached regarding these proceedings, all parties reserve the right to issue statements.
10. **Retention of Hearing Materials:** Following a hearing and any appeals which may be filed thereafter the college will retain written documents presented by the complainant, the respondent, or any parties to the appeals, along with the audio tapes of the proceedings of the hearing for four years.

## Academic Support for Students

The following sections are intended to acquaint the part-time instructor with the variety of student support services provided by the University. In working with students, this should assist the part-time instructor in directing students to the appropriate office for assistance.

### **A. Learning Assistance Unit (Counseling Center)**

The Learning Assistance Unit provides assistance to students who want to be more effective or efficient in their study techniques. Personalized improvement programs are based upon diagnostic testing and interviews. Small group instruction is offered in many areas, e.g., reading comprehension, speed reading, time management, test taking, note taking and concentration. Students can register for workshops which help them prepare for graduate entrance tests. The thesis and dissertation service provides assistance in organizing, writing, and editing. The Study Skills Circus, a two-day workshop, is offered at the beginning of each quarter to help students improve academic performance. Students can make appointments by contacting the Learning Assistance Unit.

### **B. Writing Studio**

Sponsored by the Department of English, the Writing Studio is a resource for students needing advice and tutoring in composition. It is designed specifically to provide support services for students taking composition and other English courses and for students preparing for the Regents' Examination.

### **C. Mathematics Assistance Complex**

Sponsored by the Department of Mathematics and Statistics, the Mathematics Assistance Complex provides tutorial services for students enrolled in mathematics courses.

### **D. Computer Facilities**

Available in the Computer Center and in specially designated classrooms in various places on campus there are computer terminal facilities available for faculty and student use. Faculty should check with User Services for information about access to computer terminals and to personal computers for their use and for the use of their students.

### **E. Office of Community Service**

The Office of Community Service promotes and encourages opportunities for community service and service-learning that enhance student learning and advance community development while responding to societal issues and concerns.

### **F. Opportunity Development and Diversity Education Planning Office**

The Opportunity Development and Diversity Education Planning Office has overall responsibility in providing leadership, coordination and an oversight of the University's affirmative action, and diversity education initiatives. The office monitors all matters within the University that pertain to affirmative action, employee relations, equal opportunity and diversity.

The Opportunity Development and Diversity Education Planning Office is responsible for collecting and analyzing affirmative action data, investigating affirmative action grievances and participating in their resolution, updating and maintaining the university's written affirmative action and diversity plan, developing affirmative action policy statements and procedures and monitoring staff and faculty hires. The office is responsible and committed to diversity education training, consulting and compliance training, consulting to managers, supervisors and staff employees on employee relations and workplace issues, and also consulting for the university.

### **G. Disability Services Office**

Georgia State University has been in the process of developing a program of campus accessibility and services since 1973. Support services are available to faculty through two

offices. The Director of Disability Services and the Student Support Services office, work closely together in providing services for faculty and students with disabilities. The College Student with a Disability: A Faculty Handbook is a guide containing a wealth of information, written specifically for faculty, regarding classroom accommodation. All faculty should have a handbook. New faculty receive a handbook at the beginning of Fall Semester. The Director of Disability Services coordinates services and provides resources which allow students with temporary or permanent disabilities to function as independently as possible. These services offer the disabled student the opportunity to obtain a higher education and to experience those things which are common to all college students.

- a. General Services
  - i. Counseling
  - ii. Advocacy
  - iii. Handbook describing services and detailed maps of campus and buildings
  - iv. Five student assistants available from 8:30 AM - 8:00 PM
  - v. Cooperative Learning Lab & Learning Assistance Center
  - vi. Registration assistance
  - vii. Parking
  - viii. Testing: Special arrangements for placement tests and institutional tests (CPE: MAT) should be made by contacting the Testing Center at 413-1740. For the Regents Exam contact the Office of Disability Services at 413-1560 For national tests such as the GRE, GMAT, NTE, LSAT, SAT, PEP, ACT, or CLEP contact the specific national testing organization. Registration forms are available in the Testing Center. Career testing is conducted through the Counseling Center, 413-1740.
  - ix. Orientation
  - x. Library assistance
  - xi. Library of publications, newsletters, catalogs, videos, books having to do with concerns of people with disabilities
  - xii. Study/Testing Lab
  - xiii. In consultation with the professor, various forms of testing accommodations may be provided, such as: a) extended test time b) test proctor/scribe c) test administration in alternate location d) modification of test format e) test proctor to transcribe tests f) sound suppression headphones
  - xiv. Maintenance of schedule of classes of students with disabilities for emergency purposes
  - xv. Assistance in purchasing textbooks from the bookstore
  - xvi. Emergency wheelchairs
  - xvii. In-service orientation for faculty
  - xviii. Assistance in the cafeteria
  - xix. Private testing rooms
  - xx. Voice activated software for computer (Dragon Dictate)
  - xxi. Tutorial services for most core curriculum classes
  
- b. Services for the Blind/Visually Impaired
  - i. IBM Personal Computer with voice output and Zoomtext
  - ii. Braille Dictionaries located in the Reference section of the University Library
  - iii. Audible fire alarm system
  - iv. Readers and taping service
  - v. Assistance in ordering of textbooks from Recordings for the Blind
  - vi. Perkins Brailler and Braille printer
  - vii. Two Vantages and one Optelec (CCTV magnification system) located in Disability Lab and one Vantage in the Media Center, Library
  - viii. Kurzweil Reading Machine and Arkenstone Open Book Scanner
  - ix. All services listed under General Services

- c. Services for Deaf/Hearing Impaired
  - i. TTY (404) 413-1564 & Relay service for text-phone users 1-800-855-1155
  - ii. Interpreter or transcription service for classrooms
  - iii. Photocopying service
  - iv. Visual fire alarm system
  - v. Assistive Listening Devices
  - vi. All services listed under General Services
  
- d. Services for Mobility and Hand Impaired
  - i. Overnight wheelchair storage and recharging of batteries
  - ii. Assistance in moving from automobile to class
  - iii. Aid in performing physical tasks unique to mobility and hand impaired
  - iv. Accessible shower facilities in Recreation Center; shower wheelchairs available
  - v. All services listed General Services
  
- e. Services for Learning Disabled
  - i. Special class taught by Student Support Services
  - ii. Assistance in ordering textbooks from Recordings for the Blind
  - iii. Readers
  - iv. Test proctors
  - v. Transcription service
  - vi. Taping service
  - vii. 2 Vantages and one Optelec (CCTV magnification system) located in Disability Lab and one Vantage in the Media Center, Library
  - viii. Kurzweil Reading Machine and Arkenstone Open Book Scanner
  - ix. All services listed under General Services
  
- f. Services for Head-Injured
  - i. Photocopying service
  - ii. Test proctors
  - iii. Readers
  - iv. Tutors
  - v. Use of tape recorder in class
  - vi. All services listed under General Services
  
- g. Services for Psychologically Impaired
  - i. Use of tape recorder in class
  - ii. Testing accommodation
  
- h. Chronic Illness (asthma, diabetes, epilepsy, heart, psychological, arthritis, back injury or disease, AIDS/HIV, etc.)
  - i. Adapted desks and chairs for classroom
  - ii. Testing accommodation
  - iii. Voice activated computer software

## **H. Counseling Center**

Accredited by the International Association of Counseling Services, the Georgia State University Counseling Center provides a wide range of services to meet the emotional, educational, and vocational needs of students. These services include: clinical services for personal growth; testing for admissions and scoring of national, professional, and university tests; academic excellence (strategic learning programs and academic improvement courses) for academic skills assistance; psycho-educational outreach to the university, and training for psychologists and counselors. Our Pre-doctoral Professional Psychology Internship program is fully accredited by the American Psychological Association. The Counseling Center's faculty and staff also provides assistance to faculty, administrators and staff in enhancing the learning process.

### **I. International Student & Scholar Services (ISSS)**

International Student & Scholar Services (ISSS) provides support for Georgia State University's non-immigrant international student, faculty, and research population, their dependents, and any foreign-born citizens and permanent residents of the United States who may need services. Services include orientations, immigration advisement, international student and scholar insurance coverage, student advocacy, and other personal assistance in adjusting to and joining the university community. The office staff serves as liaison with all academic departments, the diplomatic corps, and a variety of international agencies. International Services also offers assistance to academic departments wishing to invite foreign scholars or hire foreign faculty.

### **J. University Career Services**

University Career Services (UCS) provides opportunities and information for career decision-making, helps students develop and improve job search skills, and provides assistance to students who are seeking employment. There are services and programs to meet the needs of all Georgia State students, from freshman to alumni status.

### **K. Health Clinic**

The University operates a clinic staffed by registered nurses, under the direction of a Certified Adult Health Nurse Practitioner, who are available for emergencies, first aid, and medical counseling Monday through Friday from 7:30 a.m. to 9:30 p.m. during classes, and from 7:30 a.m. to 5:00 p.m. between semesters. A part-time physician is also available daily by appointment. The Health Clinic is for students only.

### **L. Student Health Promotion and Education Office**

The mission is to support activities that empower Georgia State University students to make informed healthier choices and achieve academic success. We provide wellness education in fun and interactive forms, aid in connecting students with resources to gain knowledge, and provide opportunities for peer to peer education. We encourage self-responsibility, conscious decisions, and informed choices in relation to health.

### **M. Student Support Services Program**

The Special Services Program provides tutoring, counseling, and advocacy for eligible students. A significant emphasis of the program is academic services for disabled students. Services are provided for students with visual, auditory, orthopedic, medical, or learning disabilities. Also eligible for services are students from educationally and/or financially disadvantaged backgrounds. Faculty are encouraged to refer eligible students to program staff and/or to contact program staff for information on how best to serve special student populations.

The Student Support Services Program at Georgia State University offers the following services:

- **Tutoring:** Tutorial assistance is offered in the subject areas where students are experiencing difficulty. Tutors are chosen among undergraduate and graduate students having demonstrated academic expertise.
- **Counseling:** Counseling activities are scheduled for all interested project participants dealing with specific personal, academic and vocational interests. In addition, the project serves as a referral source to accommodate individual needs.
- **Workshops:** Various workshops covering a wide range of topics are made available on a continuous basis.
- **Activities:** An annual Awards Reception is held honoring students with outstanding academic achievement. Students are presented with certificates indicating their accomplishment(s).
- When requested students are provided an Advocacy Letter for their instructor indicating their disability and particular accommodation needed.
- **Special Assistance for Handicapped Students Includes:**
  1. Readers for visually impaired and learning disabled
  2. Taping for visually impaired

3. Special registration arrangements
4. Test proctors
5. Special arrangements for Regents' Exam
6. Library assistance
7. Braille printer/voice synthesizer

**N. African American Student Services and Programs**

The Office of African American Student Services and Programs was established to coordinate efforts to enhance

- retention and advisement of minority students
- identification and recruitment of prospective minority faculty

Among its functions are to develop and coordinate supplemental advisement programs for minority students, serve as liaison to student/academic minority organizations, develop and monitor programs to increase retention of minority students and assist in campus retention studies, identify and encourage potential minority graduate students and coordinate GSU participation in System minority graduate recruitment efforts, represent GSU on the National Consortium for Educational Access Board, assist in the identification and recruitment of potential minority faculty, and increase the sensitivity of faculty to the special needs of minority students.

## **University Services**

Below is a list of services provided by Georgia State University. These services are available to part-time instructors during semesters when teaching.

### **A. Campus Safety**

1. The Georgia State University Police Department enforces city, state and federal laws on the Georgia State campus, provides safety services and conducts programs to inform students, faculty and staff about safety and security measures.
2. The police department is composed of trained officers who are certified by the Georgia Peace Officers Standards and Training Council, security officers, cadets (student assistants), communications officers and supporting staff. University police officers patrol the Georgia State campus and the surround area 24 hours a day, 7 days a week. The department also maintains a police substation at the University Village in the South Deck during all hours. Officers are able to respond promptly to all incidents.
3. The university police department provides a 24-hour emergency assistance service at 404-413-3333.

### **B. Security Services**

1. **Emergency Call Boxes:** Located in parking lots, parking decks and plaza areas, these boxes are activated by opening the door on the box and pushing a call button on the inside. The caller is connected directly to the police dispatcher. The boxes are identified by emergency signs and flashing blue lights.
2. **Safety Escort Service:** Escorts are available to all students, faculty and staff to allow them to safely reach parking lots and decks, public transportation and other locations in the vicinity of the university. The service is available at any time by calling 404-413-2100.
3. **Service Truck:** The department usually operates a service vehicle driven by police cadets Monday through Friday from 3:30 p.m. - 11:30 p.m., during classes and for varying hours between semesters. This service is available to assist with battery recharging, accessing keys inside locked cars and changing tires. The service truck can be requested by using one of the emergency assistance boxes or by calling 404-413-2100. If a service vehicle is not available, an officer will be able to provide vehicle assistance.

### **C. Testing Service**

A test-scoring service with item analysis is available to the faculty with consultation on improving classroom examinations. A specimen set test library is also located at the Testing Center.

### **D. University Educational Technology Services (UETS)**

University Educational Technology Services (UETS) is responsible for institutional instructional technology support including instructional design services, creation of Web-based course materials and WebCT support; digital media services; technology enhanced general classrooms; open access computer labs; and technology training;

### **E. Lost and Found**

Articles that are discovered can be turned in to the Information Center located on the first floor of the Student Center. The Information Center staff transfers items to the University's Lost and Found located at GSU Police Headquarters at One Park Place.

### **F. US Postal Service**

A US Post Office is available on campus. It provides service for registered mail, international parcels (customs declaration merchandise), money orders, and other services generally available at a U. S. post office.

### **G. Recreational Services**

1. The mission statement of the Recreational Services states, "we strive to promote a health life-style through recreational spots and fitness activities offered to the University community, delivering programs, services and facilities that anticipate customer needs."
2. Locker, towel, and uniform services are available to men and women at nominal cost. Lockers, locks, towels, gym uniforms, and swim suits can also be rented on a daily basis.
3. The Recreation Department offers a wide variety of activities throughout the year including sport clinics, outdoor programs, intramurals, and sport clubs. Sport clinics include classes in aerobics, water exercise, martial arts, yoga, fencing, tennis, racquetball, archery, badminton, volleyball, weight training, and swimming. The "Touch the Earth" outdoor program offers trips and instruction in backpacking, whitewater canoeing and rafting, kayaking, windsurfing, sailing, water skiing, snow skiing, horseback riding, rock climbing, and scuba diving.
4. Intramural teams are organized in basketball, indoor soccer, bowling, billiards, darts, table tennis, badminton, wrestling, softball, street hockey, volleyball, flag football, swimming, tennis, racquetball, and track for friendly competition. Many of the outdoor activities are conducted at the Panthersville Athletic-Intramural complex located near South DeKalb College. Sport clubs offer intercollegiate competition in sport club teams including ALTA (Atlanta Lawn Tennis Association) tennis, badminton, bowling, fencing, ice hockey, judo, rowing, road racing, sailing, women's soccer, water skiing, whitewater canoeing, and women's swimming.
5. A wide variety of equipment is available for issue upon the presentation of a PantherCard. The Recreational Services Equipment Issue Desk offers a wide variety of athletic wear and equipment as well as outdoor equipment. Such items as towels, basketballs, volleyballs, tennis racquets, racquetball racquets, badminton racquets, swim suits, gym suits, locks, etc., may be checked-out for indoor use. Outdoor recreation equipment is available for rent which includes tents, backpacks, daypacks, sleeping bags, cook kits, stoves, lanterns, ponchos, rafts, canoes, and paddles.
6. Indian Creek Lodge: Georgia State University maintains a lodge, swimming pool, and three tennis courts on 15 acres of land located on South Indian Creek Drive in DeKalb County. The facilities are available for the use of faculty, staff, and students. The Indian Creek pool is open during the summer months from the last weekend in May through Labor Day and is available to current Georgia State University students, faculty, staff, active alumni, and their families for a small fee. Reservations for the lodge can be obtained through the Director of the Student Center. Swimming and tennis lessons are available during the summer months.

### **H. Lanette L. Suttles Child Development Center**

The Center is provided as a service to students who need child care while they attend classes, The Center is available to faculty and staff members on a limited basis.

### **I. Photocopy Service**

Numerous self-operated photocopy machines are located in the University Library North (1st, 2nd, 3rd floor) and the upper and lower Law Library Copy Rooms (1st floor). In addition, copiers are available in the College of Education (2nd floor) and Library South (2nd floor).

### **J. GSU Federal Credit Union**

Membership open to any individual paid through Georgia State University. See website for details (<http://www.gsufcu.org/>).

### **K. Food Service and Cafeterias**

Several eating facilities are available to faculty, staff, and students throughout the campus.



## General Policies that Impact Teaching

### A. Academic Freedom

All part-time instructors, like all faculty, are entitled to enjoy and to exercise without penalty for such exercises all the rights of an American citizen as well as the rights of academic freedom as they are understood generally in the teaching profession.

### B. Use of Copyrighted Material

The University of Georgia System Copyright guidelines are available in the libraries or at website: <http://www.usg.edu/legal/copyright/> .

Repeated use of multiple copies of copyrighted material in the classroom may constitute a violation of the federal copyright law. The law provides that a violator may face individual damages for such violations, and that the liability insurance policy of the University might not cover such damages if University policy against the improper use of copyrighted materials is violated.

Copyrighted materials can only be reproduced and used in the classroom setting if one of two conditions is met. First, the material must be used in accordance with the concept of fair use. The American Association of Publishers has developed guidelines for multiple copying for classroom use which clearly constitute fair use (see section 313.01 of the Faculty Handbook). Second, if material to be used in the classroom exceeds the fair use requirements, then it can be used only if permission for such use is received from the copyright owner. The use of videotaped recordings of broadcast television programming for educational purposes may also be a violation of the copyright law. Again, such material may only be used if it constitutes a fair use of the copyrighted material or permission for the use is obtained.

### C. Policy on Alcohol and Illegal Drugs

Alcohol and Illegal Drugs: Georgia State University is committed to fostering good health and well-being among its students, faculty and staff. As part of this commitment, Georgia State University complies with and upholds all federal, state, and local laws regulation or prohibiting the possession, use or distribution of alcohol or illicit drugs. As a recipient of federal funds, Georgia State adheres to the provisions of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1988. Also, as a member institution of the University System of Georgia and the State of Georgia, the university adheres to Georgia's Drug Free Postsecondary Educational Act of 1990. In compliance with these laws, all students, faculty and staff are notified of the standards of conduct that the university will apply to all activities conducted on university-owned property and to other university-sponsored activities conducted on university-owned property and to other university-sponsored activities as provided in the University Alcohol and Drug Policy.

### D. University Standards, Sanctions and Penalties

- Standards of Conduct: All Georgia State faculty, staff and students are prohibited by the university from unlawfully using, possessing, manufacturing, dispensing, distributing or trafficking alcohol or illegal drugs on university-owned property or at university-sponsored activities. Moreover, Georgia State expects all of its part-time instructors, staff, students and university-sponsored organizations to comply with all federal, state or local laws pertaining to the use, possession, manufacture, dispensation or distribution of alcohol or illegal drugs.

- University sanctions and penalties: Any member of the Georgia State faculty, staff or student body who violates any of the standards of conduct shall be subject to corrective disciplinary actions and penalties up to and including expulsion from university academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.

### **E. Ethical Behavior with Regard to Complimentary Textbooks**

The selling of complimentary copies of textbooks adversely affects the entire academic community.

The University endorses the following guidelines:

1. Complimentary textbooks are not to be resold for profit. The books may be maintained for faculty reference or contributed to a library for student reference.
2. Solicitors for complimentary copies are forbidden from campus.
3. The campus bookstore may not sell copies which are identifiable as complimentary copies whatever their source may be.

### **G. Harassment**

Harassment, including sexual harassment, is a form of discrimination. Employment discrimination is a violation of title VII of the Civil Rights Act of 1964 on the following grounds; race, color, religion, national origin, sex, age, veteran status or disability. It is a violation of Title IX of the Education Amendment of 1972 to sexually harass students. Georgia State University, a unit of the University System of Georgia, prohibits sexual harassment.

Sexual harassment occurs when a person who is in a position of trust or authority engages in inappropriate and unwanted behaviors of a sexual nature toward another individual. It differs from ordinary flirting because it is unwelcome and because it usually occurs in relationships in which one person is in a subordinate position to another. However, sexual harassment may also occur in relationships between equals, such as between student and student, worker and co-worker, or faculty member and faculty member. The victim does not have to be of the opposite sex.

Some examples of sexual harassment could include:

- Displaying or distributing by mail, fax or other electronic means, sexually explicit material.
- Leering or other offensive gestures.
- Unnecessary physical contact such as touching, patting, pinching, etc.
- Unwelcome advances, propositions, invitations or demands for sexual favors.
- Physical assault.
- Sexually oriented jokes, comments, conduct or gestures which, although not directed at, are overheard or witnessed by someone who finds such behavior offensive. No matter where such behavior occurs (campus, work related social gatherings, etc.), if it negatively impacts on employee or student relationships it may constitute sexual harassment.

Harassers are often surprised to learn that their behavior is perceived as offensive. Here are some guidelines for examining your own behavior.

- Review your attitudes and actions toward others. Do not assume that others enjoy sexually oriented comments or remarks about their appearance or being stared at or touched.
- Do not assume that others will tell you if they are offended by what you do.

- Imagine yourself a victim of unwanted sexual attention by someone who has control over your grades, your career, or your livelihood. How would you feel?
- Yes, you do have the right of free speech. However, sexual harassment is not protected speech--just as threatening to kill someone is not protected.
- Would you want someone to say or do such things to you, your spouse, significant other, child or other relative?

#### **H. Potential Conflict Of Interest In Amorous Relationships**

The integrity of academic and work relationships is the foundation of the university's educational mission. These relationships vest considerable trust in persons with authority whether as mentor, educator, evaluator and/or administrator. The unequal institutional power inherent in university academic and work relationships heightens the vulnerability of those in subordinate positions. The university must protect itself from influences or activities that interfere with intellectual, professional and personal growth, or with the university's financial interests. Consequently, people in positions of authority within the university community must be sensitive to the potential for conflict of interest as well as sexual harassment in amorous relationships with people over whom they have a professional power/status advantage. (See Section 206.03 of the Faculty Handbook, Section 6-1 in the Classified Employee Handbook, and the GSU General Catalog for the Sexual Harassment Policy of the university.)

The individual in authority bears the primary responsibility for any negative consequences resulting from an amorous relationship. It is in the interest of the university to provide clear direction and educational opportunities to the university community about potential professional risks associated with consensual amorous relationships between members of the university community where a power/status advantage exists.

Power Advantages:

- **Academic Relationship Advantage.** A faculty member or other instructor always will be treated as having a power advantage when that faculty member or instructor has authority to assign grades; serves on thesis, dissertation, or scholarship awards committees; provides research and/or training opportunities, etc.
- **Staff Advantage.** A staff member will always be treated as having a power advantage when the staff member has the authority to evaluate, determine salary, and/or make employment decisions.
- **Other Power Advantage.** Power advantages also can occur between junior and senior faculty, faculty and administrators, and faculty/administrators and staff.

#### **I. Office of the Ombudsperson**

The Office of the Ombudsperson assists students, faculty and staff in the informal resolution of complaints and disputes. Impartiality, independence, and confidentiality are fundamental principles of the office. The Ombudsperson assumes a nonaligned role when hearing a concern and operates independently of the administration.

The Ombudsperson listens, offers information about Georgia State University policies and procedures, presents a range of options for resolving problems, and makes recommendations for institutional change when appropriate. The office also coordinates educational programs on conflict resolution, mediation, team building, and effective communication. The ombudsperson does not arbitrate, adjudicate, or investigate.

The Faculty ombudsperson primarily assists GSU faculty members and the Student and Staff ombudsperson addresses student and staff concerns. Issues with which the Ombudsperson may

assist include interpersonal conflicts, employment concerns, faculty/student misunderstandings, discrimination, communication difficulties and sexual harassment. Contact the Office of the Ombudsperson at 404-413-2510 for more information or to schedule an appointment.

Revised 8/19/06

Updated phone numbers 4/17/08