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2 207 GENERAL PERSONNEL REGULATIONS  
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4 **207.01 Faculty Absence (Corps of Instruction)**  
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6 When a faculty member must be absent from class for any reason, he or she is  
7 responsible for notifying the department head or coordinator as soon as practical  
8 and for making proper arrangements for classes. It is normally preferable to have  
9 another faculty member teach the classes, but if this arrangement cannot be made,  
10 students should be given specific and meaningful assignments, such as library  
11 research, group work, or work in the [Center for Academic Success](#). (The Library  
12 or [Center for Academic Success](#) should be notified if students are to attend as a  
13 group.) Class dismissal with no assignment to replace class time is inappropriate.  
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15 Specific reasons for absences and types of leave are discussed below.

16 **207.01.1 Professional Absence (including Professional Travel)**  
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19 Absence from class or other scheduled activities for professional reasons,  
20 whether on- or off-campus, requires the approval of the department head  
21 or equivalent supervisor. In addition, off-campus travel must be approved  
22 by the dean and the Provost (and the [Vice President for Business and](#)  
23 [Operations](#) if University funds are used). The following procedure must  
24 be followed:  
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27 1. For any off-campus professional absence, the faculty member must  
28 complete a [Travel Authorization Form](#) and submit it to the appropriate  
29 department head or other supervisor. For routine travel directly  
30 connected to duties (e.g., clinical travel or attendance at required  
31 University System meetings) and day trips at no expense to the  
32 University, this is the only form necessary. [Forms are found at](#)  
33 <http://www.clayton.edu/accounting-services/expenses/travel/forms>.  
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35 2. For any professional development travel involving University funds  
36 (or overnight travel even if no University funds are used), the faculty  
37 member must complete [the same Travel Authorization form](#).  
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39 [3. Additional policies regarding travel can be found at](#)  
40 <http://www.clayton.edu/accounting-services/expenses/travel>.

41 **207.01.2 Sick Leave**  
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43 **1. Sick Leave with Pay:**  
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45 **Board of Regents Policy 8.2.7.2 Sick Leave With Pay:** For all regular  
46 full-time employees of the University System of Georgia defined in  
47 Section 801, sick leave shall be accumulated at the rate of one working  
48 day per calendar month of service. Regular part-time employees working  
49 one-half time or more will accumulate sick leave in an equivalent ratio to  
50 their percentage of time employed. Sick leave for employees shall be  
51 cumulative.

Deleted:

**Comment [jrb1]:** If an instructor substitutes an online class for a face-to-face, does that represent a leave? Our discussion suggests virtual presence is sufficient for a class meeting if the instructor is authorized to use technology. If an exceptional use of virtual technology, department head should be notified.

ACCEPTED BY SENATE 11.10.2011

**Comment [jrb2]:** Is this the correct name for the document? (all occurrences). Are (should) the forms be standardized across the campus? Should they appear on one web site?

ACCEPTED BY SENATE 11.10.2011  
LINK to be updated – added 4.16.2012

**Comment [jrb3]:** Apparently this paragraph does not match the FAQ in Accounts Payable. We suggest the reference just link to the AP website.

ACCEPTED BY SENATE 11.10.2011  
Text to be deleted, links added to relevant website

**Deleted:** <#>Special Policy for air travel by Academic Affairs employees: Clayton State travel regulations require travel by minimum fare whenever practicable. Use of state contract fares is mandatory for official state business unless the contract flight “would cause undue hardship.” To avoid any misunderstanding, the following procedure applies:¶

<#>When making flight arrangements with a travel agent or directly with an airline, the employee must explicitly request state rate or lower. (Lower than state rate fares are acceptable, but care should be taken to make sure that such considerations as cancellation penalties and the cost of a Saturday night stay over do not effectively raise the lower fare.)¶

<#>Air travel and fares exceeding state rate will be approved only in truly exceptional circumstances. Requests to travel at a higher than state rate fare must be clearly identified on the travel proposal and travel request forms. Such requests must be justified in writing with specific approval by the employee’s supervisor and by the Provost.¶

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Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

- A. Illness or injury of the employee;
- B. Medical and dental treatment or consultation;
- C. Quarantine due to a contagious illness in the employee's household; or
- D. Illness, injury, or death in the employee's immediate family requiring the employee's presence.

If sick leave is claimed for a continuous period in excess of one week, a physician's statement is required to permit further claim of sick leave rights by the employee-patient.

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his/her or her employment.

Upon the movement of an employee among institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service (BR Minutes, 1991-92, pp. 354-355).

The normal maximum leave time for death in the immediate family (spouse, parents, guardian, child, sibling) is three (3) days. Exceptions to this provision may be granted in unusual circumstances when recommended by the faculty member's supervisor and approved by the Provost (or other appropriate administrative officer).

**2. Sick Leave Without Pay:**

**Board of Regents Policy 8.2.7.3 Sick Leave Without Pay:** Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits, and the institution will continue its share of the cost for such period. All other benefits are prohibited which otherwise would accrue to the employee.

A physician's statement or other evidence may be required by the supervisor or Director of [Human Resources](#).

**207.01.2.2 Procedure for Reporting Sick Leave (Corps of Instruction)**

All absence from class or other officially scheduled activity must be reported within a week. Please note that sick leave must be reported even if a colleague "covers" the class or if the time is "made up" through an alternate assignment or meeting time.

As full time employees of the University, faculty are expected to take sick leave hour-for-hour of time unable to work in accordance with the University's Employee Handbook.

**Comment [jrb4]:** This sentence appears in the BOR box above, and can be deleted  
ACCEPTED BY SENATE 11.10.2011

**Deleted:** ¶  
A physician's statement or other evidence may also be required, in other circumstances, by the supervisor or Director of Human Resources.¶

**Comment [jrb5]:** This section is virtually the same as section 207.01.10. We recommend this section be deleted and the remaining sections be renumbered.  
ACCEPTED BY SENATE 11.10.2011  
Section to be deleted, remaining to be renumbered

**Deleted:** ¶  
**207.01.2.1 Pregnancy Leave**¶

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| Board of Regents Policy 8.2.7.6 Family and Medical Leave¶  |
| In accordance with the federal Family and Medical Leave Act (FMLA) of 1993, to be eligible for FMLA leave, the employee must have worked for the USG:¶ |
| <#>For at least twelve (12) months total; and,¶  |
| <#>For at least 1,250 hours during the 12-month period immediately preceding the commencement of such leave. ¶   |
| (BoR Minutes, August 2004)¶  |
| The FMLA entitles an employee to up to twelve (12) work weeks of leave for one of the following conditions:¶   |
| <#>Birth and care of a newborn child of the employee; ¶  |
| <#>Legal placement of a child with the employee for adoption or foster care; ¶   |
| <#>Care of an immediate family member (defined as the employee's spouse, child, or parent) with a serious health condition; or, ¶                      |
| <#>A serious health condition of the employee himself/herself, which renders the employee unable to perform the duties of his/her job. ¶               |
| ¶  |

**Comment [jrb6]:** This language refers to forms that may no longer exist, or perhaps should not exist in our technological world. Changes are suggested.

Revision ACCEPTED BY SENATE 11.10.2011  
(-see following page)

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### 207.01.3 Military Leave

BOR' policies concerning military leave are detailed in Section [8.2.7.5 Military Leave With Pay](#) and Section [8.2.7.7 Miscellaneous Leave](#) (see d.) of the Policy Manual and in Section [4.9 Leaves](#) of the Academic Affairs Handbook.

### 207.01.4 Court Duty (Jury or Witness)

**Board of Regents Policy 8.2.7.7 Miscellaneous Leave (b.):** Court duty leave with pay shall be granted regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

A Clayton State faculty member called to court duty should notify his or her supervisor of the duty and make arrangements to cover classes or other duties. When possible, the faculty member should work with the court to arrange the absence for the least inconvenient time. At the conclusion of the court duty, the faculty member must file an Absence Report form with the Office of [Human Resources](#). The form should be clearly marked "Court Duty" and a copy of the official court order should be attached.

The faculty member will be paid his or her normal salary while on jury duty. Since payment for jury duty is usually a nominal amount, it shall be considered as expense money and may be retained by the faculty member.

Except as noted herein, a faculty member compelled to serve as a witness will be paid his or her normal salary and may accept expense money. Absence by faculty involved as principals in litigation requires careful attention by the faculty member and supervisor. A fiscal-year employee will normally take annual leave. An academic-year employee will make special arrangements with his or her supervisor.

Employment of a faculty member as an expert witness shall be considered as consulting rather than court duty. (See the Outside Activities section below).

### 207.01.4 Voting

**Board of Regents Policy 8.2.7.7 Miscellaneous Leave (c.):** Employees of the University System of Georgia are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee's normal working hours coincide with voting hours, the employee shall be granted leave as stipulated by his or her immediate supervisor, for the purpose of voting.

### 207.01.5 Personal Leave

**Deleted:** Within a week of returning from sick leave, the faculty member shall complete a Clayton State Absence Report-- Faculty and submit it to the supervisor who will sign the report and forward it to the Payroll Office. Absence Report forms may be obtained from the department secretary.¶

**Deleted: 207.01.2.3 Calculating Hours Missed for Teaching Faculty¶**  
¶ Faculty members have varying work hours because of the nature of their work assignments and other assigned duties. For leave purposes, the number of hours missed varies according to whether or not the faculty member is scheduled to teach or perform University service on the leave day. If a faculty member is absent due to illness on a day when he or she is scheduled to teach one or more classes, the faculty member is charged eight hours of sick leave. If the faculty member is absent due to illness on a day when he or she is scheduled only to perform University service (for example, serving on or chairing a committee), the faculty member is charged four hours of sick leave. If the faculty member is absent on a day when he or she is not scheduled to teach or perform University service, the faculty member is expected to make up the time missed at a later date, but is not charged sick leave time.¶

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**Board of Regents Policy 8.2.7.7 Miscellaneous Leave (e.):** At the discretion of the president of an institution, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

**207.01.6 Weather/Emergency Leave**

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**Board of Regents Policy 8.2.7.7 Miscellaneous Leave (f.):** In the event of inclement weather or any emergency which requires leaves of absence of employees, the president of a unit in the System may declare leave with or without pay.

**207.01.7 Leaves of Absence**

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This category includes but is not limited to leaves for further academic study.

**Board of Regents Policy 8.2.7.4 Educational and Professional Leave**

Leaves of absence of one year or less with or without pay may be granted by the institution's president and reported to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee.

In considering a request for leave with pay, the president should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the employee proposes to work, and he/she should also consider the likelihood of the employee's being able to accomplish the purposes for which leave is requested. It is expected that scholarly and professional leaves shall be granted without pay where the leave is supported by an external grant or stipend.

In considering a request for a leave, the president should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the employee is a member. If the employee's work cannot be handled by other employees and if funds are not available for the employment of a substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

The president ordinarily should not approve a request for a leave with pay if the applicant for leave has been employed at an institution for the period of fewer than three (3) years. The USG chief academic officer will promulgate guidelines regarding educational and professional leave (BoR Minutes, February 2007).

Any employee who has been granted a leave of absence with pay shall be required, before beginning the leave, to sign an agreement indicating that:

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1. For a leave with pay of less than one year, the employee will return to the institution at the termination of the leave for a period of at least one (1) year;

2. For a one-year leave with pay, the employee will return to the institution at the termination of the leave for a period of at least two (2) years; and that,

3. If the employee does not return to the institution for the full amount of time specified in the agreement, the employee will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the USG during the leave, including all benefit costs (BoR Minutes, February 2007).

A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave (BoR Minutes, 1980-81, p. 191).

No leaves of absence will be granted to USG retirees and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the USG. Approved leave shall allow employees the right to elect to continue group insurance benefits with institutional participation (BoR Minutes, 1949-50, pp. 452-53; 1990-91, pp. 298-299; February, 2007).

**207.01.8 Vacation (Annual Leave)**

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Faculty on academic-year contracts do not accrue vacation leave. Faculty on fiscal-year contracts do accrue vacation leave and must report days between semesters and other appropriate absences as vacation leave time.

**207.01.9 Pregnancy and Family Leave**

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Board of Regents Policy 8.2.7.6 Family and Medical Leave

In accordance with the federal Family and Medical Leave Act (FMLA) of 1993, to be eligible for FMLA leave, the employee must have worked for the USG:

1. For at least twelve (12) months total; and,

2. For at least 1,250 hours during the 12-month period immediately preceding the commencement of such leave.

(BoR Minutes, August 2004)

The FMLA entitles an employee to up to twelve (12) work weeks of leave for one of the following conditions:

1. Birth and care of a newborn child of the employee;

2. Legal placement of a child with the employee for adoption or foster care;

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3. Care of an immediate family member (defined as the employee's spouse, child, or parent) with a serious health condition; or,
4. A serious health condition of the employee himself/herself, which renders the employee unable to perform the duties of his/her job.

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### 207.02 Gratuities

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**Board of Regents Policy 8.2.13 Gratuities:** An employee of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

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### 207.03 Check-out Procedure for Faculty Members Ending Employment

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The final paycheck cannot be issued to a faculty member who has resigned, retired, or been terminated until a Clearance of Campus has been completed and signed by the appropriate administrator. The exit checklist accounts for keys, grade books and student records, curriculum materials, manuals, equipment and supplies, library materials, forwarding address, University credit cards, and other listed items. A copy of the Faculty Exit Checklist will be given to the employee by the department head or other supervisor.

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#### 207.03.1 Resignation of Tenured Faculty

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**Board of Regents Policy 8.3.4.1 Notice of Employment and Resignation:** All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty (60) days written notice of their intention to resign to the president of the institution or to his/her authorized representative.

**Comment [jrb7]:** While Clearance of Campus is the current name of the form, we suggest it be changed to avoid sounding like evacuation. ACCEPTED BY SENATE 11.10.2011 and 12.6.2011 – ACTION also taken, Chair forwarded request to change name of form back to Faculty Exit Checklist to Associate Provost to be sent on to HR. No response as of 1.18.2012

**Deleted:** Faculty Exit Checklist

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**207.03.2 Non-Renewal of Non-Tenured Faculty**

**Comment [jrb8]:** FAC voted to include this section on 2-2-12. Probably should be printed in green as box contents are from BOR regulations. Approved by Senate on 2.20.2012

**8.3.4.2 Non-Tenured Faculty with Academic Ranks of Instructor, Assistant Professor, Associate Professor, and Professor**

All non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor), are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of the next academic year unless notified in writing, by the president of an institution or his/her authorized representative, of the intent not to renew. Written notice of intent not to renew shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered (BoR Minutes, October 2008).

Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Notice of intention to not renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

1. At least three (3) months before the date of termination of an initial one-year contract;
2. At least six (6) months before the date of termination of a second one-year contract; or,
3. At least nine (9) months before the date of termination of a contract after two or more years of service in the institution.

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

This schedule of notification does not apply to Georgia Gwinnett College, as noted in [Section 8.3.4.4](#) of this Policy Manual.

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**207.04 Sexual Harassment**

**Comment [jrb9]:** Associate Provost asked that we hold our consideration to make sure the language is consistent with other policies and he will provide revised text later. (BOR policy is OK)

**Board of Regents Policy 8.2.16 Sexual Harassment:** Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
  - B. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
  - C. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

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#### **207.04.1 University Policy on Sexual Harassment**

415 Clayton State is committed to providing a learning and work environment  
416 conducive to effective learning and to the effective discharge of work-  
417 related duties and responsibilities. Employees are expected to act  
418 professionally in their respective work settings. Students are expected to  
419 respect the rights of other students and all members of the University  
420 community. The University environment must be free of discrimination  
421 and harassment of any kind, especially that of a sexual nature. Any  
422 allegations of sexual harassment will be thoroughly and expeditiously  
423 investigated. Sexual harassment is totally unacceptable, and determination  
424 that such harassment has occurred will result in prompt and firm  
425 disciplinary action which may include immediate dismissal.

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#### **207.04.2 Procedure for Reporting Sexual Harassment**

429 Any complainant (faculty member, staff member, or student) who believes  
430 that he or she is a victim of sexual harassment should follow the  
431 procedural steps described below:

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433 Step 1: Complainant should clearly convey his or her discomfort with the  
434 conduct to the alleged offender (see procedural notes);

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436 Step 2: If the conduct continues, complainant should convey to the alleged  
437 offender, in writing, a request that the conduct be discontinued (see  
438 procedural notes);

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440 Step 3: Reporting Procedure:

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- a. Employee Complainant: If the offensive behavior continues, complainant should report the conduct to his or her immediate supervisor or the Director of [Human Resources](#).
  - b. Student Complainant: If the offensive behavior continues, complainant should report the conduct to the Vice President and Dean of Student and Enrollment Services *and* to other administrators as follows:
    - (1) If the alleged offender is another student, and if the alleged offender is in a class with the complainant, the complainant should also notify the instructor.
    - (2) If the alleged offender is a faculty member, the complainant should also report the offensive behavior to the department head or other administrator to whom the faculty member reports.



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- (3) If the alleged offender is a University employee other than a faculty member, the complainant should also report the offensive behavior to the employee's immediate supervisor, if known, or to the Director of [Human Resources](#).
  - (4) If the alleged offender is a visitor to the University (i.e., anyone not a student, faculty member, or other employee) the complainant should also report the offensive behavior to the department or office where the behavior occurred.
- a. Procedural Notes for Students and Employees:
- (1) If the complainant has reason to fear reprisal from the alleged offender if steps one and/or two are carried out, the complainant may move directly to the next step.
  - (2) If the complainant has reason to be uncomfortable reporting as directed by this policy, the complainant should report the offensive behavior to any administrator (not a subordinate of the alleged offender) with whom the complainant feels comfortable. That administrator then has the responsibility of helping the complainant with the procedure.
  - (3) If at any time a person experiencing sexual harassment has cause to fear immediate physical harm, the person should promptly contact campus public safety.
  - (4) ~~If this three step procedure does not result in satisfaction, the complainant should follow the Grievance Procedures as indicated in the Faculty Handbook or Student Handbook, as appropriate.~~  
All such complaints shall be handled as further detailed by the Department of Human Resources' policies and procedures which are available online and in the Department of Human Resources.

### **207.05 Faculty-Student Relationships**

As professional educators, faculty members have responsibilities to students in various roles including teacher, advisor, sponsor, and mentor. Because all faculty have this educational responsibility toward all students, faculty must ensure that their relationships with students remain clearly and exclusively professional. Any action or relationship that may compromise a faculty member's impartiality or objectivity toward a student should be avoided.

An inherent inequality of power, prestige, and authority exists between faculty and students; therefore, some personal relationships, which on the surface seem to be fully consensual, may, in fact, be shaped by the faculty member's position of influence and thus should be avoided. Faculty should take care to avoid not only impropriety or conflict of interest but also the appearance thereof with students. While applying to relationships with all students, this policy is especially important with regard to students with whom the faculty member has, or is likely to have, direct contact such as in class, in a student organization, or as a reference.

A faculty member who has any concerns or questions about a relationship should contact his or her supervisor.

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**207.99 Forms**

- [Clayton State Travel Expense Statement](#)
- [Clayton State Absence Report-Faculty](#)
- [Clearance of Campus Form](#)

**208 OUTSIDE ACTIVITIES AND ON-CAMPUS EXTRA COMPENSATION**

**208.01 Conflict of Interest: Policy**

**Board of Regents Policy 802.16 Outside Activities:** An employee of the University System of Georgia should avoid actual or apparent conflict of interest between his or her college or university obligations and his or her outside activities.

A conflict of interest is defined as a conflict between the private interests and the official responsibilities of a person in a position of public trust. The first obligation of a University employee is always to Clayton State. No University employee shall engage in any outside activity that competes or appears to compete with the interests of the University, and/or to inhibit the successful pursuit of University objectives, and/or to bring discredit upon the University. Such outside activities are, by definition, a conflict of interest and will not be approved.

**208.02 Occupational Activity and Consulting**

**208.02.1 Definitions**

1. An outside activity is considered “occupational” if the employee must commit more than one full business day per week to the pursuit of the activity. Absences to engage in occupational activity must be requested using an “Employee Occupational and On-Campus Activities Approval Form.”
2. “Ongoing occupational activities” are occupational activities that require the attention/time of an employee more than once in an academic year.
3. Single Occasion Occupational Activities are those activities involving only a few hours (generally fewer than 8) of faculty time and not recurring on a regular basis as part of an established pattern of consulting speaking or performing.
4. Extra compensation is defined as activities performed outside the frame work of the employee’s normal workload in which the employee is compensated through the University System of Georgia payroll system.
5. Consulting

**Comment [jrb10]:** The Associate Provost noted that this is from a committee that reviewed the handbook some years back.

SENATE ACTION (12.6.2011): Directed Chair to collect feedback from Department/Chairs on this. See included document for compilation of said feedback (from a small cross-section of Chairs).  
SENATE ACTION (2.20.2012): Section 207.06 removed.

**Deleted:** ¶  
**207.06 Responsibilities of the Department Head/Associate Dean** ¶  
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The department head/associate dean reports to the dean and serves as the administrative and academic head of the department. Department heads/associate deans are appointed annually and serve at the pleasure of the Dean. ¶  
¶  
Department Head’s /Associate Dean’s Core Job Responsibilities:¶  
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<#>Manage the budget for the department, as appropriate.¶  
<#>Supervise department faculty and staff.¶  
<#>Manage and participate in the recruitment of faculty.¶  
<#>Prepare and manage the schedule of courses offered by the department.¶  
<#>Prepare the catalog descriptions of the department’s offerings.¶  
<#>Evaluate the performance of faculty and other personnel in the department annually and as requested.¶  
<#>Prepare the departmental strategic plan in concert with the missions of the University and college/school.¶  
<#>Provide leadership in the department’s program/curriculum development and evaluation processes.¶  
<#>Coordinate the department’s participation in institutional initiatives.¶  
<#>Coordinate department-specific student recruitment, advisement and retention activities.¶  
<#>Hold regular departmental faculty meetings.¶  
<#>Manage the department’s physical resources including clinical/lab facilities and supplies.¶  
<#>Initiate and maintain department-specific learning contracts and agreements, as appropriate.¶  
<#>Prepare the annual report addressing departmental activities.¶  
<#>Prepare department-specific accreditation/certification/annual survey documents and site visits.¶  
<#>Provide leadership in departmental faculty development.¶  
<#>Represent the department with relevant institutional, professional and community bodies including alumni.¶

**Comment [jrb11]:** FAC recommends that whenever possible forms created by other divisions on campus be linked to rather than repeated (and soon obsolete) in the handbook. SENATE ACCEPTED on 12.6.2011 – forms will be linked.

**Comment [jrb12]:** The absence report form is now based in ADP, with new exception report form (current form is obsolete.) SENATE ACCEPTED on 12.6.2011 – forms will be linked.

**Deleted:** Faculty Exit Checklist

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**Board of Regents Policy 802.16.02 Consulting:** Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year...

**Board of Regents Academic Affairs Handbook Section 4.09.02 Consulting:** The following disclaimer should be included in any written reports prepared by faculty members of the University System of Georgia for clients for whom they perform consultation services:

“This report represents the opinions of the author(s). It carries no official endorsement by [Clayton State].”

**208.02.2 Policy**

**Board of Regents Policy 802.16.01 Occupational:**

- A. An employee of the University System shall not engage in any occupation, pursuit, or endeavor, which will interfere with the regular and punctual discharge of official duties. The Board may from time to time adopt additional restrictions and limitations on outside activities of employees as set forth in this Policy Handbook.
- B. All full-time faculty, administrators, and other professional staff members employed by an institution of the University System are expected to give full professional effort to their assignments of teaching, research, and service.
- C. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the institution.
- D. For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the president or his/her designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

- 1. The use of University funds, facilities, materials, equipment, or supplies, in connection with outside occupational activities or consulting is strictly prohibited unless prior arrangements have been approved for reimbursing the University at the normal rates charged to outside users of University facilities.
- 2. Missing class or other assigned duties to engage in approved outside occupational activities or consulting is strongly discouraged, and

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general approval of an activity does *not* convey specific permission to be absent. If special circumstances appear to warrant absence (e.g., out-of-town consulting), the faculty member must secure prior written authorization. The faculty member must specify what arrangements have been made to make sure that the absence will not interfere with the discharge of official duties. In no case may class absence for occupational activity or consulting exceed 10 percent of the lecture/lab time for a semester.

### **208.02.3 Procedure for Obtaining Approval of Occupational Activity or Consulting**

*Before* accepting outside occupational activity or consulting during the term of his or her contract or during summer if receiving compensation from the University, the faculty member must do the following:

1. A faculty member wishing to engage in outside occupational activity or consulting must first discuss the employment with his or her department head/associate dean or supervisor to determine if the employment is consistent with the University and BOR policy.
2. If this informal consultation indicates that the activity appears likely to be approved, then the faculty member should submit a completed Employee Occupational and On-Campus Activities Approval Form to the department head/associate dean or supervisor, who will forward it through the administrative chain of command for approval.

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Employees who wish to engage in on-going occupational activities or on-going consulting must submit a form at the start of each academic year. Approval during one academic year does *not* necessarily ensure approval in subsequent years. It is the employee's obligation to report and request approval of any substantive change in the nature or extent of duties or obligations involved in outside occupational activities or consulting approved for the year.

Employees who engage in outside occupational activities or consulting on an occasional basis that is not amenable to long-term planning must submit an approval form for each occasion, and must *not* engage in the activity or activities until written approval is received.

### **208.02.4 Occupational Activities Resulting in Extra Compensation**

The following guidelines must be met for outside activities that result in extra compensation:

1. Compensation made through the college payroll system will be subject to the following limitations:
  - a. The compensation will not exceed the fair market value for the work performed.
  - b. During that part of the year when a faculty member is under contract as a full-time employee of the college, the compensation

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will not exceed 20% of the faculty member's base pay as indicated in the contract.

(1) Faculty members on a fiscal year contract may be compensated up to an additional 20% of their base pay during the fiscal year.

(2) Faculty members on an academic year contract may be compensated up to an additional 20% of their base pay during the academic year contract period. They may be compensated for an additional 33.3% of their academic year base pay during the period following the academic year contract period. If a project resulting in extra compensation generates funds in excess of this limit, the funds will be used to "buy" a portion of the faculty member's time; the faculty member will be released from an appropriate portion of his or her responsibilities as a full-time faculty member.

2. Any faculty member receiving compensation from a corporation that has a contract with the University must disclose and receive prior approval from the President or his designee for that compensation.

3. A faculty member who participates in an outside activity during the summer semester is not subject to a compensation limit provided that the faculty member is not under contract during the summer semester.

4. If a faculty member, while under contract for the summer semester, wishes to participate in an outside activity, the approval process as outlined in section 208.02.3 must be followed.

**208.02.5 Approval Procedures for Outside Activity Involving Georgia State Agencies (including other institutions of the University System of Georgia)**

The following steps must be completed for outside activities involving Georgia state agencies:

1. Employees of Clayton State who desire to perform paid services for another state agency should arrange an informal consultation with their department head/ associate dean, director, or dean, and vice president, as applicable, and discuss the proposed arrangements in detail. No commitment of any kind to another state agency should be made by a Clayton State employee until and unless informal approval is obtained in Step 1.

2. The chief executive officer of the department or agency desiring the services of a person at this University who falls in one of the eligibility categories mentioned above should address a letter to the President of the University, certifying the need for the Clayton State employee's services and explaining why the best interests of the state will be served by obtaining the part-time services of a Clayton State employee, rather than obtaining the same services from a person(s) not presently employed by the State of Georgia.

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3. The President of the University may approve or disapprove the request. In order to approve the other agency's request for a Clayton State employee's services, the President must certify in writing, to the requesting state agency or department, each of the following:
    - (1) The person whose services are desired is available to perform such services.
    - (2) The performance of the requested services will not detract from, or have a detrimental effect on the Clayton State employee's performance of obligations to the University.
    - (3) The part-time employment of the employee will be in the best interests of the State.
  4. The two departments or agencies involved must then reach an agreement about the procedures under which the Clayton State employee shall perform the additional services. The agreement shall specify the means of employment (whether as a part-time employee or as a consultant), the compensation involved, and other pertinent details and conditions. The agreement may be terminated at any time by either party.

#### 839 **208.02.6 Professional Liability Insurance**

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Employees should be aware that they are *not* covered by The BOR Professional Liability Insurance Plan when engaged in outside occupational activity or consulting. Liability coverage for such activities was specifically excluded by the BOR in 1987. This exclusion specifically extends to "Participation in consultation practice in the employee's discipline or related subject areas, when such consultation is for the employee's personal gain and where the contract for the service is between the employee and the third party benefiting from the consultation." (BOR action Jan. 14, 1987)

#### 851 **208.03 On-Campus Activities For Extra Compensation (Personal Services)**

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Faculty members are, of course, expected to devote a full workweek to their regular duties and responsibilities to the University. Occasionally, special activities, above and beyond the normal workweek, will be performed for which extra compensation may be provided.

##### 858 **208.03.1 Procedure for Approval**

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Any faculty member intending to perform on-campus activities for extra compensation must complete the Employee Occupational and On-Campus Activities Approval Form. The form requires the signatures of the immediate supervisor and other administrators.

##### 865 **208.03.2 Continuing Education**

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The most common type of extra compensation is that provided when the faculty member teaches or performs other services for the office of Continuing Education above and beyond the faculty member's normal

870 workweek. The approval procedure explained in 208.03 must be followed  
871 for Continuing Education compensation.

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#### **208.04 Political Activity**

##### **Board of Regents Policy 802.16.03 Political:**

875 As responsible and interested citizens in a democratic society, employees of the  
876 University System are encouraged to fulfill their civic obligations and otherwise  
877 engage in the normal political processes of society. Nevertheless, it is  
878 inappropriate for System personnel to manage or enter political campaigns while  
879 on duty to perform services for the System or to hold elective political office at  
880 the state or federal level while employed by the System. Therefore, the following  
881 policies governing political activities are hereby adopted:  
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- A. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the System.
- B. Employees may not hold elective political office at the state or federal level.
- C. A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at an institution of the System, with or without compensation.
- D. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
- E. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the System.

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Any employee of Clayton State who files for political office must immediately notify his or her supervisor in writing.

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#### **208.05 State Business Disclosure Report**

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Georgia Code Sections 45-10-20 through 45-10-28 require that public officials and employees of the state or any agency thereof must disclose on or before January 31st of each year, all business transactions during the preceding calendar year between the State of Georgia and the public official or employee or any business in which such official or public employee or any member of the family has a substantial interest.

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The Attorney General's office has advised that employees of the BOR are considered to be public employees and are required by law to comply with the disclosure provision of this law unless the amount of each individual transaction is less than \$250.00 and the aggregate of all transactions does not exceed \$9,000.00 per calendar year.

920 The Attorney General's office has also confirmed that employees who have not  
921 engaged in any business with the State during the past calendar year are not  
922 required to file the report.

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924 For any employee required to file, a copy of the State Business Transaction  
925 Disclosure Report to the Office of Secretary of State is available in the  
926 Department Office of Human Resources.

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928 **208.99 Forms**

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930 Employee Occupational and On-Campus Activities Approval Form

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933 **209 USE OF STATE PROPERTY**

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935 **209.01 Political Campaigns**

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937 **Board of Regents Policy 914.01 In Political Campaigns:**

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939 The president of each institution may authorize the use of institution facilities for  
940 political speeches. However, such use shall be limited to meetings sponsored by  
941 the recognized organizations of the institution and shall be held only at places  
942 designated by the president.

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944 The use of System materials, supplies, equipment, machinery, or vehicles in  
945 political campaigns is forbidden.

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947 **209.02 Personal Use**

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949 **Board of Regents Policy 914.02 For Personal Use:** Property owned by an  
950 institution shall be used only for institutional purposes. No employee in the  
951 University System shall permit such property to be removed from the campus of  
952 an institution for use on either a rental or loan basis for personal use.

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954 **210 DRUG-FREE WORK PLACE: POLICY**

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956 As a recipient of Federal funds, Clayton State supports and complies with the provisions  
957 of the Drug-Free Work Place Act of 1988. In the discharge of its responsibilities as an  
958 employer, Clayton State promotes and requires a drug-free work place among its  
959 employees. Therefore, Clayton State incorporates the following provisions as part of its  
960 drug-free policy:

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962 A. No employee of Clayton State may illegally engage in the manufacture, distribution,  
963 dispensation or possession or use of controlled substances in the work place. Such  
964 unlawful activity will be considered as sufficient grounds for a serious adverse  
965 personnel action, including dismissal from employment.

966 B. An employee must notify Clayton State of any criminal drug statute conviction  
967 (including a plea of *nolo contendere*) for a violation occurring in the work place no  
968 later than five days after such conviction. The notification must be in writing to the  
969 Director of Human Resources at the University.

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Comment [jrb13]: Once again, we recommend link to the form. SENATE ACCEPTED on 12.6.2011

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972 C. Violation of this policy, including felony and/or misdemeanor drug convictions,  
973 during the course of employment with Clayton State will result in appropriate  
974 disciplinary penalties being imposed by the University.

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976 Clayton State actively encourages employees who feel they have a potential substance  
977 abuse problem to utilize a confidential referral service available through Counseling and  
978 Psychological Services.

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## 980 **211 ACADEMIC FREEDOM AND RESPONSIBILITY**

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### 982 **211.01 Preamble**

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984 Institutions of higher education exist for the common good and not to further the  
985 interests of either the individual or the institution. The common good depends  
986 upon the free search for and exposition of the truth. Academic freedom is  
987 essential to these purposes and applies to both teaching and research. Freedom in  
988 research is fundamental to the advancement of truth. Academic freedom in its  
989 teaching aspect is fundamental for the protection of the rights of the faculty in  
990 teaching and of the student to freedom in learning<sup>1</sup>. Membership in the academic  
991 community imposes on students, faculty members, administrators, and board  
992 members an obligation to respect the dignity of others, to acknowledge their right  
993 to express differing opinions, and to foster and defend intellectual honesty,  
994 freedom of inquiry, and free expression on and off the campus<sup>2</sup>.

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### 996 **211.02 Academic Freedom of Faculty<sup>3</sup>**

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998 Faculty are free to present relevant materials in the classroom without fear of  
999 censorship but should be careful not to introduce into their teaching controversial  
1000 matter which has no relation to their subject. Faculty enjoy full freedom in  
1001 research and publication of results, subject to the adequate performance of their  
1002 other academic duties and to the requirements of individual research contracts and  
1003 copyright limitations.

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1005 Faculty have the right to speak freely as private citizens but should clarify that  
1006 they are voicing personal opinions and are not speaking for the University. In  
1007 expressing opinions publicly, faculty should realize that both the profession and  
1008 the University may be judged by their statements and, accordingly, should  
1009 exercise appropriate restraint.

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### 1011 **211.03 Code of Ethics**

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1013 Clayton State expects high ethical standards of all personnel. In particular, it  
1014 endorses the following principles<sup>4</sup>:

<sup>1</sup> Adapted from the Joint Statement on Government of Colleges and Universities, as it appears in the *AAUP Policy Documents and Reports*

<sup>2</sup> Adapted from A Statement of the Association's Council: Freedom and Responsibility, as it appears in the *AAUP Policy Documents and Reports*

<sup>3</sup> Adapted from the 1940 Statement of Principles on Academic Freedom and Tenure, as it appears in the *AAUP Policy Documents and Reports*.

<sup>4</sup> Adapted from the 1966 Statement of Professional Ethics, as it appears in the *AAUP Policy Documents and Reports*.

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1. Faculty have a primary responsibility to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline in using, extending, and transmitting knowledge. Faculty practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, faculty encourage students' free pursuit of learning. They uphold the best scholarly standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. They exert reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect true merit. Faculty respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for private advantage. They acknowledge significant academic or scholarly assistance from them. They protect students' academic freedom.
3. As colleagues, faculty have obligations that derive from common membership in a community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. Faculty strive to be objective in their professional judgments of colleagues.
4. Faculty seek to be effective teachers and scholars. Although they observe the stated regulations of the University, provided they do not contravene academic freedom, they maintain their right to seek revision of these regulations through the appropriate channels. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of the community, faculty have the rights and obligations of any citizens. They measure the urgency of these obligations in the light of their responsibilities to their students, to their professions, and to the institution. When they speak or act as private citizens, they avoid creating the impression that they speak for the institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have particular obligations to promote conditions of free inquiry and to further public understanding of academic freedom.

#### **211.04 Professional Responsibilities**

##### **211.04.01 Professional Conduct**

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This statement shall serve as a guide for the professional conduct of the members of the faculty of this University. The responsibilities of a faculty member may be considered from five major perspectives: 1) as a member of the teaching

1067 profession; 2) as a teacher; 3) as a colleague; 4) as a part of an institution; 5) as a  
1068 member of a community. Essential functions are listed as well.

1069 **1. As a member of the teaching profession, the professor:**

- 1070 a) Seeks and states the truth as perceived.
- 1071 b) Devotes energies to developing and improving scholarly competence.
- 1072 c) Accepts the obligation to exercise critical self-discipline and judgment in
- 1073 using, extending, and transmitting knowledge.
- 1074 d) Practices, fosters, and defends intellectual honesty, freedom of inquiry and
- 1075 instruction, and free expression on and off the campus.
- 1076 e) Avoids allowing subsidiary interests to hamper or compromise freedom of
- 1077 inquiry.

1078 **2. As a teacher, the professor:**

- 1079 a) Encourages the free pursuit of learning in students.
- 1080 b) Collaborates with colleagues to ensure the integrity of the curriculum
- 1081 offered by the School or Department.
- 1082 c) Holds before students the discipline's best scholarly standards.
- 1083 d) Demonstrates respect for the student as an individual.
- 1084 e) Adheres to a proper role as an intellectual guide and counselor.
- 1085 f) Does not participate in the formal evaluation of any student or in any
- 1086 institutional decisions involving a direct benefit to a student who is a
- 1087 member of his or her immediate family, a blood relative, or with whom he
- 1088 or she has an economic, sexual, and/or romantic involvement which could
- 1089 reasonably be perceived as impairing objectivity.
- 1090 g) Makes every reasonable effort to foster honest academic conduct.
- 1091 h) Makes every reasonable effort to assure that evaluations of students reflect
- 1092 their true merit and are based on their academic performance
- 1093 professionally judged and not on matters irrelevant to that performance,
- 1094 such as personality, degree of political activism, personal beliefs, race,
- 1095 religion, color, disability, sex, sexual orientation, national origin, ancestry,
- 1096 or age.
- 1097 i) Treats students with civility, understanding, and respect and does not
- 1098 denigrate, humiliate, or stigmatize students on the basis of race, religion,
- 1099 color, disability, sex, sexual orientation, national origin, ancestry, or age.
- 1100 j) Makes every reasonable effort to assure that all students are treated with
- 1101 civility, understanding, and respect whenever the professor has
- 1102 responsibility for students and is acting in a professorial, professional,
- 1103 and/or mentoring role and that students do not denigrate, humiliate, or
- 1104 stigmatize other students on the basis of race, religion, color, disability,
- 1105 sex, sexual orientation, national origin, ancestry, or age.
- 1106 k) Respects the confidential nature of the relationship between professor and
- 1107 student.
- 1108 l) Does not refuse to enroll or teach students on the grounds of their beliefs
- 1109 or the possible uses to which they may put the knowledge to be gained in a
- 1110 course.
- 1111 m) Refrains from forcing students by the authority inherent in the
- 1112 instructional role to make particular personal choices as to political action
- 1113 or their own part in society.
- 1114 n) Does not persistently intrude into the presentation of the subject, material

- 1115 which has no relation to that subject.  
1116 o) Presents the subject matter of a course as announced to students and as  
1117 approved by the faculty in their collective responsibility for the  
1118 curriculum.  
1119 p) Allows students the freedom to take reasoned exception to the data or  
1120 views offered in a course of study and to reserve judgment about matters  
1121 of opinion.  
1122 q) Avoids an exploitation of students for private advantage.  
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**3. As a colleague, the professor:**

- 1125 a) *Treats each member of the academy with dignity, courtesy and due*  
1126 *consideration.*  
1127 b) Respects and defends the free inquiry of associates.  
1128 c) Shows due respect for the opinions of others in exchanges of criticism and  
1129 ideas.  
1130 d) Acknowledges academic debts.  
1131 e) Strives to be objective in the professional judgment of colleagues.  
1132 f) Does not participate in personnel evaluations, such as appointment,  
1133 retention, tenure, or promotion, of a member of his or her immediate  
1134 family, a blood relative, or a person with whom he or she has an  
1135 economic, sexual and/or romantic involvement that could reasonably be  
1136 perceived as impairing objectivity.  
1137 g) Does not participate in decisions, such as awarding of grants, sabbaticals,  
1138 or other awards that involve a direct economic benefit to himself or  
1139 herself, a member of his or her immediate family, a blood relative, or a  
1140 person with whom he or she has an economic, sexual and/or romantic  
1141 involvement that could reasonably be perceived as impairing objectivity.  
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**4. As a member of an institution, the professor:**

- 1144 a) Seeks above all to be an effective teacher and scholar.  
1145 b) Observes the stated regulations of the institution provided they do not  
1146 contravene academic freedom.  
1147 c) Maintains the right to criticize regulations and seek their revision.  
1148 d) Determines the amount and character of the work that can be done outside  
1149 the institution while fulfilling primary responsibilities within it.  
1150 e) Recognizes, when considering the interruption or termination of services,  
1151 the effect of such a decision upon the program of the institution, and gives  
1152 due notice of intentions.  
1153 f) Requests a leave of absence or resigns an academic position when acute  
1154 conflicts between the claims of politics, social action, and conscience, on  
1155 the one hand, and the claims and expectations of students, colleagues, and  
1156 institution, on the other, preclude the fulfillment of substantial academic  
1157 obligations.  
1158 g) Refrains from calling attention to grievances in ways that significantly  
1159 impede the functions of the institution.  
1160 h) Accepts a share of faculty responsibilities for the governance of the  
1161 institution.  
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**5. As a member of a community, the professor:**

**Comment [jrb14]:** We recommend the entire document be reviewed for general formatting issues. i.e. indentations, BOR vs. BoR, #3a below should not be in italics, etc.  
SENATE CONCURED/ACCEPTED 12.6.2011

- 1164 a) Measures the urgency of any obligations as a citizen in light of  
 1165 responsibilities to subject, students, profession, and institution.  
 1166 b) Makes every effort, when speaking and acting as a citizen, to be accurate,  
 1167 to exercise appropriate restraint, to show respect for the opinions of others,  
 1168 and to indicate that these words and actions do not represent the  
 1169 University.  
 1170 c) Promotes conditions of free inquiry.  
 1171 d) Furthers public understanding of academic freedom.  
 1172

#### 211.04.02 Essential Duties/Expectation of Faculty

1173 All faculty at Clayton State University are expected to provide service to the university  
 1174 community that exemplifies teamwork, committee involvement, participation in shared  
 1175 governance, investment in academic advisement of students and sponsorship of student  
 1176 activities. Additionally, faculty are expected to foster professional growth and  
 1177 development and continuous learning of themselves as well as their colleagues. Faculty  
 1178 work as a member of a self-directed team and report to a designated department chair or  
 1179 associate dean. Faculty are expected to have an uncompromising commitment to  
 1180 learning that is reflective of the university's mission, vision and values. Faculty are  
 1181 expected to have a positive and proactive approach to their work, a willingness to change  
 1182 and the ability to foster consensus and collaboration in and out of the classroom.  
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##### Essential Duties:

- 1186 1. Facilitate learning through classroom activities, technology enhanced experiences, out-  
 1187 of-classroom activities, and mentoring of students and peers.
- 1188 2. Assess and evaluate student performance in alignment with established grading  
 1189 methodology.
- 1190 3. Meet assigned classes as scheduled for the scheduled length of time.
- 1191 4. Post and maintain office hours.
- 1192 5. Participate in ongoing curriculum development.
- 1193 6. Maintain up to date syllabi and course outcome summaries in an approved  
 1194 departmental/school format.
- 1195 7. Participate in institutional, advisory and program/instructional committee meetings.
- 1196 8. Submit grades in a timely manner.
- 1197 9. Maintain accurate records of student attendance and achievement for one year in  
 1198 accordance with CSU policy.
- 1199 10. Actively select and use appropriate learning materials and resources including  
 1200 textbooks, library resources, equipment and supplies to enhance learning.
- 1201 11. Assist in planning, development and implementation of new or modified  
 1202 program/courses. Identify areas in need of improvement.
- 1203 12. Maintain currency in area of expertise and in teaching methodology.
- 1204 13. Maintain all required certificates if applicable.
- 1205 14. Assist in student academic advising as assigned.
- 1206 15. Actively serve on department, school and university committees as assigned.
- 1207 16. Attend college's in-service sessions and commencement.
- 1208 17. Assist Department Chair in carrying out their defined duties.
- 1209 18. Assists with student recruitment and admission activities as needed.  
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#### 211.05 Rights and Freedoms of Students

##### 211.05.01 Student Intellectual Diversity Policy

1212 Clayton State expects faculty to respect the rights and freedom of students at  
 1213 CSU. In particular, CSU endorses the following statements published on the  
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**Comment [jrb15]:** The question was raised that this needs to be consistent with the Student Handbook. Is it? The Associate Provost thinks maybe it is not.  
 SENATE ACCEPTED REVISIONS AS WRITTEN 12.6.2011

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American Association of University Professors (AAUP) [website](http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm)  
<http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm>.

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*Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.*

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*Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. In order to protect the freedom of students to learn, as well as enhance their participation in the life of the academic community, students should be free from exploitation or harassment. Students should exercise their freedom with responsibility.*

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*The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.*

## **211.05.02 Faculty Responsibilities and Protection of Student Freedoms**

### **1. Protection of Students' Freedom of Expression**

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Students have the right to learn and to inquire. They have a right to examine and discuss questions of interest, to take stands on issues, and to support causes, by orderly means, which do not impede the collegial process of learning.

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Faculty in the classroom should encourage free discussion, inquiry, and expression. They should make students aware of viewpoints differing from their own, should carefully distinguish between fact and opinion, and should never require agreement on debatable matters as the price of academic success. Faculty should encourage students to develop the capacity for critical judgment and to engage in a sustained and independent search for truth in and out of the classroom.

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### **2. Protection of Students against Improper Evaluation**

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Students shall have the right of protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, students are

**Comment [jrb16]:** Without changing the policy, change reference to AAUP link to be a footnote to cite source. As it stands, there could be a problem if the text on the AAUP cite changes.  
SENATE ACCEPTED REVISIONS AS WRITTEN 12.6.2011

**Comment [jrb17]:** Again, formatting issues, why the italics?

**Comment [jrb18]:** A question was raised: Are these principles matter of cause for students to object, for example, to a grade given? Relationship to the appeals process? Does this introduce more grounds for cause of complaint? Should there be a mention that complaints follow a procedure elsewhere?

MINUTES INDICATE THIS WAS ACCEPTED as written on 12.6.2011

1262 responsible for learning the content and maintaining the standards of academic  
1263 performance established by the faculty for each course in which they are  
1264 enrolled. *Any student who believes that individual academic rights have*  
1265 *been violated may seek redress by contacting the associate provost for*  
1266 *academic affairs for direction in filing a formal grievance.*

1267 Faculty should evaluate student performance solely on an academic basis and  
1268 not on opinions or conduct in matters unrelated to academic standards. Faculty  
1269 have a duty to provide promptly evaluation of the work of each student as  
1270 required by relevant faculty policies. This evaluation must be based upon  
1271 academic performance professionally judged and not upon such irrelevant  
1272 matters as personality, sex, race, religion, degree of political activism, or  
1273 personal beliefs. The arbitrary assignment of a fixed percentage of students to  
1274 each grade level is an unacceptable practice.

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1276 3. Protection of Students against Improper Disclosure

1277 Faculty have an obligation to respect the rights of students, including, in the  
1278 absence of exceptional circumstances, an obligation to respect student  
1279 confidences shared with them.

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## 212 GRANT PROPOSAL SUBMISSION PROCESS

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### 212.01 Process

- 1285  
1286 1. A minimum of 15 business days prior to the funding agency deadline for the  
1287 proposal, the Preliminary Proposal Review Sheet should be submitted to the  
1288 relevant Department Head, who will review the information to determine if  
1289 the proposal is consistent with the mission and priorities of the department. If  
1290 approved, the Preliminary Proposal Review Sheet will then be submitted for  
1291 approval by the relevant Dean and then the Provost and Vice President for  
1292 Academic Affairs. Proposals requiring the waiver of indirect costs or other  
1293 institutional commitments will also require the approval of the Vice President  
1294 for Operations, Planning & Budget. If the proposed work is deemed consistent  
1295 with the mission of the University, the Provost and Vice President for  
1296 Academic Affairs will work with the Department Head/Associate Dean and  
1297 Dean to assist in the preparation of the proposal, as requested by the principal  
1298 investigator/project director. The Department Head/Associate Dean and Dean  
1299 will assist the principal investigator/project director with budgeting and  
1300 interpretation of financial guidelines for the proposal.
- 1301  
1302 2. A minimum of 5 business days prior to the funding agency deadline, the Final  
1303 Proposal Review Sheet and a budget for the proposed work must be submitted  
1304 to the Department Head/Associate Dean and Dean. The Department  
1305 Head/Associate Dean and Dean will assist the principal investigator/project  
1306 with fine-tuning of the budget.
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1308 3. A minimum of three business days prior to the funding agency deadline, an  
1309 appropriate number of copies of the proposal (including Preliminary and Final

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Proposal Review Sheets) must be submitted for approval by the Department Head, the Dean, and the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will transmit the proposal to the President. When the President approves the proposal, it becomes an official University proposal to the funding agency.

4. File copies of the completed proposal and signed Final Proposal Review Sheet must be submitted to the Dean, the Provost and Vice President for Academic Affairs, and the Office of Grant and Contract Programs.

**212.99 Forms**

Preliminary Proposal Review Sheet

| Final Proposal Review Sheet

**Comment [jrb19]:** FAC recommends link directly to the forms.

SENATE ACCEPTED 12.6.2011

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