

ATHENS TECHNICAL COLLEGE



FACULTY HANDBOOK

Revised FALL 2008

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General Information

Mission

Our purpose is to provide a comprehensive educational program designed to enhance the ability of our students to participate in Georgia's development. To accomplish this purpose we facilitate public adult education programs to improve general population and workforce literacy levels; provide courses and programs that enable students to pursue the knowledge, skills, and abilities they need to obtain initial employment; offer a general education curriculum to encourage students to develop intellectual, personal, and social values and an understanding of society; sponsor co-curricular activities to assist students in the development of leadership, scholarship, and fellowship traits; and conduct continuing education and training tenable individuals to acquire and maintain advanced levels of competency and pursue their personal and career development. We demonstrate our commitment our purpose in the following manner:

- by maintaining ongoing assessment of community and employment needs to ensure the employability of our graduates and to promote the economic growth of the community, the state, and its citizens;
- by providing career-oriented postsecondary programs of study below the baccalaureate level that prepare graduates for immediate employment;
- by providing continuing education courses to update, upgrade, or retrain experienced citizens so that they may continue to meet the challenges of a changing workplace;
- by providing customized business and industry services which include organizational and technical assessments and strategic planning, training, and consulting so that all employees maintain competitive skills;
- by providing career counseling, personal counseling by referral to appropriate community resources, academic advising, financial aid, job placement, and other student services which support student development;
- by providing support services for nontraditional students and students with special needs;
- by encouraging students to acquire leadership skills and to develop personally, culturally, morally, socially, and intellectually through participation in the general education curriculum and c-curricular activities and programs;
- by providing remedial education and GED preparation for current or prospective students who need to improve basic skills or complete the GED;
- by providing financial and other resources necessary for the operation of adult education and literacy programs in the ten-county area;
- by ensuring access to educational opportunities for all present and potential students regardless of race, color, religion, national origin, sex, age, or disabling condition; and
- by systematically evaluating programs and services and using the results of the evaluations for purposes of improvement.

Informational Resources

As faculty members of Athens Technical College, it is your responsibility to follow and enforce the policies and procedures detailed in the following five resources.

ATC Web Site

The [ATC web site](#) contains announcements, press releases, and the college calendar. Faculty members will also find links to vital information by clicking the following tabs from the college home page:

- General Information - driving directions, mission statement, strategic goals, accreditation, campus map, campus web cam, campus safety, warranty of graduates, live work, and press releases
- Current Students - Banner student login, student email, academic calendar, ATC online catalog, course syllabi, schedule of classes, financial aid, advisement office, orientation, registration and records, library services, career services, academic support center, student activities, student handbook, and job listings
- Prospective Students - admissions process, competitive health programs, tuition and fees, financial aid, registration and records, viewbook, testimonials, ATC catalog, driving directions, online education, campus map, accreditation, campus safety, student activities, and información en español.
- E-Learning @ ATC - E-Learning information, ANGEL login
- Community Education - community education catalog and registration information
- Elbert County Campus – general information, becoming a student, campus map, programs, economic development, adult education services, library, and student affairs
- Greene County Campus - general information, becoming a student, programs, adult education services, library, and student affairs
- Walton County Campus -- general information, becoming a student, programs, adult education services, library, and student affairs
- Department List – view all, academic affairs, administrative services, economic development, external affairs, institutional effectiveness, office of the president, off campus sites, and student affairs
- Position Announcements
- President's Page
- ATC Foundation - mission/purpose, Foundation Board, Legacy Campaign, ways to give, tax status, scholarships, donor's bill of rights, and how to contact us
- Faculty/Staff – directory search, ATC Intranet, request Intranet account, email, BannerWeb, TCSG web site, adjunct handbook, faculty handbook, human resources, ATC time clock, and documentation Alumni and Friends - alumni, ATC Board of Directors

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ATC Intranet

The college Intranet provides faculty members with useful tools to perform their jobs. New faculty may request an Intranet account by going to the college web site, clicking Faculty/Staff, and then clicking Request Intranet Account. The Intranet site contains the following tools:

- **Advising Information** - This site includes most of the materials needed to assist students in the development of their educational plans (advising procedures and guidelines, transferring to another college, advisors for diplomas and associate degrees, advisors for technical certificates, Banner screen cheat sheet, advisor code guideline, advisors' top 10 questions, do what you are, and how to be a wiser advisor).
FacFusion (Banner Reports) - This site includes a number of different applications to grant easy access to student information in Banner (class roster data, advisor/advisee lists, instructor schedules, course offerings, enrollment information, student academic histories, etc.)
- **Faculty/Staff Development** -- This site contains a listing of available courses, the faculty member's faculty development history, a suggestion box, the Add Your Own session feature, and course documents (online sessions).
- **Departmental Intranet Sites** - Departmental sites include administrative services, adult literacy, human resources, institutional effectiveness, the office of registration and records, and enrollment management systems. Institutional sites include security and safety and academic honesty. These sites offer general information, contacts, forms, etc.
- **Adjunct Information** - This site contains links to facfusion reports, Banner Web, training videos and presentations, administrative services / human resources forms, safety and security information, and the adjunct faculty handbook.
- **ATC Requests (HelpDesk, Maint, etc)** - From this site, faculty can select and complete the following request applications: maintenance requests (facilities), helpdesk request (computer services), first aid - item replacement request, website requests (corrections, additions, and suggestions), and human resources.

- **Other Intranet Applications** – This site includes FTP (file transfer protocol), selected PowerPoint presentations, update your directory information, 50 mile club, and ATC message system.

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ATC Online Catalog

The [ATC Online Catalog](#) contains the following information:

- Introduction
- Academic Calendar
- President's Message
- Admissions
- Academic Information
- Tuition and Fees
- Financial Aid
- Community Outreach
- Campus Crime Report
- Student Handbook
- Program Descriptions
- Course Descriptions
- Prerequisite Quick Reference
- Faculty and Staff

Technical College System of Georgia Policy Manual

The Technical College System of Georgia governs all state technical colleges. Among the many subjects included in the online [TCSG Policy Manual](#) are the policies governing operation of the college and the state standards for academic programs. The comprehensive information contained in the manual is organized in the following categories:

- Mission and System of Governance
- Administration
- Human Resources
- Academic Administration
- Student Affairs

Principles of Accreditation: Foundations for Quality Enhancement

Athens Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; 404-679-4501) to award the associate degree. Inquiries to the Commission should relate only to the College's accreditation status, and not to general admission information.

Calendar

The college currently operates on a four-quarter system of ten weeks each (except for Summer term which is typically eight weeks long). The academic year begins with the Fall quarter and graduation is held in June each year. The BANNER student information system calendar, however, begins with the Summer term (quarter 01) and is based on

the fiscal year (i.e., 200901 is Summer term of FY 2009; it begins in July 2008 and ends in September 2008). Click here for the current [academic calendar](#). Faculty members are expected to familiarize themselves with the college planning calendar and to maintain awareness of student advisement and registration dates, final exam dates, dates of required work days, annual leave eligible dates, faculty consortium dates, and dates of other events and activities important for successful college operations.

Institutional Effectiveness

Faculty members are to uphold their responsibilities in ensuring the college's effectiveness by continually planning, evaluating, and using the results of evaluations to improve all the activities in which they participate. Institutional planning efforts are centralized and coordinated by the vice president for institutional effectiveness; conversely, the research function is decentralized. Faculty members conducting research and surveys should coordinate their activities with the vice president for institutional effectiveness. Goals, objectives, and plans for the college's direction and operation are coordinated through the office of the president. These strategic directions are found in the [Strategic Planning Goals and Objectives](#) (Departmental Intranet Sites » Institutional Effectiveness), a component of the planning process, educational program evaluation, planning, and budgeting, is accomplished via the Performance Accountability System (PAS). Program chairs meet each year with the director of research and assessment to participate in the completion of the PAS assessment. As a result of the process, a business plan is developed for the president detailing how each program will continue to comply with program standards and assist the college in achieving its stated purpose.

Statement of Nondiscrimination

Laws prohibit discrimination on the basis of race, color, creed, national or ethnic origin, gender, religion, or disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). Athens Technical College does not discriminate in its admission policies or in any education program or activity or in employment policies. The following officials have been designated to handle inquiries regarding the nondiscrimination policies:

Titles VI and VII

Director, Human Resources
(706) 583-2818
Room C-211, Athens Campus

Title IX

Director, Human Resources
(706) 583-2818
Room C-211, Athens Campus

Section 504 and ADA

Director of Student Support Services/Career Development
(706) 355-5081
Room H-748, Athens Campus

Inquiries concerning the application of Title VI, Title VII, Title IX, or Section 504 of the Americans with Disabilities Act as related to the policies and practices of Athens Technical College may be addressed to the officials listed above: Athens Technical College, 800 U.S. Highway 29 North, Athens, Georgia, 30601-1500. Inquiries can also be directed to 1-800-421-3481.

Instructions and procedures for informal and formal complaints applicable to any of the laws prohibiting discrimination and harassment may be obtained from the officials designated above. Retaliation against any complainant is prohibited by law.

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Harassment Policies

TCSG and its technical colleges prohibit sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, or citizenship status. A copy of the TCSG [Harassment Policy](#) is included in both the full-time and adjunct faculty application packets issued at the time of employment.

Unlawful harassment includes unwelcome verbal, electronic, written or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age or disability. Sexual harassment includes unwelcome sexual reference, allusions, "humor," advances, requests for sexual favors, and other verbal, written, electronic, or physical conduct or interactions of a sexual nature as defined by TCSG policy and procedures related to this subject. Employees shall report to the director of human resources all events of unlawful harassment and unlawful retaliation against themselves or others pursuant to applicable policy and procedures.

TCSG and its technical colleges also prohibit amorous relationships between instructors and the students they teach and strongly discourage amorous relationships between supervisors and their subordinates. For further details, see the **Amorous Relations** policy in the [TCSG Policy Manual](#).

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Intellectual Property

To further its goal of making education accessible to as many people as possible, the Technical College System of Georgia owns the intellectual property rights in any and all works produced by or for the system. In order that the system be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the system and anyone providing work for the system's use, represents and warrants that such works:

- Do not violate any law
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any person or firm

Details related to the **Intellectual Property** policy can be found in the [TCSG Policy Manual](#).

Institutional Grievance Procedures

Faculty members are encouraged to seek informal resolution of their grievances or concerns. This informal procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of what may be different perspectives regarding the complained of act or directive. Absent extraordinary circumstances, the faculty member's immediate supervisor will be responsible for the informal resolution procedure. If the immediate supervisor is the subject of the grievance the faculty member may file the informal complaint with another person in the administrative chain of command. The director of human resources shall assist faculty in having their informal grievances heard and shall assist in fashioning an informal resolution upon the request of the faculty member, the respondent, or the supervisor.

If the informal process does not result in the satisfactory resolution of the complaint, the faculty member may file a formal written complaint setting forth a statement of the facts, the college or department policy(ies), procedure(s) or law allegedly violated, and the specific remedy sought. If the complaint alleges illegal discrimination, the complaint shall be filed with the college's director of human resources. If the complaint concerns a non-academic student issue, the complaint shall be filed with the vice president for student affairs. All other complaints shall be filed with the human resources director. These individuals or their offices shall continue to monitor and coordinate the complaint's resolution as outlined in Procedure: **Complaint Resolution** in the [TCSG Policy Manual](#).

Program Accreditation

In addition to our institutional accreditation, we are committed to obtaining additional accreditation or certification of all programs lending themselves to such status. It is expected that all faculty members will familiarize themselves with the standards of professional accreditation for their respective programs, if applicable. Furthermore, it is expected that all faculty members will participate in the self-study process, whether for institutional or program accreditation purposes. The catalog contains a list of programs that have achieved accreditation, approval, or certification.

Budget Process

The budget is controlled by the president and monitored through the office of administrative services. The president assigns each office within the institution the task of completing a budget request for the upcoming fiscal year. The vice president for finance and administration solicits budget requests from vice presidents and deans who, in turn, solicit budget requests from program chairs. Once office level budget requests are formulated, they are submitted to the president, who makes a final decision on the institution's budget once all revenue sources have been identified and compared with proposed spending levels. Final approval of the institutional budget is made by the local Board. Budget heads are provided monthly budget reports and quarterly detailed expenditure reports so that overspending may be avoided. Improvement budgets are submitted annually to the State Board as part of the assessment process. They primarily include requests for equipment, capital outlay projects, and additional personnel.

Contracts

Faculty members do not typically have the authority to enter into contracts on behalf of the college. Please direct any inquiries about contracts for products or services to your supervising dean or to the vice president for academic affairs.

Library Resources and Services

Faculty members should make students aware of the many services and resources available in the library. Library orientations may be scheduled for students to learn how to access the 140+ databases available via GALILEO, search for and evaluate internet resources, find materials in WebCat, the library's online catalog, and access other resource materials available in the library and online. An information desk is centrally located and staffed to provide assistance to both faculty members and students. Requests for new books, DVDs, video and audio recordings, and periodicals that will meet instructional needs are routinely solicited from the faculty. Faculty should also be aware of services made available especially to them, such as placing research materials on reserve for student use, obtaining materials through inter-library loan, and providing photocopying services. All of these services are available at the branch libraries, except faculty photocopying services.

Faculty are advised to become familiar with the law regarding use of copyrighted materials since the law limits what may be copied, under what conditions, and for what purposes. Section 107 of the copyright law states that,

...the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section (Sec. 106) for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright.

Many other criteria for determining fair use of copyrighted work apply. Consult with the director of library services for further information. Full text of the copyright law may be found at <http://www.loc.gov/copyright/title17/>.

GALILEO stands for Georgia Library Learning Online, and is a group of databases, which includes all sorts of information sources, such as indexes to, and abstracts or full-text of periodical articles. GALILEO is now available to all Georgia residents. You may obtain a password from the library.

The main library is located on the Athens campus. Branch libraries are located on the Elbert, Greene, and Walton County campuses.

Athens Campus Library

First Floor
Administration/Library Building
706-355-5020

Elbert County Campus Library

Room 121
Yeargin Academic Building
706-213-2116

Greene County Campus Library

Room 103
Main Building
706-453-0536

Computer and Internet Use Policy

Athens Technical College computers, network, Internet and e-mail systems are the property of Athens Technical College and the State of Georgia. Employee e-mail and Internet (computer) accounts are designated for, and should only be used for, business purposes and are not considered private. The college reserves the right to monitor every aspect of Internet/computer use and to view employees' e-mail and documents both on e-mail servers and on employee computers.

Athens Technical College and the State of Georgia monitor and log all off-campus locations accessed by the Internet (including web traffic). Files downloaded (programs, pictures, documents, etc.) from the Internet can contain viruses, so downloading should be done with caution (only from known, reliable sources). The downloading of such files is allowed only for official business or educational purposes. The downloading of unlicensed/copyrighted software or files is strictly forbidden (including but not limited to software, pictures, music, graphics, text, or documents).

College employees must obtain permission to use the college logo on any personal web page (web pages not on college servers).

Per state policy, Athens Technical College operates under the direction of the State Board Policies and State Procedures (<http://www.dtae.org/dtaepolicy/>). And as such, employees must follow and abide by TCSG 's Acceptable Computer and Internet Use policies, II. C. 4. In addition, all employees must follow and abide by applicable state law, including but not limited to O.C.G.A. 16-9-90 et seq. More detailed information may be found in the Athens Technical College Catalog.

Athens Technical College reserves the right to terminate computer access or take other appropriate action at any time for those violating the above policies.

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Computer Resources and Services

The open computer lab on the Athens campus is located in H-753 near the college bookstore and office of student activities. The computer lab has 50 computers available for individual student (or faculty) use from 7:30 a.m. to 10 p.m. Mondays through Thursdays and during daytime hours on Fridays. Computer laboratory technicians are available for assistance and are responsible for maintaining paper and toner supplies and monitoring appropriateness of computer use by students. Some computers are also available in the Athens library for student and faculty use during normal library hours. Adjunct faculty may also use computers located in adjunct workrooms located in the Business and Information Technology building and in the Life Sciences building.

Elbert and Walton campus faculty and students may use computers located in the library during normal operating hours. Walton campus faculty also have access to computers in the administrative office. Faculty and students on the Greene campus have access to a computer lab during normal operating hours.

The Office of Information Technology provides support and direction for all campus computing and network activities. Services include PC hardware and software maintenance and support, network services, server and systems maintenance, Email system support, Banner technical support, maintenance of the campus web site, ANGEL technical support, and network security. To request technical support, go to the *Requests (HelpDesk Main., etc.)* site on the [Intranet](#) and click *HelpDesk Request (Computer Services)* to access the form. The status of a work order may be tracked using the requests system.

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Audiovisual Aids

Most classrooms are equipped with ceiling mounted projectors which should be turned off at the end of the class period or day. TV/VCR and overhead projectors are also available for classroom instruction. TV/VCR equipment is available in the media closet of classrooms in the Business and Information Technology building (Building B), the adjunct workroom in the Life Sciences building (Building K), from the Library, or by contacting your program chair or coordinator. Overhead projectors are available in the Library for classroom instruction. All equipment should be returned to its original location and turned off.

Instructors using the ceiling mounted projectors in rooms other than those in the Business and Information Technology Building (Building B) will need to use a laptop computer. Instructors may use their personal laptops or check out laptop computers from the Office of Academic Affairs in room I-402.

Safety, Security, and Emergency Procedures

Faculty members have the responsibility to familiarize themselves with the Safety Manual as it pertains not only to general campus safety, but classroom safety in particular. In general, faculty are to conscientiously perform their jobs in the classroom or laboratory in a safe manner; follow job safety instructions; and report to their dean in a timely manner any accidents, injuries, unsafe acts, or unsafe working conditions. In addition to campus security officers, the college employs uniformed officers from the Athens-Clarke County Police Department. Uniformed officers from the Elbert County Sheriff's Office and Elbert Police Department provide services in the evenings on the Elbert County campus. Off-duty Walton County police officers provide security in the evenings on the Walton County campus. The Greene County Sheriff routinely patrols the Greene County campus. Any incidents (whether of a safety or security nature) are to be recorded on an [Incident Report form](#) (Departmental Intranet Sites » Administrative Services » Miscellaneous Forms) and submitted to the vice president for information technology.

It is each faculty member's responsibility to become familiar with ATC's emergency procedures, emergency action plans, fire alarms, exits, fire extinguishers, physical layout of assigned areas, evacuation routes, and the requirements of the Emergency Action Program outlined in the Athens Technical College Safety Manual available in each department. All college safety and security forms, documents, and procedures may be found on the [Safety and Security - forms/procedures/documents](#) (Departmental Intranet Sites » Institutional Intranet Sites) site on the Departmental Intranet Sites page of the Intranet.

In the event of an emergency, all faculty members must follow the specific emergency procedure as described in the Emergency Action Plan. Phone usage during an emergency should be limited to official use only. Faculty members are responsible for taking precautions to assure their safety, to follow all emergency procedures, and provide direction and assistance to students. All faculty members should participate in emergency drills. Each classroom and lab contains a posted emergency action plan for fire or hazardous evacuation instruction in case of emergency. The emergency action plan should be reviewed with students the first day of each quarter.

Faculty members teaching evening classes should contact the coordinator of evening support services in the event of an emergency. Mr. J.R. Whitley has a Blackberry and can be reached even if he is out of his office assisting faculty, staff, or students. He can receive emails sent to jrwhitley@athenstech.edu on his office computer and Blackberry simultaneously. He can also be reached by telephone on the Blackberry at 706-340-2765. (Please note that this number is not his new office number; you cannot call the last four digits and reach him. You must dial the entire number to contact him on his Blackberry.) His office number remains 706-355-5197; you can still dial that number (the last four digits) and reach him in his office in Room 402 (Academic Affairs).

Parking

Faculty members are issued a parking permit from the human resources office (at no charge) which should be displayed on the rear view mirror. Faculty are asked to park in designated faculty parking areas.

Smoking Policy

In keeping with Athens Technical College's intent to provide a safe and healthful environment, smoking in all buildings at ATC is prohibited. This is for the benefit of those who do not smoke, as well as the protection of the facilities. This policy applies to all faculty, students, staff members, and visitors.

Organization and Administration

Governing Body

The college's governing body is the State Board of the Technical College System of Georgia (TCSG), which was established to govern and manage all state-supported postsecondary technical colleges. The State Board consists of one member from each congressional district and five at-large members. The policies of the State Board and our college policies are considered one and the same; they are contained in the [TCSG Policy Manual](#). All faculty members are expected to read and be familiar with the contents of this manual.

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Board of Directors

Though total authority to operate the state system of technical colleges rests with the State Board, it has elected to delegate a portion of that authority and responsibility to a local Board of Directors at each college. Our Board is composed of representatives from business, industry, and economic development from our region. Responsibilities that have been delegated to the Board of Directors include the following: (1) interpret State Board policies and provide supplemental policies when necessary; (2) provide a conduit for communication between the college and its constituents; (3) recommend new educational programs to the State Board for approval; (4) approve the list of program graduates; (5) approve for submission to the State Board the Performance Accountability System (PAS) document and the annual Local Application for Federal Funds for Improvement of Programs and Services for Special Populations; (6) hear appeals of complaints; and (7) act as a presidential search committee in the event of a vacancy. By maintaining an awareness of local community and industry needs, the Board of Directors provides a vital link to efficient and effective delivery of services.

Institutional Administration

The administration exists to foster an environment in which all aspects of our mission may be fulfilled. The president is responsible for all activities related to institutional management and administration that are conducted to accomplish our mission. A number of administrative offices, each headed by its own vice president, have been established to help manage and administer the college, including the following: academic affairs, finance and administration, institutional effectiveness, economic development services, student affairs, off-campus operations, information technology, and external affairs. Complete organizational charts are available on the Institutional Effectiveness site on the [Intranet](#) (Departmental Intranet Sites » Institutional Effectiveness).

Athens Tech Foundation, Inc.

The Athens Tech Foundation, Inc. was established in January 1988 as a non-profit entity to assist the college in its endeavors by providing financial support for expanding instructional capabilities and for creating scholarships for deserving students. Specifically, the Foundation strives to promote the cause of higher education at Athens Technical

College; to expand educational opportunities; to acquire real estate and funds to support the institution's purposes; to create scholarships and endowments; to assist in the financing of capital improvements; and to promote programs for development by the institution. The Foundation is empowered to accept gifts and contributions; faculty members who would like to make contributions to the Foundation may do so through payroll deduction if they so choose. The payroll clerk in the office of administrative services will provide needed assistance.

General Areas of Responsibility

Work Schedule and Teaching Loads

The regular work day for faculty members shall be determined by the program chair or dean responsible for assigning the class schedule.

Full-time instructors shall spend a minimum of 40 hours each week on assigned responsibilities. The optimal teaching assignment for full-time faculty includes no more than 25 direct student contact instructional hours. In determining faculty load, deans and program chairs shall take into consideration the following factors: course content and level, the number of class preparations, the expertise of the teacher, student registration load, planned faculty development activities, planned accreditation activities, committee assignments, and other activities which help the college achieve its stated purpose.

Adjunct faculty (credit and non-credit) are required to meet their respective classes as stated on their letters of agreement and to provide access for students before or after class. They should also provide students with a telephone number and email address on the addendum to the master course syllabus.

Class Period Schedule

Classes begin at 7:30 a.m. and continue until 10:30 p.m. each day except Friday (when classes typically end by 12:00 noon). Specific times for each class period are referenced in the FacFusion (Banner Reports) on the Intranet. Since only ten minutes are allowed between class periods, faculty should strive to begin and end classes on time so students will not be late to subsequent classes.

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Professionalism

All faculty members should conduct themselves and should treat students in a professional manner. A neat, well groomed, appropriate, professional appearance is always expected. No faculty member shall use names from class rolls for the purpose of selling any materials, products, or services; nor are names or addresses of students to be provided anyone for commercial purposes. Faculty should not engage in selling non-profit or for-profit goods on campus unless given permission by the president.

Faculty members should strive to maintain a clean learning environment. All classrooms should be free of food, drink, or tobacco products. Smoking is permitted only outside the buildings at designated smoking areas. Finally, each faculty member should consult the [TCSG Policy Manual](#) for policies addressing drug use, political activity, and other issues of potential concern.

Office Hours

Faculty are expected to maintain and post outside their offices a schedule of office hours. These are times outside regularly scheduled class time during which faculty members make themselves available to students or advisees. Adjunct faculty members should inform their students as to the times before and/or after class that they may be contacted for assistance. Faculty should also provide students with a telephone number and email address on the addendum to the course syllabus.

Absences and Class Dismissal

If a faculty member must be absent, the appropriate dean's office should be contacted as far in advance as possible, but certainly no later than 30 minutes prior to the first class that will be missed. Instructors teaching in the evening hours (past 4:00 p.m.) should contact the coordinator of evening support services at **706-355-5197 (office) or 706-340-2765 (cell)** if they are unable to contact a representative in the dean's office. Arrangements should then be made with the program chair or the dean to cover the class (whether cancellation is in order or whether another faculty member can substitute).

If a faculty member cannot avoid being tardy for class, the same individuals cited above should be contacted so that necessary arrangements for temporary class coverage may be made.

If it becomes necessary for faculty members to leave campus during scheduled work hours, they should notify the appropriate dean. Classes, and especially laboratories, should never be left unattended. If a class cannot be covered by another faculty member, the instructor should cancel the class.

It may occasionally be necessary to cancel classes due to emergency or hazardous weather conditions (see [Hazardous Weather](#) in the Catalog and Student Handbook). Faculty can expect that an announcement will be made on area radio stations prior to 6:00 a.m. if classes are to be cancelled for the day. If classes have to be dismissed for any reason, instructors are expected to make every reasonable attempt to make up the class time.

Instructional Faculty Consortium Committees (IFCCs)

Six regional faculty consortia have been established in the state for the following purposes:

- to serve as a forum for the discussion and consideration of issues of interest to program-specific technical college faculty;
- to serve as an informational resource; and
- to serve as a communication mechanism to carry out specific work concerning state-wide instructional policies and procedures and program-specific standards and program guides.

These committees develop proposed changes for standards if necessary. Each program of study is represented by an IFCC made up of full-time faculty from all state technical colleges. Programs offered at 11 or more colleges meet at least twice annually at the consortium-level. Programs offered by ten or fewer colleges meet at the state-wide level; the IFCC state-wide program group chairperson meets annually with at least one faculty member from each college offering the program.

Athens Technical College is part of the Northeast Georgia Regional Consortium, along with Lanier, Gwinnett, DeKalb, and North Georgia. All faculty members belong to the regional consortium for their program area and are expected to participate in consortium activities.

Program Advisory Committees

Program advisory committees are organized to promote interaction between degree/diploma/certificate programs and the businesses and industries they serve. The program chair, in cooperation with the administration, selects persons in the industry served by the program and persons in the community and employment market who may positively impact the program to serve on the committee. The program chair is responsible for scheduling a minimum of two official meetings per year (with three external members present), maintaining minutes of the meetings, and working with the committee to develop an annual program of work.

The advisory committee is neither administrative nor policymaking in its orientation; its function is to focus on planning, developing, implementing, and evaluating the programs. The committee reviews curriculum content to ensure that courses relate to present and future employment needs; recommends selection and maintenance of equipment; and assists in evaluating program effectiveness, job development, job placement, and program promotion. For additional information, consult the Program Advisory Committee Member Handbook (available in program chair offices).

An annual campus-wide advisory committee meeting and reception is held each spring to honor all committee members and show appreciation for their many contributions. During the general session, the college president recognizes the individual selected as Advisory Committee Member of the Year.

Responsibility for Students

Academic Honesty Policy

The Policies and Procedures Subcommittee of the Academic Standards and Curriculum Committee of Athens Technical College adopted a new Academic Honesty Policy that went into effect at the beginning of Fall Quarter 2008. As is noted in the policy, instructors have the primary responsibility of ensuring that academic honesty is maintained in the courses they teach. Students share this responsibility by refraining from acts of academic dishonesty and by notifying instructors of observed or known incidents of academic dishonesty committed by others. Students who fail to report incidents of academic dishonesty are subject to being charged with violating the policy.

Students who are found to have violated the Academic Honesty Policy for the first time will receive a grade of zero for the assignment and will be placed on disciplinary probation for the remainder of their tenure as students at Athens Technical College. Students who are found to have violated the policy a second time will be **permanently dismissed** from the college and the dismissal will be noted on transcripts and all other permanent academic records. Below are general guidelines that summarize the role of faculty members in the new procedures:

Possible Three Step Process

1. Instructor meeting with student^[1]
 - a. Present the evidence of the violations of the academic honesty policy and inform the student that he/she will receive zero points for all or part of the assignment
 - b. Have student sign a completed copy of *Violation of Academic Honesty Policy* notification form
 - c. Provide copy of signed form to student
 - d. Inform student of right to rescind signed notification form by submitting a written statement to the vice president for student affairs within five business days of the meeting with the instructor
 - e. Send copy of signed form to the vice president for student affairs
2. Mediated discussion
(When alleged violations are submitted directly to vice president or when student disputes the charges or punishment)
 - a. Will schedule mediated discussion no less than five nor more than fifteen days after the student reasonably should have received notification by certified mail
 - b. Will include only the faculty member, student who was believed to have violated the policy, and the mediator^[2]
 - c. Complete steps c through e in step 1: Instructor meeting with student
3. Student judiciary committee hearing
(When mediation does not resolve issue or when student disputes the charges or punishment)

The full text of the Academic Honesty Policy, along with the *Violation of Academic Honesty Policy* notification form, is available on the college Intranet site. (Create link to Intranet log-in page) (Departmental Intranet Sites>>Academic Honesty)
Updated October 2008

^[1] May submit directly to vice president for student affairs for a mediated discussion

^[2] Students with previously documented disabilities may be eligible to have an interpreter, note taker, or other assistance provider in the meeting.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (1974) is a federal law that protects the privacy of student education records. FERPA was written specifically for students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

In accordance with FERPA, Athens Technical College accords all rights under the law to students who are declared independent. The office of registration and records maintains and safeguards student academic records. Students 18 years of age and older are considered adults. Instructors are NOT to discuss a student's grades, performance, or class attendance with a third party, including parents, spouses, and other family members, without the written permission of the student. The only exception to requiring written permission is if the student accompanies the third party and is present during the discussion. See Section 6 of the [Athens Technical College Catalog](#) for further details.

Updated October 2008

Student Conduct, Relations, and Rights

Instructors are to ensure student compliance with the conduct code and to be familiar with the section on "[Student Rights and Responsibilities](#)" in the Student Handbook. Rules and policies such as the following are to be enforced at all times in a friendly, fair, yet firm manner.

- Student Code of Conduct
- Weapons
- Drug-Free Campus Policy
- Children on Campus
- Use of Personal Electronic Devices
- Disability Services
- Confidentiality of Student Records
- Academic Honesty Policy

Instructors should resolve their own discipline problems whenever possible, realizing that the inability to do so will affect adversely their position of leadership in the classroom or lab. Any serious disciplinary problems should be brought to the attention of the vice president for student affairs.

Only in cases where the student's presence represents a disruption to the learning process or immediate danger to others will an instructor order a student out of class; however, no instructor is to use physical force in removing a student from a classroom or lab. If a student refuses to leave the class or lab when ordered, the president, vice president for student affairs, the vice president for academic affairs, or the dean is to be notified immediately. Any student ordered out should not be allowed back in class until a conference has been held with the vice president for student affairs and/or the president.

Makeup Exam Policy

If faculty choose to offer makeup exams and have difficulty scheduling them, they should contact their division deans for assistance. The office of academic affairs will serve as a backup for the deans' offices.

Updated October 2008

Attendance/Work Ethics

Faculty members are expected to keep track of student attendance for each class taught so that No Show Rosters may be submitted and so that an appropriate [Work Ethics grade](#) may be recorded.

Athens Technical College requires regular and punctual class attendance. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. The college considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed.

Students should enroll only in those classes that they can reasonably expect to attend on a regular basis. Instructors have both the right and the responsibility to develop reasonable attendance policies appropriate to the type, level, delivery method, and frequency of class meetings for their course; to communicate the policies to students clearly via the course syllabus or addendum; and to apply the policies fairly and consistently to all enrolled students.

Instructors are solely responsible for determining whether work missed may be made up; any make up work allowed will be scheduled at the discretion of the instructor. Policies for makeup work will also be detailed in the course syllabus or addendum. In case of classes canceled due to inclement weather or emergencies, the college will make every effort to reschedule classroom/lab hours missed.

Workforce Investment Act (WIA) students and students in programs sponsored by the Department of Labor will submit an Attendance/Travel Reimbursement form for the instructor's signature verifying attendance in class or school biweekly. Please sign forms as appropriate.

Updated October 2008

Advisement and Registration

Student advisement and registration are the responsibility of the vice president for student affairs. Some initial advising is carried out by student affairs staff members; responsibility is then delegated to program chairs/faculty members as described below:

- Associate degree and diploma level students, both provisional and regularly admitted, are advised by faculty members in their selected program of study.
- Developmentally accepted associate degree and diploma students go through the general education division for advisement.
- Undeclared major (special admitted) students are advised by the advisement office in student affairs.

Each program chair is responsible for naming individual advisors to students. Faculty advisors should plan to meet with advisees on (at minimum) a quarterly basis to plan the next quarter's schedule. The role of the advisor is to assist students in making sound decisions regarding their programs of study. The advisor may offer opinions and suggestions, but the student must accept responsibility for final decisions. It is therefore vital that the advisor provide sufficient relevant information and, to the extent possible, know and understand their advisees' goals and lifestyles to be able to offer appropriate guidance. During the advisement process, the need for referral to other offices or agencies for personal, financial, or other types of counseling services may become apparent. Contact the advisement office in student affairs for further assistance in such instances.

Academic Support Center

Each ATC campus has an Academic Support Center to assist students in achieving their maximum level of performance in all subjects offered by the college. Instructors and peer tutors are available at the centers at various hours to help students on a one-on-one or small group basis. In addition, the centers offer computer-assisted tutorials, videotapes, workbooks, and other reference books. Walk-ins are welcomed; appointments are not necessary. Study groups and review sessions are held on various subjects.

It is the Academic Support Center's goal not only to assist students but also to make instructors' jobs easier by working in unison for student success. When it becomes evident that a student could benefit from assistance outside the classroom, faculty should encourage that student to make use of the center's support services. Instructors are also encouraged to volunteer at the center to tutor all students or to arrange private sessions to tutor their own students. For additional information and center hours on your campus, contact the academic support coordinator.

Participation in Academic Affairs

Faculty

The faculty consists of those employees who provide instruction. The vice president for academic affairs is the chief academic officer of the college and the dean of the faculty. The faculty is organized by program and/or division. Each program is under the direction of a program chair and each division is administered by a dean. The divisions are Business and Public Service, Life Sciences, Technical and Industrial, and General Education. The business of the faculty is conducted through regularly scheduled meetings at all three levels. Program and division faculty meetings are held as necessary. Campus-wide faculty/staff meetings are held at least twice a year and at other times as called by the vice president for academic affairs or the president. At such meetings, the vice president reports on matters of academic concern as well as matters of overall institutional concern.

Academic Freedom and Responsibility

The **Academic Freedom policy** (Code: 04-01-01) in the [TCSG Policy Manual](#) states the following pertaining to academic freedom:

The system supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing their subject. Caution must be used not to introduce teaching matters that have no relation to the instructional field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline when they speak or write as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.

The administration adheres to and upholds these principles and assures that the academic freedom of faculty as described above will not be abridged.

Academic Standards and Curriculum Committee

The Academic Standards and Curriculum Committee (ASCC) consists of the program chair from each instructional program and the general education course coordinators. Each committee member serves on one of three subcommittees, and division deans serve as facilitators for those subcommittees. 1) The Policies and Procedures Subcommittee considers faculty issues such as employment procedures, orientation, evaluation, classroom observations, online courses, enrollment management, student issues, budget reviews, legal issues, and the faculty handbook. 2) The Standards Subcommittee considers TCSG policies such as consortium activities, program advisory committees, accreditation, course transfer, IES/PAS/PAR, Level II programs, warranty and work ethics, health/safety, facilities and learning environment, and faculty development. 3) The Curriculum Subcommittee considers issues such

as learning outcomes and assessment; syllabi; curriculum changes; instructional technology; new associate degree, diploma, and technical certificate of credit programs; probes and purges; and textbooks and library concerns. Subcommittees meet at least two times each year.

Committee Service

Faculty members may be asked from time to time to serve on ad hoc committees (such as the Calendar Committee). Such committees are accountable to the college officer who appoints them. Committee participation is expected, appreciated, and encouraged, and allows faculty the opportunity for input on a variety of college concerns.

Warranty of Graduates

TCSG warrants every graduate of technical programs in which students may earn technical certificates of credit, diplomas, or associates degrees. The warranty guarantees that graduates demonstrate the knowledge and skills and can perform each competency as identified in the industry-validated standards established for every program of study. If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the course/program standards, Athens Technical College will retrain the employee at no instructional cost to the employee or the employer. This guarantee is in effect for two years after graduation. Faculty members are asked to report warranty claims at the end of each quarter.

Faculty Employment

Faculty Qualifications

The qualifications for faculty are described in the Comprehensive Standards section 3.7.1 of the Principles of Accreditation: [Foundations for Quality Enhancement](#). It is the responsibility of the college to justify and document the qualifications of the faculty to the accrediting agency.

In general, full-time faculty members teaching in associate degree programs must possess at least a master's degree in the field or a master's degree in a related field and at least 18 graduate semester hours (27 graduate quarter hours) in the field in which they are teaching. The same requirements hold true for adjunct faculty.

Members of the faculty who teach in diploma-level programs must possess as a minimum requirement a credential at or above the level at which they teach, plus have relevant work experience (usually at least two years in the field). The requirements are the same for full-time or adjunct faculty.

Selection and Hiring

Full-time faculty members are selected according to the **Recruiting and Hiring** procedures set forth in the [TCSG Policy Manual](#). A list of qualifications is developed, and a position announcement is prepared and published as appropriate. Application procedures require the submission of a resume, copies of official transcripts from higher educational institutions attended, letters of recommendation (or at minimum, names/addresses/phone numbers of references), and verification of previous employment.

A committee reviews the applications received and determines who is eligible for an interview by virtue of their qualifications. Candidates may be asked to do a teaching demonstration and/or to demonstrate their proficiency in oral and written communication in the language in which the course(s) is being taught. The committee interviews selected applicants and rates them on their responses. The committee then ranks the applicants and sends its recommendation(s) to the president or her designee who makes the final decision and extends an offer of employment.

A need for adjunct faculty members is created when course enrollment exceeds expectations or if course competencies are outside the realm of expertise of full-time faculty. Such hiring is often required on short notice; therefore, we maintain a pool of qualified applicants from which to draw as needs for adjunct instructors arise. If hiring needs cannot be met through the pool of applicants, additional applications are sought from the local community. A position announcement may be placed on the web site, in the local newspaper, or via other recruiting websites such as Hotjobs.com.

Updated October 2008

Employment Process

Upon accepting employment, the new faculty member must read and/or complete either the Full-Time Hire Packet or the Part-Time Hire Packet which can be accessed at the [Human Resources Forms](#) page.

Orientation and Supervision

New full-time faculty members are oriented to college operations and are supervised and evaluated by their respective deans or program chairs. Adjunct faculty are oriented, supervised, and evaluated by their respective program chairs and/or adjunct coordinators.

Probationary Period

Athens Technical College requires a 90-calendar day probationary period upon initial employment as an exempt or non-exempt full-time employee.

Other full-time faculty and staff who are obligated to serve a probationary period include:

- staff who are returning to work from a break in service; and
- temporary/part-time staff who are appointed to regular full-time

Faculty and staff who are transferring from one regular position to another regular position without a break in service are not required to serve a probationary period.

The full text of this policy, which includes implementation procedures, is available in the Office of Human Resources.

Added November 2008

Academic Rank and Tenure

Faculty members are not assigned rank for the instructional positions they hold. The title assigned to all faculty members is "Instructor," unless a faculty member also holds an administrative position or has been named dean or program chair.

According to State Board policy, the concept of tenure does not apply except to those faculty members who were employed and tenured at the time of conversion to state governance. All employees, of course, are entitled to due process in personnel matters. Tenured employees, like non-tenured employees, may have their employment non-renewed or have their employment terminated only under certain specifically stated conditions as outlined in Terminations, Demotions, and Separations from Employment in the [TCSG Policy Manual](#).

Drug-Free Workplace

To comply with the provisions of the Drug-Free Schools and Communities Act and Amendments of 1989 (Public Law 101-226), we distribute to each employee upon hiring and to each student upon admission to the school a statement that outlines the health risks, legal problems, and school sanctions associated with drug use and alcohol abuse. Our student conduct code explicitly prohibits the possession, sale, or distribution of illegal drugs by students or student

groups (see [Student Handbook](#)). As a condition of employment, all employees agree to abide by the terms of the [TCSG Drug-Free Workplace Policy](#) in the [TCSG Policy Manual](#).

Ethics in Action

The Ethics in Action online training is designed to enhance the ability of all TCSG employees to make ethical decisions and maintain the highest standards of ethical behavior. College employees must complete the Ethics in Action training as a condition of employment. During the first quarter of employment (after being assigned an employee ID number), faculty will receive instructions for completing the Ethics in Action training.

Professional Organizations

Participation in professional organizations enables faculty members to stay informed of trends and developments in their field of expertise. Instructors are therefore encouraged to participate in professional organizations. Membership in any one organization is neither prescribed nor expected.

Professional Growth and Development

Professional faculty development is an activity required of all full-time faculty members; continued employment is in part contingent upon successful completion of appropriate professional development activities. The college schedules periodic on-campus workshops and seminars and online offerings to provide training and professional growth opportunities for faculty and staff. While most offerings are optional, sessions such as the annual HazMat training are mandatory. Most activities are planned around regular college events and instructional times.

The **Faculty Development** section of the [Intranet](#) (Faculty/Staff Development) lists scheduled on-campus workshops and seminars. Faculty are encouraged to register online for each session they plan to attend so that attendance can be documented in their faculty development history. The site also provides an Add Your Own option to list other training and off-campus activities as well.

Unless specific activities are prescribed by their supervisor/evaluator for purposes of remediation of a defined deficiency, faculty members may choose from activities listed on the site or may select other activities from which they would benefit (such as seminars, college coursework, or independent projects agreed to by the dean).

Faculty members are required to complete a minimum of 45 professional development hours during the period July 1 to April 15 of a given fiscal year. A listing of these activities should be included in the Annual Professional Activities Report (APAR). See the director of instructional services for more information on faculty development.

Faculty Evaluation

Formal annual evaluation of faculty performance is conducted each Spring by deans for program chairs, and by deans or program chairs for faculty members within the program or division as determined by the division dean. The components of the yearly evaluation typically include the following:

1. determination of successful completion of any required, recommended, or suggested faculty development activities;
2. an annual professional activities report (APAR) or a self-evaluation;
3. evaluations by students;
4. classroom observations;
5. input from others (faculty members or administrators) as necessary or appropriate; and
6. the faculty evaluation instrument, which is based on the job description.

Based on the results of the annual faculty evaluation, one of the following recommendations is made to the president: (a) recommended for contract renewal; (b) recommended for contract renewal, but on a provisional basis; or (c) not recommended for renewal.

Adjunct faculty are evaluated by deans or program chairs/course coordinators based on student evaluations, classroom observations, and input from the supervising faculty member, other experienced faculty members, or administrators as necessary or appropriate. Satisfactory evaluation and observation results enable adjunct faculty to be eligible for future employment as courses become available to teach.

Students have the opportunity to complete faculty evaluations according to the following schedule:

Summer Quarter - Students will evaluate instructors in the technical and business divisions.

Fall Quarter - Students will evaluate instructors in all divisions.

Winter Quarter - Students will evaluate instructors in the health and general education divisions.

Spring Quarter - There will be no evaluation of instruction. Spring quarter was selected as the "off" quarter because results are typically not available in time for consideration in annual performance reviews.

Exceptions to the schedule stated above are as follows:

- All first-time instructors will be evaluated.
- Instructors who receive less than satisfactory evaluations will be evaluated the following quarter (assuming they are offered additional contracts based on the judgment of the supervisor in the case of adjuncts).

Positive Discipline

The Technical College System of Georgia has adopted the Positive Discipline method as the formal disciplinary process in the technical colleges. Positive Discipline encourages communication, provides for recognition of good performance, and is not punitive in nature. It provides a way of solving employee performance and conduct issues by focusing on an adult-to-adult relationship and by requiring employees to take responsibility for their own behavior. The goal of positive discipline is commitment, and it adheres to the following steps:

Informal Discipline

- Positive contacts (recognition)
- Performance Improvement Discussions (coaching)

Formal Discipline*

- Reminder 1
- Reminder 2
- Decision Making Leave (This is a one-day disciplinary suspension with pay, and it is the final step in Positive Discipline. On the decision day, an employee must decide to a) **SOLVE** the immediate problem and **COMMIT** to maintaining acceptable performance standards or b) **RESIGN** and find more satisfying work elsewhere.
- Termination

* These steps are followed progressively and may be verbal or written in nature.

Updated October 2008

Hazardous Materials Training

In accordance with the Public Employee Chemical Protection and Right to Know Act of 1988, the college conducts annual Hazardous Material (HazMat) training. Delivered online through the Intranet, this training ensures that employees know about work hazards and how to protect themselves so that incidence of illness and injuries due to hazardous chemicals is reduced. Employees who are exposed to hazardous chemicals in the normal course of their employment receive additional training. The director of facilities coordinates HazMat training.

Bloodborne Pathogens Training

In accordance with TCSG policy # II.D3.a ([Occupational Exposure to Bloodborne Pathogens](#)), the college prepares and maintains an approved Exposure Control Plan which is updated annually. The plan is designed to provide faculty and students with recognition of tasks, procedures, and activities which present the potential for occupational exposure to blood pathogens and a means of eliminating or minimizing risk in the performance of their instructional duties or activities. The Paramedic program chair coordinates the bloodborne pathogens training.

Instructional Areas of Responsibility

Course Syllabus and Textbook

Every course specified in the Catalog and Student Handbook must have a master syllabus. The syllabus, created using the Master Course Syllabus template includes a course description, the textbook used, student learning outcomes, the grading scale, the grading policy and criteria, and other relevant policies. All course syllabi must meet or exceed minimum standards as set forth by the Technical College System of Georgia. Program chairs and deans should be able to access the approved minimum [Course Standards and Program Guides](#). All faculty members should be familiar with the contents of these documents.

The master course syllabus may not be changed for an individual section of a course. Rather, faculty should prepare an addendum to the master course syllabus to inform students of office hours, contact information, additional course resources, and a calendar which specifies assignment dates and the weights to be used in grading.

Students shall be given a master syllabus with an addendum for every class in which they are enrolled and shall have it explained to them on the first day of class. At that same time it is appropriate for faculty members to explain safety and emergency action/evacuation procedures pertaining to the classroom or laboratory.

The campus bookstore is not owned or operated by Athens Technical College. The college currently contracts with Follett Higher Education Group to provide textbooks, school and lab supplies, and other miscellaneous items for students. The hours of operation are posted at the bookstore entrance. Hours of operation are extended at the beginning of each quarter for the convenience of students and the faculty.

It is the responsibility of program chairs to ensure that book orders are appropriately filed with the bookstore manager well in advance of the upcoming quarter. Ordering information includes the name of the textbook, its current edition, the ISBN number, and the number ordered.

Withdrawal From a Class

Withdrawing from a Course before the Midpoint of the Quarter

Students may withdraw from courses without academic penalty until the midpoint of the quarter as published in the Academic Calendar. By withdrawing before the midpoint of the quarter, students automatically receive grades of W, which do not affect quarterly or cumulative grade point averages. Grades of W, however, do affect students' satisfactory academic progress for financial aid purposes. Students are not required to obtain instructor signatures on the withdrawal form if they withdraw before the midpoint of the quarter.

Withdrawing from a Course after the Midpoint of the Quarter

After the midpoint of the quarter, instructors must assign grades of WP - Withdrawal Passing or WF - Withdrawal Failing. Grades of WP and WF affect students' satisfactory academic progress for financial aid purposes. Students may withdraw from classes up until the last regular class session. The director of registration and records will not accept withdrawal forms once final exams begin. Instructors calculate withdrawing students' grades at the point they submit withdrawal forms for instructors to sign, not the point when students stopped attending class. These grades appear on academic transcripts.

Withdrawing from Online Classes

Students withdrawing from online classes must e-mail their instructors through the official ATC e-mail addresses they normally use to participate in online courses to notify instructors that they are withdrawing. Instructors will assign a grade of W if students withdraw prior to the midpoint of the quarter or grades of either WP or WF if students withdraw after the midpoint of the quarter. Instructors will notify students of the assigned grade, using official ATC student email addresses. Instructors will then forward to the director of registration and records the students' original e-mails requesting the withdrawal and information on the students' grades.

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Grading

The grading scale is detailed in the Catalog and Student Handbook. All faculty members are obligated to follow this scale when assigning grades to reflect a given student's performance in the classroom.

Notification of grades via email is in violation of the Family Educational Rights and Privacy Act of 1974 (FERPA). The public posting of grades by the student's name, student number, or social security number without the student's written permission is also a violation of FERPA. This includes the posting of grades to a class/institutional website and applies to any public posting of grades in hallways and in departmental offices for all students including those taking distance education courses.

Each faculty member must maintain a gradebook or other record on all classes taught. The gradebook should reflect a record of the student's absences and tardies so that a work ethics grade may be assigned (see entry on Work Ethics in the Catalog and Student Handbook). It should also reflect a record of the student's course progress as set out in the course syllabus, including the final grade achieved. All hard copy gradebooks and/or Excel gradebook files on CD must be surrendered to the director of registration and records upon termination of employment.

If for some reason it becomes necessary to change a grade after it has been submitted via Banner Web Gradebook, (removal of an incomplete or correction of a factual error, for example), faculty must complete a change of grade form provided by the director of registration and records. Consult the Catalog for additional information regarding grade changes.

Updated October 2008

Incomplete

Faculty members should assign an "I" (Incomplete) grade only to students who have passed a substantial portion of the course work and who have valid excuses beyond their control for not being able to complete a course during the regular quarter. An incomplete grade must not be assigned without approval from the division dean. Faculty must make arrangements with the student to complete the work as soon as possible during the following quarter and must then file a Change of Grade form with the director of registration and records. It is the student's responsibility to follow up with the instructor in a timely fashion to resolve the incomplete grade. If no change of grade form is submitted, the director of registration and records will convert incomplete grades to grades of F after one quarter.

Updated October 2008

Change of Grade

If it becomes necessary to change a grade after it has been submitted via Banner Web Gradebook, (removal of an incomplete or correction of a factual error, for example) instructors must obtain copies of the Change of Grade Form from the office of registration and records in building H. Please provide your program chair or coordinator with a copy of the completed form submitted to the office of registration and records.

Updated October 2008

Final Examination Schedule

The last two days of each quarter are devoted to final examinations. The examination schedule is published in the Calendar of Events (distributed weekly) and in the [Catalog and Student Handbook](#).

Supplies

Instructional supplies and materials must be ordered using the [Purchase Requisition form](#) (Departmental Intranet Sites » Administrative Services) found on the administrative services site on the Intranet. Most supplies are ordered from Chastain's and Minton Jones at state contract prices, but other catalogs are also available in the administrative services office. Division secretaries complete requisition forms and submit them to the dean for signature. Requisition forms are then routed to the administrative services office for processing. Purchasing cards can also be used to make authorized purchases.

Room Changes

Faculty members are not authorized to change the room in which a class is scheduled without approval from the division dean. Room changes must be entered into the Banner system by the division secretary. If class is to meet in another location (i.e., the ATC library, a computer lab, etc.), leave a sign on the classroom door in case there is an emergency. Instructors are responsible for returning furniture to the original configuration of the room. Instructors should erase the boards and have students place trash in receptacles at the end of the class period.

Curriculum Revision

Requests for changes to an individual course or a program's curriculum generally come from faculty and their program advisory committees. Such requests are sent to the curriculum subcommittee of the Academic Standards and Curriculum Committee where they are considered by faculty representing the four academic divisions of the college. Subcommittee recommendations for curriculum and/or program change must be circulated to the vice president for academic affairs for information before program faculty present them to the appropriate Instructional Faculty Consortium Committee (IFCC) at TCSG.

State and consortium level IFCCs review the suggestions/recommendations and communicate their recommendations to the IFCC executive board at its annual meeting. The IFCC executive board develops and communicates its suggestions/recommendations to the appropriate curriculum program specialist at the TCSG central office for a final decision.

Any resulting changes to course content or program structure must be reflected in the college Catalog. Program chairs are responsible to the vice president for academic affairs for ensuring that the Catalog reflects current, accurate course information.

Field Trips

Participation in field trip activities is optional. Students who cannot or choose not to participate in a field trip must be given the option of completing an alternative, supervised activity in lieu of the field trip. Students are responsible for informing instructors whose classes they may miss of their participation in a field trip. Students are to schedule makeup work at the discretion of, and at the convenience of, the affected instructor.

College vehicles may be used for officially sanctioned field trips, assuming availability of the vehicle (contact the receptionist in the president's office). Only employees of the college may drive college vehicles. Instructors and advisors are discouraged from providing transportation for students in their personal vehicles, though students may choose to provide their own transportation to the field trip site.

Student field trip participants must be accompanied by an instructor, organization advisor, or other official representative of the college during any field trip activities. All field trips, whether academic (conducted as a complement to classroom instruction) or non-academic (co-curricular activity conducted under the auspices of a sanctioned college organization), require completion of activities and prior approval by individuals as designated below.

Students must complete the **Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization** form which can be found on the [TCSG web site](#).

- Complete a "Request for Field Trip" form available from the office of academic affairs (academic) or office of student affairs (non-academic).
- Secure the approval and signature of the appropriate dean (academic) or the student affairs coordinator (non-academic) on the request form. If monies for a co-curricular activity are requested that are not available in the organization's budget, the form must be circulated to the Student Activities Committee for approval.
- Require the participating student to sign and have notarized **Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization** form which can be found on the [TCSG web site](#). Keep the form on file.
- Secure emergency information from the student. Keep the information available at the field trip site. Such information includes the name, address, and telephone number of the student's parent, spouse, or other relative who may be contacted in event of an emergency.

Faculty Benefits

Remuneration

Full-time faculty members are paid on the last working day of the month. All faculty are encouraged to complete the [Direct Deposit Form](#) if interested in this service. Adjunct faculty members are paid on a per course basis on the last working day of the month.

Flexible Benefits Program

All full-time employees are eligible to participate in the State Flexible Benefits program. This program provides to employees options for life, health, disability, dental, long term care, and legal insurance. Once a level of coverage is selected, employees have an opportunity to re-evaluate and change their coverage during the annual open enrollment period. The state pays a portion of the annual premiums and the employee pays the balance; premiums vary, of course, according to the coverage selected.

Other benefits available include access to a state employees' credit union, deferred compensation plans, tax-sheltered annuities, and spending accounts for child care and health care costs. Information pertaining to employee benefits can be found at [Human Resources](#).

Holidays, Leave, and Travel

Holidays are non-work days with pay when so proclaimed by the Governor. The dates of observance of the twelve state-approved holidays are included in the [annual calendar](#), published on the web and in the Catalog and Student Handbook.

All full-time faculty members earn and may claim annual and sick leave in accordance with the rules and regulations of the State Personnel Board, as stated in the [Leave](#) section of the [SBTAE Policy Manual](#). All leave accrues as of the last day of a given month, and may not be taken before it is accrued. Faculty members should complete and submit a [Leave Request Form](#) to their respective dean for approval in advance. Annual leave may be taken only at times that do not conflict with classes being taught, unless special permission is given by the vice president for academic affairs. When requesting leave between quarters, faculty should refer to the [College Planning Calendar](#) (Departmental Intranet Sites » Institutional Effectiveness) which specifies both required workdays and annual leave eligible workdays.

Faculty may accrue sick leave for absence due to personal illness or disability; absence necessitated by exposure to contagious disease if that exposure would endanger the health of others; absence for dental or medical care; and absence due to illness, accident, or death in the immediate family.

The maximum number of hours of annual leave that may accrue is 360. The maximum number of hours of sick leave that may accrue is 720; however, any forfeited sick or annual leave may be restored in cases of illness or disability. Forfeited and unused sick leave may be credited toward retirement in TRS; employees are paid for unused annual leave. Forfeited and unused sick and annual leave may be credited toward retirement in ERS.

Once each year, faculty and staff members who have accrued 120 hours or more of sick leave by November 30 may convert 24 hours of sick leave in excess of 120 hours to personal leave. Personal leave must be used in the following year or forfeited. The use of personal leave must be approved in the same manner as annual leave.

Descriptions of the following miscellaneous leave types can be found in the [SBTAE Policy Manual](#):

- Court Leave
- Disaster Volunteer Leave
- Grievance Preparation Time
- Leave for Blood Donation
- Leave of Absence for Kidney Donation
- Voting Time
- Administrative Leave

Professional/Travel - Upon the approval of the dean and the vice president for academic affairs, faculty members may take leave to attend, for example, in-service activities, conventions, or meetings of professional organizations. A Request for Authority to Travel form must be completed and submitted for approval before the activity takes place. No annual leave or personal leave will be charged for such an approved absence. Upon completion of the approved travel, faculty members must submit a travel expense statement to their dean to be reimbursed for any travel-related expenses that received prior approval. Travel expenses must be claimed in accordance with the published Statewide Travel Regulations.

Status as Fair Labor Standards Act (FLSA) Exempt Employees

Faculty members are exempt from the provisions of the Fair Labor Standards Act and are not entitled to compensation for hours worked over 40 during any regular workweek.

Retirement Options

All employees participate in one of the state retirement programs--Teacher's Retirement System (TRS) or Employee's Retirement System (ERS) for full-time faculty, and the Georgia Defined Contribution Plan for adjunct faculty. Full-time faculty members must commit to either TRS or ERS when employed; once a plan is selected, no changes may be made. Faculty members are also subject to a Social Security deduction from their payroll check for Medicare/Medicaid (currently 1.45 percent of gross pay). Contact the office of administrative services for additional information. Information pertaining to retirement options can be found at [Human Resources](#).

Workers' Compensation

If you are injured on the job, you must report this injury to your supervisor and the office of finance and administration immediately (no later than 24 hours). They will make the appropriate calls to get the care you need. A case manager will assist you in selecting a physician, scheduling an appointment, or obtaining the appropriate follow-up care.

If, as a result of a work-related injury or illness, you require immediate medical attention, you should proceed to the nearest emergency medical care facility or call 911 for assistance.

Failure to follow appropriate procedures could jeopardize payment of medical bills under Workers' Compensation. If you have any questions, call the office of finance and administration at 706-355-5116. Please be sure to locate the panel of approved physicians located near the office of finance and administration (J-212).

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