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General Information

Mission

Athens Technical College, a unit of the Technical College System of Georgia, provides educational programs and services through traditional and distance education methods to foster lifelong learning, facilitate workplace success, and promote economic development.

Calendar

The college is on a three-semester system. The academic year begins with the fall semester and graduation will be held in May.

- Fall Semester – Late August through mid-December
- Spring Semester – January through Late April or Early May
- Summer Semester – Late May through early August

A copy of the current academic calendar can be found on the ATC website.

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 college’s executive vice president/chief academic officer; 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 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.

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.
Statement of Nondiscrimination

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

- Title VI, Title VII, and Title IX (Employees) – Becky Burton, Director of Human Resources, (706) 583-2818, bburton@athenstech.edu, Room K-514, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601
- Title IX (Students) – Dr. Leslie Crickenberger, Vice President for Student Affairs, (706) 355-5124, lcrickenberger@athenstech.edu, Room H-774, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601
- Section 504 and the Americans with Disabilities Act (ADA) – Keli Fewox, Director of Student Support Services and Career Development, (706) 355-5081, kfewox@athenstech.edu, Room H-749, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601

Individuals also may obtain instructions and procedures for informal and formal complaints applicable to any of the above laws from the officials designated above. Laws prohibit retaliation against any complainant. Call 1-800-421-3481 to obtain additional information.

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 Consensual Relationships policy in the TCSG Policy Manual.
**Intellectual Property**

The college’s policy on Intellectual Property Rights supports the policy defined in the State Board of the Technical College System of Georgia Policy Manual, II.E.1., Intellectual Property: [https://tcsg.edu/tcsgpolicy/docs/04-01-06.html](https://tcsg.edu/tcsgpolicy/docs/04-01-06.html), but is more expansive in its treatment of intellectual property rights insofar as ownership, compensation, copyright, and use of revenue derived is concerned.

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 and its member colleges. 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

**ATC Policy: Intellectual Property Rights.**

Athens Technical College (ATC) encourages innovation and creativity and condones the development of intellectual property—property created by the human mind that is subject to protection by trademark, patent, copyright, or trade secret law. In most instances, intellectual property refers to intangible assets such as literary, dramatic, musical, or artistic works; computer software, multimedia presentations, games, or videos; and designs, discoveries, or inventions. Athens Technical College acknowledges and agrees that all students and faculty or staff members shall have exclusive property rights to any and all intellectual property they create on their own time and without the use of ATC resources. Otherwise, the intellectual property shall be considered to belong to Athens Technical College.

Full rights of ownership, to include compensation, copyright, and use of revenue, thus reside solely with the student or faculty/staff member when the following criteria are met based on the assessment of the president:

- The product or work results solely from individual initiative and not as a result of a college class assignment in the case of students, or a college work assignment in the case of faculty or staff members; AND
- The product or work did not require substantial use of college facilities, equipment, or supplies, and did not emanate from any other college-owned copyright.

Students are specifically prohibited from using college-owned equipment or resources for creation of works for hire; however, both students and employees are permitted to include works they’ve created, even those resulting from course or college assignments, as items representative of their skills and abilities in a personal portfolio.

Details related to the Intellectual Property policy can be found in Athens Technical College Catalog and 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.

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 semestery 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 executive vice-president/chief academic officer.

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 - accreditation, adult ed/GED testing, campus safety, college catalog, gainful employment disclosure, Higher Education Act, live work, mission statement, president's welcome, safety manuals, strategic goals, warranty of graduates
- Current Students - academic calendar, academic honesty, academic support center, advisement office, ATC Bookstore, Banner student login, career services, college catalog, course syllabi, final exam schedule,
financial aid, job listings, library services, need computer help? orientation, registration and records,
schedule of classes, student activities, student email, testing services
• Prospective Students – accreditation, admissions process, campus map, campus safety, college catalog,
  competitive health programs, driving directions, E-Learning, financial aid, registration and records, student
  activities, Tech on Tuesdays, testimonials, testing services, tuition and fees, viewbook,
• E-Learning - ANGEL login, courses offered, ANGEL student technical support, E-Learning orientation,
• Division List – view all, academic affairs, finance and administration, economic development, information
  technology, institutional effectiveness, off campus operations, student affairs
• Campus Locations – Athens Campus, Elbert County Campus, Greene County Campus, Walton County
  Campus, Washington-Wilkes Career Center
• Foundation & Board – ATC Foundation and Board of Directors
• Alumni – board of directors, alumni, and events
• Financial Aid – FAFSA, F.A.Q.
• College Catalog – programs of study, calendar
• Continuing Education – courses, room rental, catalog
• Quick Links

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, and clicking Request Intranet Account under the For Faculty and
Staff header. The Intranet site contains the following tools:

• Advising Information – This site contains most of the materials needed to assist students in the development
  of their educational plans. (ATC Catalog, Advising Procedures and Guidelines, Transferring to Another
  College, Banner Screen Cheat Sheet, Advisor Code Guidelines, Advisors Top 10 Questions, Do What You
  Are, SAR Report, and degree, diploma, TCC Semester Requirements
• FacFusion (Banner Reports)– This site contains a number of different applications to access student
  information, student academic histories, class roster data, advisor/advisee lists, instructor schedules, course
  offerings, enrollment information, room schedules, etc.)
• Faculty/Staff Development – This site contains a listing of available courses, registration capabilities, the
  faculty member's faculty development history, a suggestion box, the Add Your Own Session feature, course
  documents (online sessions), and Pearson Instructor Education
• Departmental Intranet Sites – There are departmental sites for academic affairs, administrative services,
  college relations, financial aid, human resources, institutional effectiveness, and registration and records.
  There are also institutional sites for safety and security 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, Adjunct Faculty Handbook, Adjunct Safety
  Manual, and additional safety and security information
• Requests (HelpDesk, Maint., etc.) – From this site, faculty can select and complete request applications for
  the following: Maintenance Requests (Facilities), HelpDesk/Web Requests (Information Technology), Center
  for Teaching and Learning, First Aid – Item Replacement Request, Telephone Requests, and Human
  Resources
• Other Intranet Applications – This site contains FTP (File Transfer Protocol), PowerPoint Presentations,
  Update Your Directory Information, 50 Mile Club, ATC Message System, Room Schedule Report, and the
  TCSG Quarter to Semester Website.
ATC Online Catalog

The online Athens Technical College Catalog is available on the ATC website and includes a full discussion of college policies and procedures as applicable to students.

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:

I. Mission and System of Governance
II. Administration
III. Human Resources
IV. Academic Administration
V. 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.

The Commission on Colleges of the Southern Association of Colleges and Schools is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. The Commission’s mission is the enhancement of educational quality throughout the region and it strives to improve the effectiveness of institutions by ensuring that institutions meet standards established by the higher education community that address the needs of society and students. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and other international sites approved by the Commission on Colleges that award associate, baccalaureate, master’s, or doctoral degrees. The Commission also accepts applications from other international institutions of higher education.

Library Resources and Services

The library offers many services and resources for faculty and students. Library orientations may be requested by faculty. These orientations provide opportunities for students to learn how to conduct research, access the databases available via GALILEO, search for and evaluate internet resources, find material in the library's online catalog, cite sources, and access other resource materials available in the library and online. The professional librarians and library staff are eager to provide assistance to both faculty members and students.

There are many services available for faculty in the library, such as assistance with placing materials on reserve for student use, course-specific resource guides, inter-library loan, and photocopying services. The library has over 120,000 ebooks and over 9,000 streaming videos in addition to the 40,000 physical resources. Requests for new books, videos, periodicals, and databases that will meet instructional needs are welcomed. The librarians and staff are eager to assist you and can be contacted via email, phone, chat, or text services.

Faculty are advised to become familiar with laws regarding use of copyrighted materials since the law limits what may be copied, under what conditions, and for what purposes. There is information available on the library website and posted in the copy room to remind faculty of their responsibilities under copyright law.
One of the best resources for faculty is GALILEO, which stands for GeorgiA Library LEarning Online, and is a group of databases, which include all sorts of information sources, such as indices, abstracts, full-text scholarly journals and other periodical articles, ebooks, videos, and Georgia historical and other primary source documents. GALILEO is available to all Georgia residents. You may obtain a password from the library which changes each semester.

All of the services listed above are available at the branch libraries, except faculty photocopying services, which are available on the Athens campus.

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  
Dr. Kenneth Easom Building (F)  
706-355-5020  
Athens Campus Library hours:  
Monday thru Thursday - 7:30 a.m. to 10 p.m.  
Friday – 7:30 a.m. to 4:00 p.m.  
Saturday – 7:30 a.m. to 4:00 p.m.  
Between semesters – 8:00 a.m. to 4:00 p.m., Monday – Friday

**Elbert County Campus Library**  
Room 121  
Yeargin Academic Building  
706-213-2116  
Elbert County Campus Library hours:  
Monday thru Thursday - 7:30 a.m. to 10:00 p.m.  
Friday – 7:30 a.m. to 4:00 p.m.  
Between semesters – 8:00 a.m. – 4:00 p.m. Monday – Friday

**Greene County Campus Library**  
Room 103  
Main Building  
706-453-0536  
Greene County Campus Library hours:  
Monday thru Friday – 7:30 am to 4:00 pm

**Walton County Campus Library**  
Room 505  
770-207-4120  
Walton County Campus Library hours:  
Monday thru Thursday – 8:00 a.m. to 8:00 p.m.  
Friday – 8:00 a.m. to 4:00 p.m.  
Between semesters – 8:00 a.m. to 4:00 p.m. Monday - Friday

**Athens Community Career Academy Library**  
Media Center  
ACCA Library hours:  
Monday thru Friday – 8:00 a.m. to 4:00 p.m.

**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, intranet, Banner, and Internet (computer) accounts are designated for, and should only be used for, school/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 Policy Manual and State Procedures. 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.

**Computer Resources and Services**

The open computer lab on the Athens campus is located in the bottom of building K. 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. Student computer laboratory technicians are available for assistance and are responsible for 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 B building, J building, and in the K building.

Elbert and Walton campus faculty and students may use computers located in the library during normal operating hours. Walton campus faculty members also have access to computers in room 303.3, and students have access to a computer near the admissions office.

Faculty and students on the Greene campus have access to a computer lab during normal operating hours, except when an instructor has reserved the lab for a class.

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.

**Audiovisual Aids**

Most classrooms are equipped with instructional audio visual equipment. Please check with your dean or program chair for the specific locations and training on the use of the equipment. Overhead projectors are available in the Library for classroom instruction. All equipment should be returned to its original location and turned off. Instructors may use their personal laptops or check out laptop computers from the Office of Academic Affairs if needed.

Videoconferencing technology has been installed on the Athens Campus, the Elbert County Campus, the Greene County Campus, and the Walton County Campus. This technology allows one instructor to deliver instruction to students on other campuses simultaneously. Contact the dean of academic technology and first-year experience for training in the use of this technology.
**Distance Education Proctored Activity Policy**

Federal guidelines include expectations that colleges offering online courses verify that individuals who enroll in these courses are, in fact, the ones who are actually participating in and receiving college credit for these courses. Therefore, Athens Technical College requires at least one **proctored** activity in each online course. A proctored activity is a required learning event such as a midterm or final exam or presentation for which students must appear in person and present photo identification (such as a driving license or ATC student ID) to verify their identity.

A proctored activity must be one that is accomplished on campus as specified by the instructor. In special circumstances, students may complete the proctored activity at an approved alternate site such as a college or university testing center or other educational or military setting. In order to ensure that the proctored activity requirement for proving identity is fulfilled, it should be a significant component (count 20% or more) of the student's final grade. For a listing of pre-approved proctoring sites, please go to the Proctor Information tab found on the ATC ELearning portal: [http://athenstech.angellearning.com](http://athenstech.angellearning.com).

**Safety, Security, and Emergency Procedures**

Athens Technical College takes a proactive approach to Public Safety on all campuses. The safety and security of students, staff, and faculty are paramount. Public safety is coordinated throughout the college community by a full time Director of Security who is a GA Post certified law enforcement officer. The Director of Security utilizes police officers from local jurisdictions at the Athens, Elbert, Greene, and Walton Campuses as well as contracted uniformed security officers to provide a safe and secure college campus community.

**Emergency Numbers:**

- Director of Security (678) 410-8339
- Athens Campus Police (706) 621-9860
- Athens Campus Security (706) 621-9817
- Elbert Co. Campus (706) 612-4092
- Walton Co. Campus (706) 612-5962
- Evening Support Services (706) 340-2765

Faculty members have the responsibility to familiarize themselves with the safety plan as it pertains not only to general school 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. All incidents of a safety or security nature must be reported electronically on the Institutional Intranet Site via the Safety and Security Electronic, Incident Report Form.

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, AED’s (Automatic External Defibrillators) and the requirements of the Emergency Action Program outlined in the Athens Technical College Safety Manual available on the Intranet (Departmental Intranet Sites>Safety and Security—forms/procedures/documents> ATC Safety Manual).

Athens Technical College uses the **Rave Alert System** as the mass emergency notifications system to alert students, faculty, and staff immediately when emergency situations arise that may affect campus safety. When activated, you will receive emails, voicemails, and text messages notifying you of the emergency situation. The system is
updated with student, faculty, and staff information shortly after the start of each semester. Your ATC email address is your User Name for the Rave Alert System.

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 all 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 semester.

Faculty members teaching evening classes should contact the coordinator of evening support services, Mr. J.R. Whitley, in the event of an emergency. Mr. Whitley may be reached by cell phone (706-355-5197) or office number (706-340-2765) He is located in Building I, Room I-404. His email address is: jwhitley@athenstech.edu

Faculty members teaching Saturday classes should contact Athens Technical College Security and David Reynolds in the event of an emergency. He is located in the Academic Support Center in Building K and can be reached at: 706-583-2520.

**ATC Panic Button**

In the event of an emergency, faculty have the option of quickly alerting key campus personnel using an emergency alert system - the “ATC Panic Button.” This system does not replace existing emergency procedures (in the catalog or emergency action plans); rather it provides an additional method to request help in the event of an emergency. This software, once installed on faculty/staff office computers and classroom instructor computers (not student computers), creates a red icon on the desktop called the “ATC Panic Button”.

If your computer desktop does not have the icon, click the following link http://www.athenstech.edu/panic/ATC_Panic_Button_setup.exe and save the install file to your desktop. Double click the install file to install the software. Click “Next” to accept all the defaults, making sure that the “create a desktop icon” is checked. Once the install is complete, the red icon appears on your desktop. You can then delete the install file called “ATC Panic Button Setup.” If you need assistance installing the software, please put in an IT trouble ticket on the Intranet.

To send an emergency alert, double click the “ATC Panic Button” icon on your desktop. A popup box will appear. The software will pull your computer and login name to help identify your location, but it is highly recommended that you enter your name and location in the Comments box. Click the “Send Alert!” button to send the emergency notification to campus administrators or press “Cancel” to cancel the operation.

**Rave Alert (Emergency Notification System)**

Federal law requires that all colleges and universities implement early alert systems to use when emergency situations arise that threaten the safety and security of the institution; its facilities; and its students, faculty, and staff. The Rave Alert system sends voice messages to land lines and cell phones, text messages to cell phones, and email messages to email accounts. While you must register your college-provided email address and your college-provided telephone number, you are also strongly urged to register to help identify your location, but it is highly recommended that you enter your name and location in the Comments box. Click https://www.getrave.com/login/athenstech to register. Your username is your college email address (ex. jdoe@athenstech.edu). Type in a password containing at least eight characters. Include upper and lower case letters as well as numbers.
**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.

Individuals with LEV (low emission vehicle) and carpool decals may park in the designated spaces at the life sciences building on a first come basis. LEV and carpool spaces are located near this building because of its LEED certification which represents the college’s commitment to the environment. See personnel at the reception desk in the student affairs reception area (building H) for decals. You must provide a copy of your vehicle registration or other documentation stating that the vehicle is a hybrid or low emission vehicle. A carpool form must be completed to receive a decal.

**Children and Pets on Campus**

Neither faculty nor students are to bring children or pets to class or to leave children or pets unsupervised on campus while attending class. If a student does not follow this policy, you should ask the student to leave your class and to make provisions for his or her child or pet. (Guide/service animals are, of course, permitted on campus.) If the student refuses to comply, contact your program chair, coordinator, the evening support services coordinator, or the closest administrator. Under no circumstances are you to allow children to stay in your classroom.

**Non-Smoking Campus**

In an effort to establish a healthier, cleaner educational environment, Athens Technical College is a tobacco-free/smoke-free campus. The use of tobacco products in any form is banned from all campuses of Athens Technical College. This ban extends to all outdoor areas including parking lots. Smoking is permitted only inside personal vehicles.
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.

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, and information technology. Organizational charts are available on the ATC Website under the General Information tab.

Athens Tech Foundation, Inc.
The Athens Tech Foundation 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.
The Foundation Office is located on the first floor of the F building. For more information on the ATC Foundation and giving opportunities, please contact the director of development and public relations at (706) 335-5025.
General Areas of Responsibility

Professionalism/Ethics

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 not permitted on ATC campuses. Finally, each faculty member should consult the TCSG Policy Manual for policies addressing drug use, political activity, and other issues of potential concern.

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 professional, ethical behavior. College employees must complete the Ethics in Action training as a condition of employment. During the first term of employment (after being assigned an employee ID number), faculty will receive instructions for completing the Ethics in Action training.

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.

Teaching loads for faculty members who teach lecture-based classes will typically be based on credit hours with the range being from 18-25 credit hours for Fall/Spring semesters and from 12-15 credit hours for the condensed summer semester. Teaching loads for faculty whose courses are combinations of lectures and laboratories or are solely laboratory-based will typically be established based on contact hours with the range being from 20-28 contact hours per week each semester.

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 members are required to meet their respective classes as stated on their memorandums 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.

When assessing full time faculty workload, division deans must also take into consideration the following items for those that have practicums/internships/clinical rotations in their programs:
   (1) Preliminary meetings and orientations with students before practicums/internships/clinical
   (2) Number of students in practicums/internships/clinical
   (3) Number of different sections of practicums/internships/clinical
   (4) Number of sites where students conduct clinical/internships/practicums
   (5) Locations of sites
   (6) If applicable program accreditation expectations concerning clinical/internship preceptor requirements
   (7) Time necessary to satisfactorily supervise the practicum/internship/clinical for each student based on the items listed above and the responsibilities assigned the student.
Each semester these considerations may change, and as such, need to be evaluated individually. The time allocated/assessment/expectations will be documented in the faculty member’s performance evaluation as part of their APAR.

**Class Period Schedule**

Classes begin at 7:00 a.m. and continue until 10:00 p.m. each day except Friday (when classes typically end by 4:00 p.m.). Specific times for each class period are referenced in the FacFusion (Banner Reports) on the Intranet. Since only fifteen 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.
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 Campus Safety under General Information on the ATC website). 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.

Continuation of Instruction Plan

A Continuation of Instruction Plan should be implemented in case of emergency situations such as inclement weather or other emergencies which cause short-term campus closure, or in the event faculty members need to cancel classes for a short time due to personal illness. This plan includes communication with students and providing access to course materials via an online course component or email.

1. Communication
   - Communicate to students how you plan to contact them should the college close. This information should be posted in the addendum to the syllabus.
   - Keep all student contact information in both electronic and paper formats. Information should include ATC student email addresses and phone numbers.
   - Faculty members should inform students of the best way to contact them in case of emergency.

2. Instruction
   - Faculty must describe in the addendum to the course syllabus how they will use the online course component or email to continue instruction. Minimally, faculty must provide a description of how they will continue instruction through the online course component or email in case of inclement weather or other emergency.
• Faculty who integrate an online component in their course will use that component to continue instruction.
• Faculty who do not integrate an online component in their course will communicate and continue instruction with their students through the Athens Tech email. If email is utilized to continue instruction, content can be attached to the email between instructors and students. Instructors and students must use their Athens Tech email accounts.

3. Help Resources
• Students need to be informed of academic and technical help resources. The information should be readily accessible to students in the online course component or sent to them via email.

4. Next Steps
• In the event instruction cannot continue during an emergency situation, a secondary plan will be put into place when the emergency is over.

**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 Academic Honesty Policy is detailed in the ATC Catalog. 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, after due process as described below is accorded, 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
   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
   (Offered when alleged violations are submitted directly to vice president or when student disputes the charges or punishment)
   a. The vice president for student affairs 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. The mediation will include only the faculty member, student who was believed to have violated the policy, and the mediator.[2]
   c. The process will include items c through e in Step 1: Instructor meeting with student.

3. Student judiciary committee hearing
   (Offered 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. (Departmental Intranet Sites>>Academic Honesty)

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[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 (FERPA) (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 the [ATC website](http://example.com) for further details (Current Students>Registration and Records).

**Student Conduct, Relations, and Rights**

Instructors are to ensure student compliance with the conduct code and to be familiar with the section on "Student Code of Conduct" in the [Catalog](http://example.com). 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 and Pets on Campus
- Use of Personal Electronic Devices
- Use of Tobacco Products
- 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 executive vice-president/chief academic officer, 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 personnel in the office of academic affairs will serve as a backup for the personnel in the deans' offices.

**Attendance**

Faculty members are expected to keep track of student attendance for each class taught so that No Show Rosters may be submitted.

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.

**Work Ethics**

To fulfill the responsibility to teach essential workplace ethics, Athens Technical College provides students instruction in, and evaluates students on, the following ten work ethics traits: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect. To best equip students for successful workplace experiences in their chosen profession, instruction and evaluation takes place in the context of their program of study.

In many programs of study, the ten work ethics traits are introduced as components of preliminary courses whose purpose is to provide students with foundational knowledge of the skills, behaviors and attitudes that lead to successful careers in their chosen field. These traits are reinforced throughout the program of study during individual course assignments, collaborative work, laboratory and field exercises, and are consistently modeled by program faculty.

The assessment of students’ work ethics takes place throughout each program of study and in a variety of contexts: during regular classroom assignments, interim and final examinations, as well as during practicum, intern- and externship experiences.
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 (with the exception of those in Technical and Industrial programs) go through the general education division for advisement. Technical Specialist TCC students are also advised by general education faculty.
- Undeclared major (special admitted) students are advised by the advisement office in student affairs.
- Dual enrollment/ACCEL students are advised by the high school coordinator.

Each program chair is responsible for naming individual advisors to students. Faculty advisors should plan to meet with advisees on (at minimum) a semesterly basis to plan the next semester’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.

Advising Students for Online Classes: Advisors look at the academic performance of students to determine whether they are eligible to take online courses. To be eligible to register for online classes, students must have a minimum grade point average of 2.0 and be in good academic standing at the time of registration. Students coming off academic dismissal are not eligible to register for online classes during their first semester of re-enrollment. The registrar will administratively withdraw students from their online classes for the upcoming term if they are placed on academic probation at the end of the current term. Students who need to take multiple learning support courses in one content area (for example, ENG 097, ENG 098, and ENG 099) will not be allowed to take their first program-level course (ENG 1101) online. Students who must complete one learning support course in a content area are discouraged from taking their first program level course online. Students may be approved for online classes if they are learning support in only one area, but that area cannot be reading. Advisors consider students’ overall performance in online classes when determining registration eligibility. Furthermore, students who failed a specific course or withdrew failing from a specific course will not be allowed to take an online version of that course. Finally, students who have never taken an online course must complete the Orientation for Online Learning before meeting with their advisor.

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.
The Academic Support Center is located in K-600 on the Athens Campus and can be contacted at (706) 583-2839. The Academic Support Center on the Elbert County Campus is in Room 314 in the General Classroom Building and can be contacted at (706) 213-2129. A support services coordinator provides student support services, academic support services, and library services and assistance in Room 103 at the Greene County Campus (706-453-0536) and in the administrative office area at the Walton County Campus (770-207-3130). Students on the Greene County and Walton County Campuses are able to receive online assistance with their English papers from staff members in the Academic Support Center on the Athens Campus. Please contact the appropriate center location for hours of operation.
Participation in Academic Affairs

Faculty

The faculty consists of those employees who provide instruction. The executive vice-president 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 Science, 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 executive vice-president/chief academic officer or the president. At such meetings, the executive vice-president/chief academic officer 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 Technical College System of Georgia (TCSG) 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. Although 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 should feel free to participate as responsible citizens in community affairs. The Technical College System of Georgia and its institutions safeguard and protect these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

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.
**Faculty Council**

The Faculty Council is comprised of the chair from each instructional program and the general education course coordinators. The council meets at least twice per year and serves in an advisory capacity to the administration. The council provides faculty input to the decision making process on new programs, academic policies and procedures, student success and the college’s strategic initiatives, and supports communication between the administration and the faculty. There are currently three standing committees of the Faculty Council: the Distance Education Committee, the Professional Development Committee, and the Student Success Committee. The Distance Education Committee considers issues and policies related to conducting online, hybrid, web-enhanced, and videoconferencing classes, as well as quality assurance, use of the ANGEL learning management system, adoption of new technologies, evaluation of online instruction, orientation of students to distance learning, and distance learning support and resources. The Professional Development Committee considers the professional development requirements for and needs of faculty, the curriculum and delivery method for in-house professional development sessions, methods for tracking completion and appropriateness of external professional development sessions, and how to encourage the participation of part-time faculty in professional development sessions. The Student Success Committee seeks to identify barriers to student success and considers ways to remove or limit the effects of such barriers in support of the college’s participation in Achieving the Dream and Complete College Georgia/America. Ad hoc committees are named on an as-needed basis to study short-term issues on which faculty input is required.

**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 and general education discipline 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, Georgia Piedmont (DeKalb), and North Georgia. All faculty members belong to the regional consortium for their program area and are expected to participate in consortium activities.

**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

As a demonstration of confidence in the quality of the programs of study offered at each technical college in Georgia, the Technical College System of Georgia warrants every graduate of technical programs in which students may earn technical certificates of credit, diplomas, or associate degrees. The warranty guarantees that graduates demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated standards established for every program of study. If the college determines that program graduates lack such competencies, the Technical College System of Georgia will provide retraining in areas of deficiencies at no charge to the employers or graduates.

An employer in conjunction with a graduate, or the graduate alone, may file a claim against the warranty if the individual is unable to perform one or more of the competencies contained in the industry-validated standards, including failure to pass a State of Georgia-required licensing examination.

This warranty is applicable only to graduates of technical certificate, diploma, or associate degree programs who entered the programs subsequent to the mandated standards implementation date. The warranty shall remain in effect for two years immediately following the date of graduation, and any state-governed technical college that offers the programs from which individuals graduated will honor this warranty.
Faculty Employment

Faculty Qualifications

The qualifications for faculty are described in Faculty Credentials, Comprehensive Standard 3.7.1 of the SACS Commission Guidelines. 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.

As a condition of employment, faculty are required to provide the office of human resources with official* copies of transcripts from all educational institutions attended, as well as copies of certificates, licenses, or other credentials that qualify the individual for employment. It is also the responsibility of faculty to maintain the currency of those documents in the office of human resources.

Applicants who have earned degrees outside of the U.S. and its territories must have their academic degrees validated as equivalent to the Baccalaureate or Master's degree conferred by a regionally accredited college or university in the U.S.

*Official transcripts are issued from the college or university directly to the ATC office of human resources.

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. Applicants must complete and submit an online application to initiate the hiring process. Requirements include 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.

**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 online 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.

**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 Positive Discipline 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 Catalog). 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.

**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**

In order to maintain and improve faculty effectiveness, 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 site on 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 will appear in their faculty development history. 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). The Intranet Faculty/Staff Development site contains an Add Your Own feature which allows you to document individualized activities. When using this feature, you must complete all blanks so that details of the activity will appear in your faculty development history.

Program chairs will identify program level professional development needs, such as remaining current with program-related technology and theory, and determine how to best meet those needs (attending conferences, receiving training, reading articles, etc.).

Faculty members are encouraged to complete a minimum of 40 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). Contact 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 form.

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

If needs are identified during the evaluation process, full-time faculty may be assigned professional development requirements to complete. If no needs are identified, professional development may not be prescribed, but faculty members are still expected to participate and to complete 40 hours of activities prior to the next annual evaluation.

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:

- **Fall Semester** – Students will evaluate instructors in all divisions.
- **Spring Semester** – Students will evaluate instructors in all divisions.
- **Summer Semester** – Only two categories of instructors will be evaluated:
  1. All first-time instructors will be evaluated.
  2. Instructors who have recently received less than satisfactory evaluations as determined by the dean will be evaluated (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.
**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 ANGEL, 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 program chair for Nursing coordinates the mandatory annual bloodborne pathogens training.

**Discrimination and Harassment Free Workplace Training**

It is the policy of the Department of Technical and Adult Education that all employees shall be provided an environment free of unlawful harassment (including sexual harassment) and intimidation. In accordance with the Unlawful Harassment Policy, the college provides online training through ANGEL to ensure that employees understand the policy and the procedures for reporting complaints.

**Pandemic Response Plan**

To protect the life, health, and safety of employees and students, the college has an Infectious Disease Pandemic Response Plan for each campus. In the event of a pandemic, the plan provides guidance to the college president and senior staff. Response plans for each campus can be found on the college Intranet>>Departmental Intranet Sites>>Safety and Security- forms/Procedures/Documents>>Infectious Disease Pandemic Response Plan.
Instructional Areas of Responsibility

Course Syllabus and Textbook

Every course specified in the Catalog must have a master syllabus. The syllabus, created using the Master Course Syllabus template includes the course description, course competencies and student learning outcomes, required textbook(s) and materials, grading scale, 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, a calendar which specifies assignment dates, the weights to be used in grading, and a continuation of instruction plan.

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.

Bookstore

Athens Technical College 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 semester 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 semester. Ordering information includes the name of the textbook, its current edition, the ISBN number, and the number ordered.

Instructors experiencing problems with the bookstore must work with the bookstore personnel to resolve issues. If issues are not handled satisfactorily, matters should be referred to the vice president for finance and administration located in room J-212.

Students have several options for purchasing textbooks. The bookstore offers new and used textbooks as well as digital format textbooks through cafescrbe.com. Using the digital format, students can network and share ideas and notes with students using the same course materials at other schools. Additionally, students may order textbooks online from Follett via the Bookstore page on the college’s website. Textbook rental is also an option at the campus bookstore.

The Elbert campus bookstore is located in Building 100, Room 122. The regular operating hours are Monday and Tuesday, 8 a.m. – 4:00 p.m. During the first two weeks of the semester, the bookstore will be open 8 a.m. – 6 p.m. Monday through Thursday and from 8 a.m. – 12 noon on Friday.

Students on both the Walton and Greene campuses can order their books online via the bookstore website. They can request books be shipped to their homes or to their respective campus front offices for pick up. Proper identification must be shown to pick up textbook orders.
Instructional Technology and Distance Learning

ATC offers online, hybrid, and web-enhanced classes. Online classes are held 100% online; however, at least one proctored activity is required. Hybrid classes are split between traditional face-to-face class time and online, asynchronous class time. (Example: Monday/Wednesday on campus, all other course-work online.) Web-enhanced classes are taught on-campus, and online resources are used to supplement the class. Currently, ATC uses ANGEL as its learning management system. Math faculty use Thinkwell or MyMathLab as their learning management system. All faculty are required to use the electronic gradebook in the learning management system they utilize for instruction. Professional development and support are provided to faculty through the Center for Teaching and Learning. Interactive audio-video classes are offered each term broadcasting to and from ATC’s multiple campuses. Professional development and support using this technology are provided to faculty through the Center for teaching and learning and the Office of Information Technology.

ATC faculty have access to many software and hardware resources. Faculty and staff development courses are available each semester with instruction on the use of these resources.

Faculty/Staff Support: The Center for Teaching and Learning provides faculty and staff support for instructional technology and distance learning at ATC. To request technical assistance, faculty should log into their ATC Intranet account, select Requests, and submit a help request ticket to the Center for Teaching and Learning.

Student Support: ATC provides student support for distance learning. The E-Learning website, found on ATC’s homepage, provides students with comprehensive and up-to-date information regarding distance learning at ATC. For additional technical support, students may submit a ticket to http://www.athenstech.edu/eLearning/TechnicalSupport/SupportForm.cfm or contact elearning@athenstech.edu, with their questions and concerns.

Withdrawal from a Class

Withdrawal from classes prior to the 61% Withdrawal Deadline
Students may withdraw from classes via their Banner Student Web accounts through the 61% withdrawal deadline. Please review your rosters periodically to maintain an updated list of students currently enrolled in your class. Please note that students wishing to withdraw from every class on their schedule will need to contact the office of registration and records for assistance.

Dropping or withdrawing from a class affects financial aid status. Please suggest to your students that they contact the financial aid office at (706) 355-5009 prior to dropping or withdrawing from a class.

Withdrawal from classes after the 61% Withdrawal Deadline
In order to withdraw from classes after the 61% withdrawal deadline, students must come to the office of registration and records and obtain a withdrawal form. Students must take the withdrawal form to their instructors to obtain their signatures and a grade of WP (withdrawal passing) or WF (withdrawal failing). The form must then be returned before the last day of class to the office of registration and records in Athens or student development services in Elberton, Monroe, or Greensboro.

To withdraw from online classes after the 61% withdrawal deadline, students must email their instructors through their ATC email to notify instructors that they want to withdraw. Instructors will assign grades of either WP or WF by notifying students via their ANGEL accounts of the assigned grade and forwarding the students’ original emails requesting the withdrawal and a grade of WP or WF to registration@athenstech.edu. EMAILS from faculty concerning withdrawals MUST be sent from faculty members’ Athens Technical College email accounts.

Students who are taking both face-to-face and online courses must come into the office of registration and records and complete a withdrawal form in person.

Dropping or withdrawing from a class affects financial aid status. Please suggest to your students that they contact the financial aid office at (706) 355-5009 prior to dropping or withdrawing from a class.
Withdrawal forms/emails will not be accepted by the office of registration and records after designated deadlines.

**Early Alert/Intervention for Students on Probation**

The college provides support for enrolled students who are on academic probation. At the beginning of each term, an academic advisement coordinator corresponds with enrolled probation students to remind them of their academic obligations while on probation, the consequences of failing to meet those obligations, and the resources available at ATC to support their success. A coordinator also sends faculty the list of academic probation students, sorted by instructor. Instructors are asked to review the list and provide feedback on students who are showing “high-risk” characteristics such as low averages, poor attendance, missed assignments/tests, etc. so that appropriate interventions can be put in place.

**Grading**

The grading scale is detailed in the ATC Catalog. 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.

**Grade Books**

Each faculty member must maintain a grade book or other record on all classes taught. The grade book should be maintained electronically using ANGEL Gradebook or, for certain math classes, the grade book in Thinkwell. The grade book should reflect a record of the student's course progress as set out in the course syllabus, including the final grade achieved.

All hard copy grade books and/or Excel gradebook files on CD must be surrendered to the executive director of registration and records upon termination of employment.
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 semester. 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 semester and must then file a Change of Grade Form with the office 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 office of registration and records will convert incomplete grades to grades of F after one semester.

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 ATC Intranet under the Registration and Records menu. Please provide your program chair or coordinator with a copy of the completed form submitted to the office of registration and records.

Final Examination Schedule

The last six days of fall and spring semesters and the last one or two days of each session summer semester are devoted to final examinations. The examination schedule is published in the Calendar of Events and will be posted to the college website by the office of academic affairs. All exams must be given as scheduled. An alternative schedule may be approved for students with extenuating circumstances or exam conflicts. This change must be approved by the division dean or executive vice-president/chief academic officer.

Supplies

Instructional supplies and materials must be ordered using the Purchase Requisition form on the Intranet (Departmental Intranet Sites » Administrative Services>>Miscellaneous Forms). Most supplies are ordered from Staples at state contract prices, but other catalogs are also available in the office of administrative services. Division administrative assistants complete requisition forms and submit them to the dean for signature. Requisition forms are then routed to the office of administrative services for processing.

Purchasing cards can also be used to make authorized purchases. The State of Georgia Purchasing Card must be used only for state business purposes. Cardholders attend a training session on the policies and procedures of the TCSG Purchasing Card Program and understand that abuse of the purchasing card or failure to follow the procedures may result in revocation of card privileges or other disciplinary action.
**Classroom 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 in the Banner system by the division administrative assistant. If class is to meet in another location (i.e., the ATC library, a computer lab, etc.), post a sign on the classroom door in case there is an emergency.

Instructors are responsible for returning furniture to the original configuration of the classroom. 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 Faculty Council 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 executive vice-president/chief academic officer 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 executive vice-president/chief academic officer 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 administrative assistant 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 (or organizing carpools), 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.

- Complete a "Field Trip Request" form available from the office of academic affairs.
- Secure the approval and signature of the appropriate academic dean.
- Require participating students to complete the Student Travel Authorization form available on the ATC website (Department List>Student Affairs>Student Activities>Forms>Student Travel Authorization Form).
The college official leading the field trip should take along copies of the completed forms. A second copy of the forms must be on file in the office of the appropriate academic dean.
Faculty Benefits

Remuneration

Full-time faculty members are paid on the last working day of the month. Adjunct faculty members are paid on a per course basis on the last working day of the month. All new employees must complete the Direct Deposit Form.

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 by contacting the office of 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.

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 TCSG 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 submit requests using the Electronic Leave Management System 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 executive vice-president/chief academic officer. When requesting leave between terms, faculty should refer to the College Planning Calendar 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 TCSG 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 - With the approval of the dean and the executive vice-president/chief academic officer, faculty members may take leave to attend, for example, in-service activities, conventions, or meetings of professional organizations. Travel forms can be found on the Intranet (Departmental Intranet Sites>>Administrative Services>>Travel Forms). 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. Out-of-state travel requires prior approval by the President which must be documented on the Out-of-State Request to Travel form. 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 Employees' 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, but only 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 human resources at 706-355-5140. Please be sure to locate the panel of approved physicians located near the office of finance and administration (J-212).

**Family Medical Leave Act of 1993**

Under federal law, employees are entitled up to 12-weeks of unpaid, job-protected leave for certain family and medical reasons, and up to 26-weeks of unpaid, job-protected leave to care for a family member of the armed services. Employees are eligible for FMLA leave if they have worked for a covered employer for one (1) year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Unpaid leave must be granted for any of the following reasons:
- To care for the employee’s child after birth, or placement for adoption or foster care; or
- To care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the essential functions of the employee’s job; or
- To use for any “qualifying exigency” arising out of the fact that a National Guard or Reserves member is on federal active duty or called to federal active duty in support of a contingency operation; or
- To care for the employee’s spouse, son or daughter, parent, or “next of kin” with a serious illness or injury incurred in the line of duty on active duty.

**Military Family Leave:** Eligible employees are entitled up to 26 weeks of unpaid, job-protected leave to care for a covered service member with a serious illness or injury incurred in the line of duty. A covered service member is defined as an employee’s spouse, son or daughter, parent, or “next of kin” on federal active duty in the Regular Armed Forces, National Guard, or Reserves.

**Qualifying Exigency:** Eligible employees are entitled to 12 weeks of unpaid, job-protected leave to use for any “qualifying exigency” when a National Guard or Reserves member is called to federal active duty. A qualifying exigency is defined as (a) short-notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post-deployment activities; and (h) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

**Advance Notice and Certification:** The employee may be required to provide advance notice and medical certification. Leave may be denied if all requirements are not met by the employee. The employee must provide 30 days advance notice or soon as possible when a leave is “foreseeable.” If a 30 day advance notice is not provided, the delay may result in time not counted towards FMLA leave. Also, Athens Technical College may require medical certification to support a request for leave because of a serious health condition and may require a second or third opinion (at ATC’s expense) and a fitness for duty report to return to work. Contact Human Resources to request leave information.

**Job Benefits and Protection:** For the duration of the FMLA leave, the employee’s health coverage under any group health plan will be maintained as long as the employee contributions are being made. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Unpaid Leave:** FMLA leave shall be unpaid except where an employee chooses to use available annual or sick leave and/or short-term disability benefits, which shall be included in the FMLA leave period.

**Length of Leave:** Eligible employees may take up to twelve (12) weeks of FMLA leave in a twelve (12) month period. Athens Technical College measures the twelve (12) weeks using a “rolling” twelve months measured backwards from the date you use any leave under FMLA.
Return from Leave: When an employee has been cleared by his/her physician to return to work from medical leave, he/she must notify Human Resources within one (1) working day. Additionally, a fitness for duty certification must be provided prior to your return to work.