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2 | 207 GENERAL PERSONNEL REGULATIONS
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4 | **207.01 Faculty Absence (Corps of Instruction)**
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6 | When a faculty member must be absent from class for any reason, he or she is
7 | responsible for notifying the department head or coordinator as soon as practical
8 | and for making proper arrangements for classes. It is normally preferable to have
9 | another faculty member teach the classes, but if this arrangement cannot be made,
10 | students should be given specific and meaningful assignments, such as library
11 | research, group work, or work in the Learning CenterCenter for Academic
12 | Success. (The Library or Learning Support CenterCenter for Academic Success
13 | should be notified if students are to attend as a group.) Class dismissal with no
14 | assignment to replace class time is inappropriate.
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16 | Specific reasons for absences and types of leave are discussed below.
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18 | **207.01.1 Professional Absence (including Professional Travel)**
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20 | Absence from class or other scheduled activities for professional reasons,
21 | whether on- or off-campus, requires the approval of the department head
22 | or equivalent supervisor. In addition, off-campus travel must be approved
23 | by the dean and the Provost (and the Vice President for Fiseal Affairs-Vice
24 | President for Business and Operations if University funds are used). The
25 | following procedure must be followed:
26 |

- 27 | 1. For any off-campus professional absence, the faculty member must
28 | complete a Clayton State Travel Request FormTravel Authorization
29 | Form and submit it to the appropriate department head or other
30 | supervisor. For routine travel directly connected to duties (e.g.,
31 | clinical travel or attendance at required University System meetings)
32 | and day trips at no expense to the University, this is the only form
33 | necessary. Here is a link to the electronic copy of this form:
34 | [http://adminservices.clayton.edu/accounts_payable/expenses/formstrav](http://adminservices.clayton.edu/accounts_payable/expenses/formstravel.htm)
35 | [el.htm](http://adminservices.clayton.edu/accounts_payable/expenses/formstravel.htm)
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- 37 | 2. For any professional development travel involving University funds
38 | (or overnight travel even if no University funds are used), the faculty
39 | member must complete a Faculty Travel Proposal Form, which more
40 | thoroughly explains the professional development purposes of the
41 | required travel. The Faculty Travel Proposal Form must be submitted
42 | along with the Clayton State Travel Request Formthe same Travel
43 | Authorization form.
44 |
- 45 | 3. Special Policy for air travel by Academic Affairs employees: Clayton
46 | State travel regulations require travel by minimum fare whenever
47 | practicable. Use of state contract fares is *mandatory* for official state
48 | business unless the contract flight “would cause undue hardship.” To
49 | avoid any misunderstanding, the following procedure applies:

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

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

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Comment [jrb3]: Same comment as above for all the forms that occur in this paragraph.

Comment [jrb4]: Apparently this paragraph does not match the FAQ in Accounts Payable. We suggest the reference just link to the AP website.

- 50 a. When making flight arrangements with a travel agent or directly
51 with an airline, the employee must *explicitly* request state rate or
52 lower. (Lower than state rate fares are acceptable, but care should
53 be taken to make sure that such considerations as cancellation
54 penalties and the cost of a Saturday night stay over do not
55 effectively raise the lower fare.)
56 b. Air travel and fares exceeding state rate will be approved only in
57 truly exceptional circumstances. Requests to travel at a higher
58 than state rate fare must be clearly identified on the travel proposal
59 and travel request forms. Such requests must be justified in
60 writing with specific approval by the employee's supervisor and by
61 the Provost.

62 **207.01.2 Sick Leave**

63 **1. Sick Leave with Pay:**

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67 **Board of Regents Policy 8.2.7.2 Sick Leave With Pay:** For all regular
68 full-time employees of the University System of Georgia defined in
69 Section 801, sick leave shall be accumulated at the rate of one working
70 day per calendar month of service. Regular part-time employees working
71 one-half time or more will accumulate sick leave in an equivalent ratio to
72 their percentage of time employed. Sick leave for employees shall be
73 cumulative.

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

- 78
79 A. Illness or injury of the employee;
80 B. Medical and dental treatment or consultation;
81 C. Quarantine due to a contagious illness in the employee's household; or
82 D. Illness, injury, or death in the employee's immediate family requiring
83 the employee's presence.

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

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

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

93
94 The normal maximum leave time for death in the immediate family
95 (spouse, parents, guardian, child, sibling) is three (3) days. Exceptions
96 to this provision may be granted in unusual circumstances when
97 recommended by the faculty member's supervisor and approved by the
98 Provost (or other appropriate administrative officer).

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~~If sick leave is claimed for a continuous period in excess of one week, a physician's statement is required to permit further claim of sick leave rights by the employee patient.~~ A physician's statement or other evidence may also be required, in other circumstances, by the supervisor or Director of ~~Human Resources and Services~~Human Resources.

Comment [jrb5]: This sentence appears in the BOR box above.

2. Sick Laye Without Pay:

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

A physician's statement or other evidence may be required by the supervisor or Director of ~~Human Resources and Services~~Human Resources.

207.01.2.1 Pregnancy Leave

Comment [jrb6]: This section is virtually the same as section 207.01.10. We recommend this section be deleted and the remaining sections be renumbered.

Board of Regents Policy 8.2.7.6 Family and Medical Leave

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

1. For at least twelve (12) months total; and,
2. For at least ~~4,250~~1,250 hours during the 12-month period immediately preceding the commencement of such leave.

(BoR Minutes, August 2004)

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

1. Birth and care of a newborn child of the employee;
2. Legal placement of a child with the employee for adoption or foster care;
3. Care of an immediate family member (defined as the employee's spouse, child, or parent) with a serious health condition; or,
4. A serious health condition of the employee himself/herself, which renders the employee unable to perform the duties of his/her job.

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207.01.2.2 Procedure for Reporting Sick Leave (Corps of Instruction)

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

Comment [jrb7]: This language refers to forms that may no longer exist, or perhaps should not exist in our technological world. Changes are suggested.

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

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

~~**207.01.2.3 Calculating Hours Missed for Teaching Faculty**~~

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

207.01.3 Military Leave

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

207.01.4 Court Duty (Jury or Witness)

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

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

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

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

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

207.01.5 Voting

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

207.01.6 Personal Leave

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

207.01.7 Weather/Emergency Leave

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

207.01.8 Leaves of Absence

242 This category includes but is not limited to leaves for further academic
243 study.
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245 **Board of Regents Policy 8.2.7.4 Educational and Professional Leave**
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247 Leaves of absence of one year or less with or without pay may be granted
248 by the institution's president and reported to the Chancellor.
249 Extensions of such leaves, or the initial granting of leaves of more than
250 one year, require the approval of the Chancellor or his/her designee.

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

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

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

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

- 276 1. For a leave with pay of less than one year, the employee will return to
277 the institution at the termination of the leave for a period of at least one
278 (1) year;
- 279 2. For a one-year leave with pay, the employee will return to the
280 institution at the termination of the leave for a period of at least two (2)
281 years; and that,
- 282 3. If the employee does not return to the institution for the full amount of
283 time specified in the agreement, the employee will reimburse the
284 institution for the amount of compensation received while on leave, as
285 well as any other expenses paid by the USG during the leave,
286 including all benefit costs (BoR Minutes, February 2007).

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

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

207.01.09 Vacation (Annual Leave)

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

207.01.10 Pregnancy and Family Leave

Board of Regents Policy 8.2.7.6 Family and Medical Leave

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

3. For at least twelve (12) months total; and,
4. For at least ~~1,250~~1,250 hours during the 12-month period immediately preceding the commencement of such leave.

(BoR Minutes, August 2004)

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

5. Birth and care of a newborn child of the employee;
6. Legal placement of a child with the employee for adoption or foster care;
7. Care of an immediate family member (defined as the employee's spouse, child, or parent) with a serious health condition; or,
8. A serious health condition of the employee himself/herself, which renders the employee unable to perform the duties of his/her job.

Comment [jrb8]: Numbering of these items should be 1. and 2.

Comment [jrb9]: Number of these items should be 1. – 4.

207.02 Gratuities

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

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207.03 Check-out Procedure for Faculty Members Ending Employment

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

Comment [jrb10]: While Clearance of Campus is the current name of the form, we suggest it be changed to avoid sounding like evacuation.

207.03.1 Resignation of Tenured Faculty

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

Comment [jrb11]: One committee member noted that there is no corollary section for non-tenured faculty. The Associate Provost noted that a section should refer to their contract.

207.04 Sexual Harassment

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

Comment [jrb12]: Associate Provost asked that we hold our consideration to make sure the language is consistent with other policies and he will provide revised text later. (BOR policy is OK)

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

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

207.04.1 University Policy on Sexual Harassment

Clayton State is committed to providing a learning and work environment conducive to effective learning and to the effective discharge of work-related duties and responsibilities. Employees are expected to act professionally in their respective work settings. Students are expected to respect the rights of other students and all members of the University community. The University environment must be free of discrimination and harassment of any kind, especially that of a sexual nature. Any

385 allegations of sexual harassment will be thoroughly and expeditiously
386 investigated. Sexual harassment is totally unacceptable, and determination
387 that such harassment has occurred will result in prompt and firm
388 disciplinary action which may include immediate dismissal.
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390 **207.04.2 Procedure for Reporting Sexual Harassment**

391 Any complainant (faculty member, staff member, or student) who believes
392 that he or she is a victim of sexual harassment should follow the
393 procedural steps described below:
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396 Step 1: Complainant should clearly convey his or her discomfort with the
397 conduct to the alleged offender (see procedural notes);
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399 Step 2: If the conduct continues, complainant should convey to the alleged
400 offender, in writing, a request that the conduct be discontinued (see
401 procedural notes);
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403 Step 3: Reporting Procedure:
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- 405 a. Employee Complainant: If the offensive behavior continues,
406 complainant should report the conduct to his or her immediate
407 supervisor or the Director of ~~Human Resources and Services~~Human
408 Resources.
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- 410 b. Student Complainant: If the offensive behavior continues, complainant
411 should report the conduct to the Vice President and Dean of Student
412 and Enrollment Services *and* to other administrators as follows:
413 (1) If the alleged offender is another student, and if the alleged
414 offender is in a class with the complainant, the complainant should
415 also notify the instructor.
416 (2) If the alleged offender is a faculty member, the complainant should
417 also report the offensive behavior to the department head or other
418 administrator to whom the faculty member reports.
419 (3) If the alleged offender is a University employee other than a
420 faculty member, the complainant should also report the offensive
421 behavior to the employee's immediate supervisor, if known, or to
422 the Director of ~~Human Resources and Services~~Human Resources.
423 (4) If the alleged offender is a visitor to the University (i.e., anyone
424 not a student, faculty member, or other employee) the complainant
425 should also report the offensive behavior to the department or
426 office where the behavior occurred.
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- 428 c. Procedural Notes for Students and Employees:
429 (1) If the complainant has reason to fear reprisal from the alleged
430 offender if steps one and/or two are carried out, the complainant
431 may move directly to the next step.
432 (2) If the complainant has reason to be uncomfortable reporting as
433 directed by this policy, the complainant should report the offensive
434 behavior to any administrator (not a subordinate of the alleged

435 offender) with whom the complainant feels comfortable. That
436 administrator then has the responsibility of helping the
437 complainant with the procedure.

438 (3) If at any time a person experiencing sexual harassment has cause
439 to fear immediate physical harm, the person should promptly
440 contact campus public safety.

441 (4) ~~If this three step procedure does not result in satisfaction, the~~
442 ~~complainant should follow the Grievance Procedures as indicated~~
443 ~~in the Faculty Handbook or Student Handbook, as appropriate.~~

444 All such complaints shall be handled as further detailed by the
445 Department of Human Resources' policies and procedures which
446 are available online and in the Department of Human Resources.

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448 **207.05 Faculty-Student Relationships**

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

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

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

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469 **207.06 Responsibilities of the Department Head/Associate Dean**

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471 The department head/associate dean reports to the dean and serves as the administrative
472 and academic head of the department. Department heads/associate deans are appointed
473 annually and serve at the pleasure of the Dean.

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475 Department Head's /Associate Dean's Core Job Responsibilities:

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- 477 1. Manage the budget for the department, as appropriate.
- 478 2. Supervise department faculty and staff.
- 479 3. Manage and participate in the recruitment of faculty.
- 480 4. Prepare and manage the schedule of courses offered by the department.
- 481 5. Prepare the catalog descriptions of the department's offerings.
- 482 6. Evaluate the performance of faculty and other personnel in the department
483 annually and as requested.
- 484 7. Prepare the departmental strategic plan in concert with the missions of the

Comment [jrb13]: The Associate Provost noted that this is from a committee that reviewed the handbook some years back.

- 485 University and college/school.
486 8. Provide leadership in the department's program/curriculum development and
487 evaluation processes.
488 9. Coordinate the department's participation in institutional initiatives.
489 10. Coordinate department-specific student recruitment, advisement and retention
490 activities.
491 11. Hold regular departmental faculty meetings.
492 12. Manage the department's physical resources including clinical/lab facilities
493 and supplies.
494 13. Initiate and maintain department-specific learning contracts and agreements,
495 as appropriate.
496 14. Prepare the annual report addressing departmental activities.
497 15. Prepare department-specific accreditation/certification/annual survey
498 documents and site visits.
499 16. Provide leadership in departmental faculty development.
500 17. Represent the department with relevant institutional, professional and
501 community bodies including alumni.
502 18. Facilitate departmental faculty participation on department, school/college and
503 University committees.
504 19. Mediate concerns and issues of students regarding faculty and University
505 processes, as appropriate.
506 20. Carry out other duties as assigned.
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207.99 Forms

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

Comment [jrb14]: FAC recommends that whenever possible forms created by other divisions on campus be linked to rather than repeated (and soon obsolete) in the handbook.

Comment [jrb15]: The absence report form is now based in ADP, with new exception report form (current form is obsolete.)

208 OUTSIDE ACTIVITIES AND ON-CAMPUS EXTRA COMPENSATION

208.01 Conflict of Interest: Policy

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

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

208.02 Occupational Activity and Consulting

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208.02.1 Definitions

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

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

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

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

208.02.2 Policy

Board of Regents Policy 802.16.01 Occupational:

- A. An employee of the University System shall not engage in any occupation, pursuit, or endeavor, which will interfere with the regular and punctual discharge of official duties. The Board may from time to time adopt additional restrictions and limitations on outside activities of employees as set forth in this Policy Handbook.

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

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1. The use of University funds, facilities, materials, equipment, or supplies, in connection with outside occupational activities or consulting is strictly prohibited unless prior arrangements have been approved for reimbursing the University at the normal rates charged to outside users of University facilities.
 2. Missing class or other assigned duties to engage in approved outside occupational activities or consulting is strongly discouraged, and general approval of an activity does *not* convey specific permission to be absent. If special circumstances appear to warrant absence (e.g., out-of-town consulting), the faculty member must secure prior written authorization. The faculty member must specify what arrangements have been made to make sure that the absence will not interfere with the discharge of official duties. In no case may class absence for occupational activity or consulting exceed 10 percent of the lecture/lab time for a semester.

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208.02.3 Procedure for Obtaining Approval of Occupational Activity or Consulting

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

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1. A faculty member wishing to engage in outside occupational activity or consulting must first discuss the employment with his or her department head/associate dean or supervisor to determine if the employment is consistent with the University and BOR² policy.
 2. If this informal consultation indicates that the activity appears likely to be approved, then the faculty member should submit a completed [Employee Occupational and On-Campus Activities Approval Form](#) to the department head/associate dean or supervisor, who will forward it through the administrative chain of command for approval.

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

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

208.02.4 Occupational Activities Resulting in Extra Compensation

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

1. Compensation made through the college payroll system will be subject to the following limitations:
 - a. The compensation will not exceed the fair market value for the work performed.
 - b. During that part of the year when a faculty member is under contract as a full-time employee of the college, the compensation will not exceed 20% of the faculty member’s base pay as indicated in the contract.
 - (1) Faculty members on a fiscal year contract may be compensated up to an additional 20% of their base pay during the fiscal year.
 - (2) Faculty members on an academic year contract may be compensated up to an additional 20% of their base pay during the academic year contract period. They may be compensated for an additional 33.3% of their academic year base pay during the period following the academic year contract period. If a project resulting in extra compensation generates funds in excess of this limit, the funds will be used to “buy” a portion of the faculty member’s time; the faculty member will be released from an appropriate portion of his or her responsibilities as a full-time faculty member.
2. Any faculty member receiving compensation from a corporation that has a contract with the University must disclose and receive prior approval from the President or his designee for that compensation.
3. A faculty member who participates in an outside activity during the summer semester is not subject to a compensation limit provided that the faculty member is not under contract during the summer semester.

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

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

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

1. Employees of Clayton State who desire to perform paid services for another state agency should arrange an informal consultation with their department head/ associate dean, director, or dean, and vice president, as applicable, and discuss the proposed arrangements in detail. No commitment of any kind to another state agency should be made by a Clayton State employee until and unless informal approval is obtained in Step 1.
2. The chief executive officer of the department or agency desiring the services of a person at this University who falls in one of the eligibility categories mentioned above should address a letter to the President of the University, certifying the need for the Clayton State employee's services and explaining why the best interests of the state will be served by obtaining the part-time services of a Clayton State employee, rather than obtaining the same services from a person(s) not presently employed by the State of Georgia.
3. The President of the University may approve or disapprove the request. In order to approve the other agency's request for a Clayton State employee's services, the President must certify in writing, to the requesting state agency or department, each of the following:
 - (1) The person whose services are desired is available to perform such services.
 - (2) The performance of the requested services will not detract from, or have a detrimental effect on the Clayton State employee's performance of obligations to the University.
 - (3) The part-time employment of the employee will be in the best interests of the State.
4. The two departments or agencies involved must then reach an agreement about the procedures under which the Clayton State employee shall perform the additional services. The agreement shall specify the means of employment (whether as a part-time employee or as a consultant), the compensation involved, and other pertinent details and conditions. The agreement may be terminated at any time by either party.

208.02.6 Professional Liability Insurance

733 Employees should be aware that they are *not* covered by The BOR
734 Professional Liability Insurance Plan when engaged in outside
735 occupational activity or consulting. Liability coverage for such activities
736 was specifically excluded by the BOR in 1987. This exclusion
737 specifically extends to “Participation in consultation practice in the
738 employee’s discipline or related subject areas, when such consultation is
739 for the employee’s personal gain and where the contract for the service is
740 between the employee and the third party benefiting from the
741 consultation.” (BOR action Jan. 14, 1987)
742

743 **208.03 On-Campus Activities For Extra Compensation (Personal Services)** 744

745 Faculty members are, of course, expected to devote a full workweek to their
746 regular duties and responsibilities to the University. Occasionally, special
747 activities, above and beyond the normal workweek, will be performed for which
748 extra compensation may be provided.
749

750 **208.03.1 Procedure for Approval** 751

752 Any faculty member intending to perform on-campus activities for extra
753 compensation must complete the Employee Occupational and On-Campus
754 Activities Approval Form. The form requires the signatures of the
755 immediate supervisor and other administrators.
756

757 **208.03.2 Continuing Education** 758

759 The most common type of extra compensation is that provided when the
760 faculty member teaches or performs other services for the office of
761 Continuing Education above and beyond the faculty member’s normal
762 workweek. The approval procedure explained in 208.03 must be followed
763 for Continuing Education compensation.
764

765 **208.04 Political Activity** 766

767 **Board of Regents Policy 802.16.03 Political:** 768

769 As responsible and interested citizens in a democratic society, employees of the
770 University System are encouraged to fulfill their civic obligations and otherwise
771 engage in the normal political processes of society. Nevertheless, it is
772 inappropriate for System personnel to manage or enter political campaigns while
773 on duty to perform services for the System or to hold elective political office at
774 the state or federal level while employed by the System. Therefore, the following
775 policies governing political activities are hereby adopted:
776

- 777 A. Employees may not manage or take an active part in a political campaign
778 which interferes with the performance of duties or services for which he or
779 she receives compensation from the System.
- 780 B. Employees may not hold elective political office at the state or federal level.

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- C. A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at an institution of the System, with or without compensation.
- D. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
- E. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the System.

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

208.05 State Business Disclosure Report

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

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

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

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

208.99 Forms

[Employee Occupational and On-Campus Activities Approval Form](#)

209 USE OF STATE PROPERTY

209.01 Political Campaigns

Board of Regents Policy 914.01 In Political Campaigns:

Comment [jrb16]: Once again, we recommend link to the form.

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

835
836 The use of System materials, supplies, equipment, machinery, or vehicles in
837 political campaigns is forbidden.

838 839 **209.02 Personal Use**

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

845 846 **210 DRUG-FREE WORK PLACE: POLICY**

847 As a recipient of Federal funds, Clayton State supports and complies with the provisions
848 of the Drug-Free Work Place Act of 1988. In the discharge of its responsibilities as an
849 employer, Clayton State promotes and requires a drug-free work place among its
850 employees. Therefore, Clayton State incorporates the following provisions as part of its
851 drug-free policy:
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- 853
- 854 A. No employee of Clayton State may illegally engage in the manufacture, distribution,
855 dispensation or possession or use of controlled substances in the work place. Such
856 unlawful activity will be considered as sufficient grounds for a serious adverse
857 personnel action, including dismissal from employment.
 - 858 B. An employee must notify Clayton State of any criminal drug statute conviction
859 (including a plea of *nolo contendere*) for a violation occurring in the work place no
860 later than five days after such conviction. The notification must be in writing to the
861 Director of ~~Human Resources and Services~~ **Human Resources** at the University.
 - 862 C. Violation of this policy, including felony and/or misdemeanor drug convictions,
863 during the course of employment with Clayton State will result in appropriate
864 disciplinary penalties being imposed by the University.

865
866 Clayton State actively encourages employees who feel they have a potential substance
867 abuse problem to utilize a confidential referral service available through ~~the~~ **Counseling**
868 **and Psychological and Career** Services.

869 870 **211 ACADEMIC FREEDOM AND RESPONSIBILITY**

871 872 **211.01 Preamble**

873
874 Institutions of higher education exist for the common good and not to further the
875 interests of either the individual or the institution. The common good depends
876 upon the free search for and exposition of the truth. Academic freedom is
877 essential to these purposes and applies to both teaching and research. Freedom in
878 research is fundamental to the advancement of truth. Academic freedom in its
879 teaching aspect is fundamental for the protection of the rights of the faculty in

880 teaching and of the student to freedom in learning¹. Membership in the academic
881 community imposes on students, faculty members, administrators, and board
882 members an obligation to respect the dignity of others, to acknowledge their right
883 to express differing opinions, and to foster and defend intellectual honesty,
884 freedom of inquiry, and free expression on and off the campus².

885
886 **211.02 Academic Freedom of Faculty**³

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

894
895 Faculty have the right to speak freely as private citizens but should clarify that
896 they are voicing personal opinions and are not speaking for the University. In
897 expressing opinions publicly, faculty should realize that both the profession and
898 the University may be judged by their statements and, accordingly, should
899 exercise appropriate restraint.

900
901 **211.03 Code of Ethics**

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903 Clayton State expects high ethical standards of all personnel. In particular, it
904 endorses the following principles⁴:

- 905
906 1. Faculty have a primary responsibility to seek and to state the truth as they see
907 it. To this end, they devote their energies to developing and improving their
908 scholarly competence. They accept the obligation to exercise critical self-
909 discipline in using, extending, and transmitting knowledge. Faculty practice
910 intellectual honesty. Although they may follow subsidiary interests, these
911 interests must never seriously hamper or compromise their freedom of
912 inquiry.
- 913
914 2. As teachers, faculty encourage students' free pursuit of learning. They uphold
915 the best scholarly standards of their disciplines. They demonstrate respect for
916 students as individuals and adhere to their proper roles as intellectual guides
917 and counselors. They exert reasonable effort to foster honest academic
918 conduct and to assure that their evaluations of students reflect true merit.
919 Faculty respect the confidential nature of the relationship between professor
920 and student. They avoid any exploitation of students for private advantage.
921 They acknowledge significant academic or scholarly assistance from them.
922 They protect students' academic freedom.

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

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

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

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

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3. As colleagues, faculty have obligations that derive from common membership in a community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. Faculty strive to be objective in their professional judgments of colleagues.
 4. Faculty seek to be effective teachers and scholars. Although they observe the stated regulations of the University, provided they do not contravene academic freedom, they maintain their right to seek revision of these regulations through the appropriate channels. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
 5. As members of the community, faculty have the rights and obligations of any citizens. They measure the urgency of these obligations in the light of their responsibilities to their students, to their professions, and to the institution. When they speak or act as private citizens, they avoid creating the impression that they speak for the institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have particular obligations to promote conditions of free inquiry and to further public understanding of academic freedom.

211.04 Professional Responsibilities

211.04.01 Professional Conduct

952 This statement shall serve as a guide for the professional conduct of the members
953 of the faculty of this University. The responsibilities of a faculty member may be
954 considered from five major perspectives: 1) as a member of the teaching
955 profession; 2) as a teacher; 3) as a colleague; 4) as a part of an institution; 5) as a
956 member of a community. Essential functions are listed as well.

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

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

2. As a teacher, the professor:

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968
- a) Encourages the free pursuit of learning in students.
 - b) Collaborates with colleagues to ensure the integrity of the curriculum

- 969 offered by the School or Department.
- 970 c) Holds before students the discipline's best scholarly standards.
- 971 d) Demonstrates respect for the student as an individual.
- 972 e) Adheres to a proper role as an intellectual guide and counselor.
- 973 f) Does not participate in the formal evaluation of any student or in any
- 974 institutional decisions involving a direct benefit to a student who is a
- 975 member of his or her immediate family, a blood relative, or with whom he
- 976 or she has an economic, sexual, and/or romantic involvement which could
- 977 reasonably be perceived as impairing objectivity.
- 978 g) Makes every reasonable effort to foster honest academic conduct.
- 979 h) Makes every reasonable effort to assure that evaluations of students reflect
- 980 their true merit and are based on their academic performance
- 981 professionally judged and not on matters irrelevant to that performance,
- 982 such as personality, degree of political activism, personal beliefs, race,
- 983 religion, color, disability, sex, sexual orientation, national origin, ancestry,
- 984 or age.
- 985 i) Treats students with civility, understanding, and respect and does not
- 986 denigrate, humiliate, or stigmatize students on the basis of race, religion,
- 987 color, disability, sex, sexual orientation, national origin, ancestry, or age.
- 988 j) Makes every reasonable effort to assure that all students are treated with
- 989 civility, understanding, and respect whenever the professor has
- 990 responsibility for students and is acting in a professorial, professional,
- 991 and/or mentoring role and that students do not denigrate, humiliate, or
- 992 stigmatize other students on the basis of race, religion, color, disability,
- 993 sex, sexual orientation, national origin, ancestry, or age.
- 994 k) Respects the confidential nature of the relationship between professor and
- 995 student.
- 996 l) Does not refuse to enroll or teach students on the grounds of their beliefs
- 997 or the possible uses to which they may put the knowledge to be gained in a
- 998 course.
- 999 m) Refrains from forcing students by the authority inherent in the
- 1000 instructional role to make particular personal choices as to political action
- 1001 or their own part in society.
- 1002 n) Does not persistently intrude into the presentation of the subject, material
- 1003 which has no relation to that subject.
- 1004 o) Presents the subject matter of a course as announced to students and as
- 1005 approved by the faculty in their collective responsibility for the
- 1006 curriculum.
- 1007 p) Allows students the freedom to take reasoned exception to the data or
- 1008 views offered in a course of study and to reserve judgment about matters
- 1009 of opinion.
- 1010 q) Avoids an exploitation of students for private advantage.

1011

1012 **3. As a colleague, the professor:**

- 1013 a) *Treats each member of the academy with dignity, courtesy and due*
- 1014 *consideration.*
- 1015 b) Respects and defends the free inquiry of associates.
- 1016 c) Shows due respect for the opinions of others in exchanges of criticism and
- 1017 ideas.

Comment [jrb17]: We recommend the entire document be reviewed for general formatting issues. i.e. indentations, BOR vs. BoR, #3a below should not be in italics, etc.

- 1018 d) Acknowledges academic debts.
1019 e) Strives to be objective in the professional judgment of colleagues.
1020 f) Does not participate in personnel evaluations, such as appointment,
1021 retention, tenure, or promotion, of a member of his or her immediate
1022 family, a blood relative, or a person with whom he or she has an
1023 economic, sexual and/or romantic involvement that could reasonably be
1024 perceived as impairing objectivity.
1025 g) Does not participate in decisions, such as awarding of grants, sabbaticals,
1026 or other awards that involve a direct economic benefit to himself or
1027 herself, a member of his or her immediate family, a blood relative, or a
1028 person with whom he or she has an economic, sexual and/or romantic
1029 involvement that could reasonably be perceived as impairing objectivity.
1030

1031 **4. As a member of an institution, the professor:**

- 1032 a) Seeks above all to be an effective teacher and scholar.
1033 b) Observes the stated regulations of the institution provided they do not
1034 contravene academic freedom.
1035 c) Maintains the right to criticize regulations and seek their revision.
1036 d) Determines the amount and character of the work that can be done outside
1037 the institution while fulfilling primary responsibilities within it.
1038 e) Recognizes, when considering the interruption or termination of services,
1039 the effect of such a decision upon the program of the institution, and gives
1040 due notice of intentions.
1041 f) Requests a leave of absence or resigns an academic position when acute
1042 conflicts between the claims of politics, social action, and conscience, on
1043 the one hand, and the claims and expectations of students, colleagues, and
1044 institution, on the other, preclude the fulfillment of substantial academic
1045 obligations.
1046 g) Refrains from calling attention to grievances in ways that significantly
1047 impede the functions of the institution.
1048 h) Accepts a share of faculty responsibilities for the governance of the
1049 institution.
1050

1051 **5. As a member of a community, the professor:**

- 1052 a) Measures the urgency of any obligations as a citizen in light of
1053 responsibilities to subject, students, profession, and institution.
1054 b) Makes every effort, when speaking and acting as a citizen, to be accurate,
1055 to exercise appropriate restraint, to show respect for the opinions of others,
1056 and to indicate that these words and actions do not represent the
1057 University.
1058 c) Promotes conditions of free inquiry.
1059 d) Furthers public understanding of academic freedom.
1060

1061 **211.04.02 Essential Duties/Expectation of Faculty**

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1063 All faculty at Clayton State University are expected to provide service to the university
1064 community that exemplifies teamwork, committee involvement, participation in shared
1065 governance, investment in academic advisement of students and sponsorship of student
1066 activities. Additionally, faculty are expected to foster professional growth and

1067 development and continuous learning of themselves as well as their colleagues. Faculty
1068 work as a member of a self-directed team and report to a designated department chair or
1069 associate dean. Faculty are expected to have an uncompromising commitment to
1070 learning that is reflective of the university's mission, vision and values. Faculty are
1071 expected to have a positive and proactive approach to their work, a willingness to change
1072 and the ability to foster consensus and collaboration in and out of the classroom.

1073
1074 **Essential Duties:**

- 1075 1. Facilitate learning through classroom activities, technology enhanced experiences, out-
1076 of-classroom activities, and mentoring of students and peers.
- 1077 2. Assess and evaluate student performance in alignment with established grading
1078 methodology.
- 1079 3. Meet assigned classes as scheduled for the scheduled length of time.
- 1080 4. Post and maintain office hours.
- 1081 5. Participate in ongoing curriculum development.
- 1082 6. Maintain up to date syllabi and course outcome summaries in an approved
1083 departmental/school format.
- 1084 7. Participate in institutional, advisory and program/instructional committee meetings.
- 1085 8. Submit grades in a timely manner.
- 1086 9. Maintain accurate records of student attendance and achievement for one year in
1087 accordance with CSU policy.
- 1088 10. Actively select and use appropriate learning materials and resources including
1089 textbooks, library resources, equipment and supplies to enhance learning.
- 1090 11. Assist in planning, development and implementation of new or modified
1091 program/courses. Identify areas in need of improvement.
- 1092 12. Maintain currency in area of expertise and in teaching methodology.
- 1093 13. Maintain all required certificates if applicable.
- 1094 14. Assist in student academic advising as assigned.
- 1095 15. Actively serve on department, school and university committees as assigned.
- 1096 16. Attend college's in-service sessions and commencement.
- 1097 17. Assist Department Chair in carrying out their defined duties.
- 1098 18. Assists with student recruitment and admission activities as needed.
- 1099

1100 **211.05 Rights and Freedoms of Students**

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1102 **211.05.01 Student Intellectual Diversity Policy**
1103 Clayton State expects faculty to respect the rights and freedom of students at
1104 CSU. In particular, CSU endorses the following statements published on the
1105 American Association of University Professors (AAUP) [website](http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm)
1106 <http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm>.

1107 *Academic institutions exist for the transmission of knowledge, the pursuit of*
1108 *truth, the development of students, and the general well-being of society. Free*
1109 *inquiry and free expression are indispensable to the attainment of these goals.*
1110 *As members of the academic community, students should be encouraged to*
1111 *develop the capacity for critical judgment and to engage in a sustained and*
1112 *independent search for truth. Institutional procedures for achieving these*
1113 *purposes may vary from campus to campus, but the minimal standards of*
1114 *academic freedom of students outlined below are essential to any community*
1115 *of scholars.*

1116 *Freedom to teach and freedom to learn are inseparable facets of academic*
1117 *freedom. The freedom to learn depends upon appropriate opportunities and*

Comment [jrb18]: The question was raised that this needs to be consistent with the Student Handbook. Is it? The Associate Provost thinks maybe it is not.

Comment [jrb19]: Without changing the policy, change reference to AAUP link to be a footnote to cite source. As it stands, there could be a problem if the text on the AAUP cite changes.

Comment [jrb20]: Again, formatting issues, why the italics?

1118 *conditions in the classroom, on the campus, and in the larger community. In*
1119 *order to protect the freedom of students to learn, as well as enhance their*
1120 *participation in the life of the academic community, students should be free*
1121 *from exploitation or harassment. Students should exercise their freedom with*
1122 *responsibility.*

1123 *The responsibility to secure and to respect general conditions conducive to*
1124 *the freedom to learn is shared by all members of the academic community.*
1125 *Each college and university has a duty to develop policies and procedures*
1126 *that provide and safeguard this freedom. Such policies and procedures should*
1127 *be developed at each institution within the framework of general standards*
1128 *and with the broadest possible participation of the members of the academic*
1129 *community. The purpose of this statement is to enumerate the essential*
1130 *provisions for students' freedom to learn.*

211.05.02 Faculty Responsibilities and Protection of Student Freedoms

1133 1. Protection of Students' Freedom of Expression

1135 Students have the right to learn and to inquire. They have a right to examine
1136 and discuss questions of interest, to take stands on issues, and to support
1137 causes, by orderly means, which do not impede the collegial process of
1138 learning.

1139 Faculty in the classroom should encourage free discussion, inquiry, and
1140 expression. They should make students aware of viewpoints differing from
1141 their own, should carefully distinguish between fact and opinion, and should
1142 never require agreement on debatable matters as the price of academic
1143 success. Faculty should encourage students to develop the capacity for critical
1144 judgment and to engage in a sustained and independent search for truth in and
1145 out of the classroom.

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1147 2. Protection of Students against Improper Evaluation

1148 Students shall have the right of protection through orderly procedures against
1149 prejudiced or capricious academic evaluation. At the same time, students are
1150 responsible for learning the content and maintaining the standards of academic
1151 performance established by the faculty for each course in which they are
1152 enrolled. *Any student who believes that individual academic rights have*
1153 *been violated may seek redress by contacting the associate provost for*
1154 *academic affairs for direction in filing a formal grievance.*

1155 Faculty should evaluate student performance solely on an academic basis and
1156 not on opinions or conduct in matters unrelated to academic standards. Faculty
1157 have a duty to provide promptly evaluation of the work of each student as
1158 required by relevant faculty policies. This evaluation must be based upon
1159 academic performance professionally judged and not upon such irrelevant
1160 matters as personality, sex, race, religion, degree of political activism, or
1161 personal beliefs. The arbitrary assignment of a fixed percentage of students to
1162 each grade level is an unacceptable practice.

Comment [jrb21]: A question was raised:
Are these principles matter of cause for
students to object, for example, to a grade
given? Relationship to the appeals process?
Does this introduce more grounds for cause of
complaint? Should there be a mention that
complaints follow a procedure elsewhere?

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3. Protection of Students against Improper Disclosure

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

212 GRANT PROPOSAL SUBMISSION PROCESS

212.01 Process

1. A minimum of 15 business days prior to the funding agency deadline for the proposal, the [Preliminary Proposal Review Sheet](#) should be submitted to the relevant Department Head, who will review the information to determine if the proposal is consistent with the mission and priorities of the department. If approved, the Preliminary Proposal Review Sheet will then be submitted for approval by the relevant Dean and then the Provost and Vice President for Academic Affairs. Proposals requiring the waiver of indirect costs or other institutional commitments will also require the approval of the Vice President for Operations, Planning & Budget. If the proposed work is deemed consistent with the mission of the University, the Provost and Vice President for Academic Affairs will work with the Department Head/Associate Dean and Dean to assist in the preparation of the proposal, as requested by the principal investigator/project director. The Department Head/Associate Dean and Dean will assist the principal investigator/project director with budgeting and interpretation of financial guidelines for the proposal.
2. A minimum of 5 business days prior to the funding agency deadline, the [Final Proposal Review Sheet](#) and a budget for the proposed work must be submitted to the Department Head/Associate Dean and Dean. The Department Head/Associate Dean and Dean will assist the principal investigator/project with fine-tuning of the budget.
3. A minimum of three business days prior to the funding agency deadline, an appropriate number of copies of the proposal (including Preliminary and Final Proposal Review Sheets) must be submitted for approval by the Department Head, the Dean, and the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will transmit the proposal to the President. When the President approves the proposal, it becomes an official University proposal to the funding agency.
4. File copies of the completed proposal and signed Final Proposal Review Sheet must be submitted to the Dean, the Provost and Vice President for Academic Affairs, and the Office of Grant and Contract Programs.

212.99 Forms

[Preliminary Proposal Review Sheet](#)
[Final Proposal Review Sheet](#)

Comment [jrb22]: FAC recommends link directly to the forms.

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