

Waycross College

Faculty Handbook

This handbook is prepared for the convenience of faculty and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

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TABLE OF CONTENTS

Foreword	5
Affirmative Action	5
Waycross College Administration	6

I. HISTORY AND MISSION

A. History of Waycross College	I-1
B. Mission Statement of Waycross College	I-1-2

II. ORGANIZATION AND ADMINISTRATION

A. Organization of the College Administration	II-1
B. The Faculty	II-1
C. Faculty Committees	II-1
D. Faculty Meetings	II-1
E. Academic Divisions	II-1-2
F. Guiding Principles of Planning at Waycross College	II-2
G. Institutional Planning and Assessment	II-2-4

III. FACULTY EMPLOYMENT POLICIES AND PROCEDURES

A. New Faculty Positions	III-1
B. Faculty Appointment	III-1-2
C. Faculty Promotion and Tenure Procedures	III-2-8
1. Criteria for promotion/pre-tenure/tenure/post-tenure	III-2-3
2. Probationary period for tenure	III-3-4
3. Portfolio for evaluation of promotion/pre-tenure/tenure/post-tenure	III-4
4. Promotion	III-4-5
5. Pre-Tenure Review	III-5
6. Tenure	III-5-6
7. Post-Tenure Review	III-6-7
D. Salary Increases	III-7
E. Evaluation of Faculty Members and Determination of Merit Raises	III-8-9
F. Grievance Procedures	III-9-13
G. Resignation or Removal of Faculty Members	III-13
1. Employment and resignation of faculty	III-13
2. Removal of faculty members	III-13
H. Appeal	III-14
I. Termination of Employment	III-14
J. Americans with Disabilities Act and Section 504 Compliance	III-14
K. Drug Free Workplace	III-14-15

IV. PLANNING AND MANAGING ACADEMIC AFFAIRS

A. Academic Freedom and Responsibilities	IV-1
B. Curriculum Revisions	IV-1
C. Course Syllabus/Plagiarism/ADA & Section 504 Compliance/Drop-Add	IV-1-2
D. Early Warning System	IV-2
E. Regents= Testing Program.	IV-2
F. Textbook Orders	IV-2
G. Library Materials and Procedures	IV-2
H. Grades and Grade Reports	IV-2-3

I.	Student Appeal for Change of Grade	IV-3
J.	Student Attendance	IV-3
K.	Outside Speakers	IV-4
L.	Off-Campus Activities	IV-4
M.	Academic Regulations	IV-4
N.	Reports	IV-4
O.	Final Exams	IV-4
P.	ADA and Section 504 Compliance - Handicapped Students	IV-4-5
Q.	Sexual Harassment	IV-5-7
R.	Sexual Assault Policy	IV-7
S.	Sexual Assault Victim=s Bill of Rights	IV-7
T.	Disability Harassment Policy	IV-7-9
U.	Computer Resource Allocation and Services	IV-9-10
V.	Computer Use	IV-10-12

V. PROFESSIONAL AND PERSONAL RESPONSIBILITIES

A.	Campus and Professional Meetings	V-1
B.	Public Relations	V-1
C.	Outside Activities	V-1
D.	Faculty Work Load	V-1-2
E.	Summer Teaching Responsibilities	V-2
F.	Faculty Schedule	V-2
G.	Sick Leave	V-2-3
H.	Family Leave Policy	V-3-4
I.	Worker’s Compensation	V-4
J.	Faculty Absences	V-4
K.	Educational Leave	V-4
L.	Faculty Grants	V-5-6
M.	External Grant Applications and Reports	V-7
N.	Public Employee Hazardous Chemical Protection	V-7
O.	Instructor Responsibilities	V-7-8

VI. STUDENT GUIDANCE AND SUPERVISION

A.	Academic Advising	VI-1
B.	Counseling	VI-1
C.	Academic Student Conduct	VI-1
D.	Handling Emergencies	VI-1-2
E.	Conducting Fund-Raising Projects	VI-2

VII. BUSINESS PROCEDURES

A.	State Security Questionnaire, Loyalty Oath, Immigration Form	VII-1
B.	Payroll Periods	VII-1
C.	Direct Deposit	VII-1
D.	Credit Unions	VII-1
E.	Summer Semester Compensation	VII-1
F.	Payroll Deduction	VII-1-2
1.	Federal and State Income Tax	
2.	Social Security	
3.	Group Insurance Plan	
4.	Retirement Plans	
5.	Annuity Program	

6.	Flexible Spending Accounts Plan	
7.	Contributions	
G.	Campus Parking Permits	VII-2
H.	Keys	VII-2
I.	Telephone Service	VII-2
J.	Requisitioning and Purchasing Procedures	VII-3
K.	Travel	VII-3
L.	Absence from Campus	VII-3
M.	Textbooks	VII-3-4
N.	Desk Copies	VII-4
O.	Collection of Funds	VII-4
P.	Use of College Facilities	VII-4
Q.	Use of College Vehicles	VII-4
R.	Use of College Equipment	VII-4
S.	Moving Equipment	VII-4
T.	Scheduling Events on Campus	VII-5
U.	Student Workers	VII-5

APPENDIX

Faculty Portfolio Guidelines	A-1a-e
Faculty Self-Evaluation Form	A-2a-c
Student Opinion Questionnaire	A-3a-b
Instructional Evaluation Form	A-4a-b
Faculty Evaluation Instrument	A-5
Notice of Change of Textbooks	A-6
Textbook Order Request for Divisions	A-7
Student Request for Incomplete Grade	A-8
Request for Change of Grade	A-9
Student Notification of Excessive Absences	A-10
Request for Drop of Student for Non-Attendance	A-11
Request for Independent Study	A-12
Approval for Guest Speaker	A-13
Off-Campus Activity	A-14
Permission to Audit	A-15
Student E-Mail Account Request	A-16
Request for Absence (Annual Leave, Sick Leave, Professional Leave)	A-17
Faculty Grant Application	A-18a-b
Coversheet for External Grant Application	A-19
Direct Deposit Form	A-20
Requisitions	A-21a-c
Vehicle Usage Form	A-22
Request for Prepayment	A-23
Hotel/Motel Tax Exemption	A-24
Travel Expense Statement & Automobile Mileage Record	A-25a-b
Scheduling Facilities Form	A-26
Equipment Transfer Request	A-27
Student Worker Request Procedures and Forms	A-28a-c
Faculty Check List	A-29
Emergency/Accident Report Form	A-30
First Aid Kits - Campus Locations	A-31

FOREWORD

The Faculty Handbook is designed as a faculty reference to the policies, procedures, and guidelines relating to the operation of the instructional program at Waycross College. This publication will be helpful to new faculty in orienting them to a body of knowledge especially applicable to the day-to-day responsibilities involved in teaching.

Since a sincere effort was made to avoid duplication of material, faculty members will need to refer to the Statutes, the Catalog, the Policy Manual of the Board of Regents, and the Student Handbook. (Copies of the Policy Manual of the Board of Regents are available in administrative offices, in the Academic Office Suite, in the Library and electronically at <http://www.usg.edu/admin/policy/>.)

AFFIRMATIVE ACTION

Waycross College is committed to the operation of all its educational, employment, and related programs without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot lawfully be the basis of denying equal opportunity.

WAYCROSS COLLEGE

ADMINISTRATION

President	Dr. Barbara P. Losty	285-6134
Vice President & Dean	Dr. Derek Mpinga	285-6135
Vice President for Business Affairs	Mr. William E. Deason	285-6132
Director of Development & Community Services	Mr. John Vanchella	285-6130
Division Chair of Humanities/ Learning Support	Ms. Sara Selby	285-6140
Division Chair of Math, Business, Physical Education	Dr. James Helms	285-6137
Division Chair of Social and Natural Sciences	Dr. Anthony Hendrix	285-6137
Director of Admissions, Financial Aid, & Student Records	Mr. Jay Porter	285-6133
Director of Student Life	Dr. John Colson	285-6012
Director of Library Services	Ms. Lynn Kelly	285-6136
Director of Institutional Research	Mr. Akin Akinruntan	285-6134

SECTION I

HISTORY AND MISSION

HISTORY OF WAYCROSS COLLEGE

The establishment of a University System junior college in the Ware County-Waycross area was originally approved by the Board of Regents in December, 1970. A site for the College was approved by the Board in February, 1973. A bond issue was approved in May, 1973. The execution of a contract between the Regents and the Board of Commissioners of Ware County for the development of the College was authorized by the Regents in July, 1973. The Chairman of the Board of Commissioners of Ware County presented to the Board a deed for the land and a check to be used for construction of the initial physical plant facilities in March, 1974. A \$1,833,600 construction contract for the College was awarded by the Board of Regents to Richards and Associates, Inc., Carrollton, in January, 1975.

An official name, Waycross Junior College, was approved by the Board of Regents in January, 1975. Waycross Junior College opened with its first class in September, 1976. It was accredited by Southern Association of Colleges and Schools, December, 1978. On June 25, 1987, the Chancellor of the Board of Regents of the University System of Georgia approved changing the name of the institution to Waycross College.

A new classroom building "C" was completed in 1984. A Physics/Electronics Classroom and Lab was added to "C" building in 1996. The Board of Regents in 1996 approved construction of a Student Services Building and an addition to the Physical Education Building (a \$4.6 million project). Construction began during Winter, 1998, and was completed in Spring Semester, 2000.

MISSION STATEMENT OF WAYCROSS COLLEGE

As a unit of the University System of Georgia, Waycross College, founded in 1976 in southeast Georgia, shares with the other institutions of the System the following core characteristics:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other System institutions, State agencies, local schools and technical colleges, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

Waycross College shares with the other two-year colleges of the University System of Georgia the following core characteristics:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of the local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to ensure access and opportunity for a diverse student body, and a limited number of certificate or other career programs to

complement neighboring technical college programs;

- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college=s scope of influence;
- a commitment to scholarship and creative work to enhance instructional effectiveness and meet local needs.

To meet the challenges of the 21st Century, Waycross College distinctively serves the vital needs of the student body and the community in the following ways:

- by maintaining a primary commitment to southeast Georgians within commuting distance of the College and by serving citizens of greater South Georgia through off-campus programs, continuing education, distance learning, and collaborative projects with other educational institutions;
- by offering Apoint of access@ educational opportunities distinguished by flexible class scheduling, a strong learning support program, and an Academic Support Center, all of which assist a diverse, non-traditional population, comprised of many first-generation, older, and part-time enrollees;
- by pursuing the richness of diversity through not only equal opportunity for students, staff, and faculty but also outreach programs/activities to recruit minority students, staff, and faculty; older citizens; and public school-age youth;
- by emphasizing a basic objective of instruction through a variety of pedagogical approaches to a core of general education courses;
- by emphasizing student learning outcomes through critical thinking, communication, computation, and a common core of the arts and sciences to prepare students for attaining further education;
- by offering programs of study for the Associate of Arts and Associate of Science degrees that prepare students for further study in a variety of baccalaureate programs; and also select programs in cooperation with technical colleges that lead to the Associate of Applied Science degrees in business, service, health, and technical fields.
- by maintaining a commitment to instructional excellence and faculty and staff professional development in order to sustain creative and effective performance in the teaching/learning environment;
- by responding to the needs of students, business/industry, community groups, public schools, and System institutions through establishing partnerships and other collaborative programs to expand educational opportunities, to foster progress, and thereby enhance the promise of southeast Georgia;
- by emphasizing a comprehensive educational experience to assist southeast Georgians in accepting the challenges of preparing to enter the workforce of the 21st Century as leaders and contributing members of society;
- by nurturing a sense of personal enrichment and social responsibility and creating an awareness of the increasingly global nature of our natural, economic, and social orders.