

SECTION V

PROFESSIONAL AND PERSONAL RESPONSIBILITIES

A. CAMPUS AND PROFESSIONAL MEETINGS

Faculty members are expected to attend and participate in various campus meetings, beginning with orientation and workshop sessions prior to the beginning of Fall Semester. Other campus meetings are regular and special faculty meetings, graduation, and academic functions scheduled by the President or the Vice President and Dean of Academic and Student Services.

Faculty members are encouraged to attend appropriate professional meetings as funds and schedules permit. Some faculty members are asked to represent Waycross College on system-wide committees or special ad hoc committees appointed by the Chancellor or his representative.

B. PUBLIC RELATIONS

Faculty members are encouraged to participate in community and civic affairs and make contributions to community life.

C. OUTSIDE ACTIVITIES

A faculty member shall not engage in any occupation, pursuit, or endeavor which will interfere with regular and punctual discharge of college official duties. Faculty participation in outside activities, political activities, and/or use of property in political campaigns shall be governed by the policies of the Board of Regents. (Please note *Policies Board of Regents, 802.1601, 802.1603, and 914.01*).

D. FACULTY WORK LOAD

The average faculty member's duties are complex and entail far more than strictly classroom or laboratory activity. Nevertheless, it is necessary to maintain certain norms by which a faculty member's professional obligations are quantitatively determined. Faculty teaching loads during the academic year will include such combinations of day, evening, and weekend classes as the needs of the college require. The typical teaching obligation for nine-month faculty is fifteen (15) credit hours per semester and for Division Chairs three (3) classes (normally nine (9) credit hours or 60%) per semester. Division Chairs will normally teach six (6) semester hours (40%) in the summer session. In addition to teaching assignments, faculty and Division Chairs are expected to serve on at least one, but typically not more than two standing committees and on ad hoc committees as needed.

It is recognized that instructional demands do vary from discipline to discipline. In certain areas contact hours and the nature of the discipline are considered in conjunction with credit hours to determine faculty-teaching loads (utilizing the standard of two (2) laboratory hours equal one (1) credit hour). Reduction in instructional load may be allowed on recommendation by the Division Chair, and with the approval of the Vice President and Dean of Academic and Student Services, in return for specific services, other than instruction, of positive and demonstrable benefit to the College. Such adjustments are made in light of other services, but never at the expense of the teaching needs of the College, which are regarded as primary. Faculty teaching loads shall be calculated for the academic year, with a teaching load less than or in excess of normal for the Fall Semester being compensated for with adjustments in teaching load in the Spring Semester.

The following guidelines are used in determining faculty workload:

1. It is reasonable to expect faculty members to maintain a minimum of two office hours per day to be available to students and be accessible to confer with other faculty and administrative personnel. Part-time faculty are usually required to provide at least one hour per week for each course, and these hours should be posted in an appropriate location.

2. Each faculty member may be assigned to two standing committees. Additional committee assignments are made after consideration of a faculty member=s teaching, advisement and committee assignments. (The Vice President and Dean and Division Chairs make every effort to provide equitable distribution.)
3. Each faculty member is assigned student advisees by the Admissions Office or the Student Records Office through Division Chairs.
4. Most faculty members can expect to have a minimum of three preparations each semester. The nature of the disciplines and faculty availability may require some faculty members to have more than three preparations.
5. A split teaching schedule between day and night or between campus and off-campus may be necessary for most faculty members, but division chairs will make every effort to design an equitable schedule for all faculty members.

These policies are designed to protect faculty members against the assumption or imposition of responsibilities which might cause encroachment upon the quality or quantity of work for which they were employed.

E. SUMMER TEACHING RESPONSIBILITIES

The summer session shall be scheduled between the ending date of the Spring Semester and the faculty reporting date for the Fall Semester. Courses taught during the summer will represent the equivalent of fifteen (15) weeks of instruction and related work regardless of the actual calendar length of the Summer Session. The normal maximum full-time teaching load during the Summer Session is nine (9) credit hours or the equivalent. The college president has the authority to develop a summer pay plan in consultation with the faculty.

Members of the teaching faculty are usually hired on an academic year contract (nine months), which does not include summer teaching. While faculty members cannot be assured of summer teaching, many faculty members do teach summer session. Although the summer session is not covered by a contract, faculty members employed during the summer session are expected to assume essentially the same instructional responsibilities required during the academic year. This means keeping office hours, assisting with advisement and registration, working on faculty committees, and maintaining high instructional standards.

F. FACULTY SCHEDULE

Faculty schedules, of necessity, are quite diverse throughout the College and deviate from semester to semester. To assist in planning schedules for non-teaching assignments, faculty members are requested to observe the following guidelines in developing schedules:

1. At the beginning of each semester a daily schedule which covers one work week should be submitted to the Division Chair.
2. Each schedule should indicate the times and places where the faculty member can be located.
3. A schedule of designated office hours should be posted on each faculty member=s door. It is reasonable to expect faculty members to be in their offices two or more hours per day to assist students and to confer with other faculty and administrative personnel.
4. When deviation from the daily schedule is required, the faculty member should notify the Division Chair and the appropriate Division secretary.

G. SICK LEAVE

Sick leave shall be accumulated at the rate of one working day per calendar month of service. Sick leave shall be cumulative.

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

1. Illness or injury of the employee.
2. Medical and dental treatment or consultation.
3. Quarantine due to a contagious illness in the employee=s household.
4. Illness, injury, or death in the employee=s immediate family requiring employee=s presence.

Immediate family@ for the purpose of sick leave will include spouse, children, mother, and father.

Immediate family@ for funerals will include spouse, children, mother, father, brother, sister, grandparents, mother-in-law, and father-in-law. Time allowed for funerals will be up to three days in town or up to five days out of town.

Sick leave claimed for a period exceeding five days must be documented by a physician=s statement. Sick leave claimed for five or fewer days may require documentation by a physician=s statement prior to having it charged to sick leave if the supervisor has concerns about possible abuse of sick leave.

Exceptions on any sick leave may be made on an individual basis. Interpretations of legitimate sick leave requests will be made by the College.

Employees should use a Request for Absence Form, (see Appendix A-17), for sick leave. When possible, the form should be filed prior to absence; otherwise the form should be filed during the first workday after absence.

Academic Affairs Handbook, Section 4.16.01 – Interpretation of Sick Leave Policy for Full Time Faculty

The following provisions for the reporting of sick leave shall apply to all full time faculty, employed by institutions of the University System of Georgia, who serve primarily in assignments defined by faculty roles in instruction, research and scholarly activity, and service.

1. Faculty are responsible for informing their Chair of any illness that prohibits them from meeting their assigned responsibilities in instruction, research, and service.
2. In reporting sick leave, academic year faculty will report leave based on the number of whole hours sick as defined by the BOR Policy 802.08, with a full day being eight (8) hours, a half day being four (4) hours, and less than a half day based on whole hours missed, with a full week being the equivalent of a forty-hour workweek.
3. Nothing in this policy shall be interpreted to indicate that faculty work on a standardized schedule.

H. FAMILY LEAVE POLICY

Waycross College is guided by *Board of Regents= Policy 802.0806*, which follows, and *the Family Leave Act (1992)*, a copy of which is in the office of the Vice President for Business Affairs.

Board of Regents= Policy 802.0806. Any employee who has been employed on a half-time basis or greater for at least twelve months is eligible for twelve work weeks of family leave during a twelve-month period commencing on the date the family leave begins. Family leave shall be unpaid leave; however, if an employee is eligible to use accumulated sick leave the employee, after obtaining permission from the employer, may do so exclusive of the twelve weeks of family leave. The employee may also utilize any accrued annual leave with the approval of the employer.

Family leave shall be granted to an eligible employee in the event of:

- (a) the birth of the child of the employee;
- (b) the placement of a child with the employee for adoption;
- (c) a serious health condition of the employee=s child, spouse, parent or spouse=s parent necessitating the employee=s presence; or
- (d) a serious health condition of the employee which renders him/her unable to perform the duties of his/her job.

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With certain exceptions as indicated in the Family Leave Act (Georgia Laws 1992, p. 1855; O.C.G.A. Title 45, Chapter 24), family leave entitles the employee to be restored to the position held prior to going on family leave or to an equivalent position with equivalent benefits and pay. Family leave allows the employee to maintain his/her employee benefits during the period of leave with institutional participation in the payment of premiums. Institutions within the University System must comply with all other provisions of Code 45-24 O.C.G.A. (BR Minutes, 1992-93, pp. 134-135)

Waycross College implementing procedures. Family leave shall be requested using the Request for Absence Form. Other leave category should be used and family leave specified. Certification of a serious health condition may be required from the health care provider of the employee or of the employee=s child, spouse, parent, or spouse=s parent, whichever is appropriate. Certification would include the date on which a serious health condition commenced; probable duration of the condition; appropriate medical facts; and purpose of the leave.

Family leave shall be for a period of not less than two weeks at any one time. This will allow for the integrity of payroll to the extent that a person is either on paid leave or leave without pay.

The present College Board of Review shall hear appeals arising from the possible interference with, restraint or denial of the exercise of or the attempt to exercise any right provided by the Family Leave Act. Employees shall use existing procedures outlined in the Faculty Handbook or the Classified Employees' Handbook for filing appeals.

I. WORKER'S COMPENSATION

All employees of Waycross College are covered under the provision of the Worker's Compensation Act. This coverage provides benefits to those employees injured on the job during performance of their duties. Employees should report injuries to their supervisors immediately. If a supervisor is not available contact the Office of the Vice President for Business Affairs for proper procedures.

J. FACULTY ABSENCES

Each faculty member is responsible for meeting assigned classes and keeping an established working schedule. Faculty members who must miss classes because of illness or other circumstances beyond their control should notify their Division Chair at the earliest possible moment so that arrangements can be made for classes.

When faculty members are authorized to attend a professional meeting or miss classes for any other purpose, they must make arrangements for classes to be taught.

A faculty member who expects to be absent from teaching responsibilities for an extended period of time (short summer session, or a semester) should follow appropriate checkout procedures with the Division Chair. These procedures include, but are not limited to, the following:

1. Return all library books and materials.
2. Give most recent semester=s grade book or photocopies to Division Chair.
3. Clear up any incomplete grades or make arrangements with the Division Chair to do this.
4. Leave forwarding address with division secretary.
5. If appropriate, be sure office is ready for temporary instructor.

K. EDUCATIONAL LEAVE

The President of the College may, with the approval of the Chancellor and the Board of Regents, grant leaves of absence with or without pay, to members of the faculty and administrative staff. Guidelines for leaves of absence may be found in *Section 802.0803 of the Policy Manual of the Board of Regents*, University System of Georgia. (See Waycross College Administrative Policies and Procedures, "Professional Development of Faculty and Staff" for leaves of absence for professional development I-25, I-26.)

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L. FACULTY GRANTS

The faculty guidelines and procedures will be followed in awarding grants for faculty development projects. All proposals, (see Appendix A-18a-b) shall be submitted to the Committee on Faculty for review. The Chair of the committee shall forward review results to the President, who will make the final decision on funding.

1. Guidelines

a. Priority Order

The following order will be used:

- (1) **Service to the Institution**
Participation in activities to meet a vital need of the institution (retraining, developing instructional materials, improving courses, developing programs, etc.).
- (2) **Faculty Development**
Activities that are vital to the faculty member for professional growth (degree work, course work, seminars, research).
- (3) **Service to the Community**
Activities that meet a need in the local community or service area (research in local history, regional professional organizations, activities in local schools, workshops for parents).
- (4) **Organization of or Productive Participation in Professional Meetings**
Activities that involve faculty in professional organizations (chairing a conference, presenting a paper, workshop or seminar, professional meeting on campus).

b. Specific Guidelines

- (1) A faculty member shall receive a maximum of one grant during the fiscal year.
- (2) Except in unusual situations, proposals from first-time applicants will be given priority.
- (3) Faculty grants should be used only when division and outside funds are unavailable or inadequate.
- (4) When a grant is for innovative, original research related to a faculty member=s teaching discipline, funds may be used for student help, small items of specialized equipment, copies of hard-to-find literature, or essential travel.
- (5) A grant covering a maximum of 80% of estimated costs may be awarded to a faculty member who is a productive participant in a recognized professional activity (organizer, speaker, officer, presenter, etc.).
- (6) After completion of a funded project, a summary report must be sent to the President, Vice President and Dean, the Chair of the Committee on Faculty, and the faculty member=s Division Chair. The report must be sent within one semester after completion of the project.

c. Guidelines for Requesting Reassigned Time

- (1) Faculty development does not automatically accrue; it will be granted only after the approval of a suitable proposal. Proposals which involve reassigned time must include a satisfactory plan for meeting instructional needs of the institution.
- (2) A faculty member may apply for reassigned time not to exceed three to four semester hours per academic year.

- (3) Applications involving a request for reassigned time must be submitted through the Division Chair and Vice President and Dean of Academic and Student Services prior to submission to the Committee on Faculty and the President.
- (4) Applications involving requests for reassigned time must be submitted no later than one full semester before the start of the grant period.

2. Procedures

a. Proposal

(1) Process

Proposals should be submitted through the Division Chair to the Vice President and Dean of Academic and Student Services and to the Committee on Faculty.

(2) Criteria for Evaluation

(a) General Procedure

1. Each Committee on Faculty member will read the proposals.
2. Proposals will be available at a location specified by the Vice President and Dean.
3. Each proposal will be scored by the criteria attached.
4. Percentage funding for each proposal will be recommended.

(b) General Guidelines

1. Demonstrate all other funding sources have been exhausted or they are inadequate (division and outside grants, etc.).
2. Results of any previous Faculty Development Grants must be on file with the Vice President and Dean.

(c) Criteria for Travel Expenses to Meetings

1. Meeting sponsored by recognized professional society or of demonstrated significance.
2. Meeting should be pertinent to applicant=s teaching or research field.
3. Priority is given to applicants who are actively participating in the meeting (organizer, officer, speaker, etc.).

(d) Criteria for Attendance at Short Courses

Relevant to applicant=s teaching and/or research within division goals, e.g., learning for new course offerings or course expansion.

(e) Criteria for Research Proposals

The applicant should:

1. Conduct a detailed literature search.
2. Demonstrate that the project is original.
3. Demonstrate the significance or importance of the project.
4. Propose a practical, manageable plan.
5. Include a detailed budget with brief, itemized justification.

For example:

Travel to field site (100 miles roundtrip, three trips)	\$75.00
Secretarial help (typing final report)	\$50.00

- b. The President will notify the faculty member of the decision regarding a proposal.

M. EXTERNAL GRANT APPLICATIONS AND REPORTS

Waycross College encourages faculty and staff to apply for appropriate sources of external funding to support its mission. Waycross College also participates in University of Georgia System funded grants. To assure that proposals are appropriate to the mission and that matching college funding or in-kind support is available, the procedures below must be followed.

Grant applications. If the grant proposal requires a commitment of Waycross College funds or in-kind support, the grant application must be approved by the Vice President for Business Affairs, among others, before it is submitted. To avoid missing grant deadlines, the principal investigator should involve the Vice President for Business Affairs in the budget preparation process for any grant as early as possible. The signature page AWaycross College Cover Sheet for Grant Applications@ (Appendix A-19) must be completed by all parties before the grant is submitted to the funding source.

Grant reports. Reports, especially state and federal financial reports, must be reconciled with Waycross College accounting records prior to submission to awarding agencies. All required reports will be prepared by the principal investigator responsible for administering the award involved. When a report has been prepared and before it is submitted to the awarding agency, the principal investigator will request that the Vice President for Business Affairs review the report and, if necessary, assist in reconciling the data with college accounting records prior to submission of the report to the agency. The Vice President for Business Affairs must approve and sign off on the report before it is submitted to the agency. Difficult issues or concerns should be discussed with appropriate administrators involved well in advance of any report date to assure timely filing of reports.

N. PUBLIC EMPLOYEE HAZARDOUS CHEMICAL PROTECTION AND RIGHT TO KNOW ACT OF 1988

In 1988 the Georgia General Assembly enacted a Public Employee Hazardous Chemical Protection and Right to Know Act which mandates certain precautions and actions on the part of State agencies for the protection of their employees. A copy of this 23 page Act is available in the Waycross College Library and with each Division/Department for inspection by any employee of Waycross College.

Employees, both full and part-time, shall be informed of their rights under this legislation. All employees, both full and part-time, who will have contact with hazardous chemicals in the workplace must go through a training program at the time or shortly after the time of employment. Training will be provided by the Hazardous Materials Safety Officer of the College. Those persons working in maintenance, instructors in science and art, and lab personnel working in the science labs are those persons designated to receive training. All other employees of Waycross College may take training if they desire.

O. INSTRUCTOR RESPONSIBILITIES

1. Maintain appropriate office time as needed by students for each class period. For those with offices, that time might be appropriate either before or after class period. For off-campus instructors, meet students before class time in the classroom or at designated mutually agreeable time periods.
2. Explain attendance policy in regard to make-up work and other aspects of the classroom procedures in the first class meeting.
3. Make clear at the beginning of the semester the procedure that will be used to determine the final grade.
4. Begin the class promptly; use class time efficiently and keep the class for the prescribed period of time.
5. Be prepared for the class and present the material in a well-organized and effective manner.
6. Grade and return tests and other assignments promptly.

7. Be understanding and helpful to students.
8. Use a variety of teaching methods and teaching aids.
9. Be fair and impartial.
10. Encourage students to ask questions, disagree, and express their own ideas.
11. Actively involve students in the learning process.
12. Be interested in every student and his/her progress.
13. Design tests that help students to demonstrate what they have learned.
14. Have enough grades to provide a fair assessment of a student=s achievements.
15. Be enthusiastic about the subject and the class.
16. Remain sensitive to students= feelings and problems.
17. Make assignments that are reasonably demanding. Ensure through assignments and testing procedures that the literacy skills, reading, writing, and mathematics, have been emphasized and students have demonstrated appropriate college level skills in these areas.
18. Maintain standards and expectations characteristic of a college level course.
19. Complete paper work and respond to college requests promptly and correctly.
20. Communicate with the College concerning problems, needs, and suggestions for improvement of the instructional program.
21. Remember that you are representing Waycross College.