

Waycross College

Part-Time 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.

Revised 08/2002

FOREWORD

The Part-time 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 and current part-time 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, part-time faculty members will need to refer to the Statutes, the full-time Faculty Handbook, the Catalog, the Policy Manual of the Board of Regents, and the Student Handbook. The Policy Manual of the Board of Regents is available on the USG web site - www.usg.edu - and in administrative offices on campus. The full-time Faculty Handbook is located in all faculty and administrative offices, the Faculty Conference Room (176A), and in the Library. The Statutes are located in the Library, Faculty Conference Room, and in all administrative offices.

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 disability, or other factors which cannot lawfully be the basis of denying equal opportunity.

ACADEMIC CALENDAR 2002-2003

Fall Semester 2002

August 19, 2002	Registration
August 20, 2002	First day of classes
August 26, 2002	Last day to register or change a class
September 2, 2002	Holiday- Labor Day
October 11, 2002	Mid-Semester
	Last day to drop a class or withdraw from College without penalty
Nov. 5, 2002	Activity Day
Nov. 27-29, 2002	Holiday - Thanksgiving Break (Students)
December 9, 2002	Last day of classes
December 10, 2002	Reading Day
Dec. 11- 13, 2002	Final Examinations

Spring Semester 2003

January 6, 2003	Registration
January 7, 2003	First day of classes
January 13, 2003	Last day to register or change a class
January 20, 2003	Holiday- Martin Luther King, Jr. Day
February 28, 2003	Mid-Semester.
	Last day to drop a class or withdraw from College without penalty
March 24-28, 2003	Spring Break
March 31, 2003	Activity Day
April 30, 2003	Last day of classes
May 1, 2003	Reading Day
May 2, 5-6, 2003	Final Examinations
May 9, 2003	Graduation

Summer Session 2003 (8 weeks)

June 3, 2003	Registration
June 4, 2003	First day of classes
June 6, 2003	Last day to register or change a class
July 2, 2003	Mid-Semester
July 3-4, 2003	Holiday- Independence Day
July 31, 2003	Last day of classes
August 1, 4, 2003	Final Examinations

ADMINISTRATION

President	Dr. Barbara P. Losty	285-6134
Vice President & Dean	Dr. Derek A. Mpinga	285-6135
Vice President for Business Affairs	Mr. William E. Deason	285-6132
Director of Development and Community Services	Mr. John Vanchella	285-6130
Division Chair of Humanities/ Learning Support	Ms. Sara Selby	285-6140
Division Chair of Mathematics Business, and Physical Education	Dr. James Helms	285-6139
Division Chair of Social and Natural Sciences	Dr. Anthony Hendrix	285-6138
Director of Admissions, Financial Aid, and Student Records	Mr. Jay Porter	285-6133
Director of Student Life	Dr. John Colson	285-6012
Director of Library Services	Ms. S. Lynn Kelly	285-6136

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. An official name, Waycross Junior College, was approved by the Board of Regents in January, 1975. 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.

Waycross Junior College opened with its first class in September, 1976. It was accredited by Southern Association of Colleges and Schools in 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 approved construction of a Student Services Building and an addition to the Physical Education Building (a \$4.6 million project). Construction began during Winter Quarter, 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 institutes, 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 institute 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 "point 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 institutes 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.