

### **III. THE FACULTY**

#### **A. FACULTY MEMBERSHIP**

The Faculty shall consist of the corps of instruction and administrative officers with faculty status.

##### Corps of Instruction

The Corps of Instruction shall consist of full-time professors, associate professors, assistant professors, instructors, and teaching personnel with such other titles as may be approved by the Board of Regents. Full-time research and extension personnel and duly certified librarians shall be included in the corps of instruction on the basis of comparable training.

##### Administrative Officers with Faculty Status

Administrative Officers with faculty status shall consist of the President; the Vice President and Dean for Academic Affairs; the Vice President for Business Affairs; Vice President for Enrollment and Student Services; the Director of Library Services; the Director of Development and Community Services; and the Director of Institutional Research. (Policies, Board of Regents, 302.03)

#### **B. APPOINTMENT**

##### 1. General

All initial faculty appointments and all promotions are recommended by the President and require the concurrence of the Chancellor and the approval of the Board of Regents. These recommendations originate with the Vice President and Dean for Academic Affairs in consultation with the Division Chair.

##### 2. Qualifications for Faculty Appointment

Minimum qualifications for faculty appointments at all academic ranks shall be:

###### a. Master's degree. Exceptions may be made for:

(1) Persons of special learning and ability.

(2) Promising individuals who have recently acquired the bachelor's degree and are proceeding with their graduate training.

(3) Temporary emergency appointments.

###### b. Evidence of ability as a teacher.

- c. Evidence of scholarly competence and activity.
- d. Successful experience. (This must necessarily be waived in the case of beginners who meet all other requirements.)
- e. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations. (Policies, Board of Regents, 803.01)

### **C. FACULTY RULES AND REGULATIONS**

The faculty shall make, subject to the approval of the President of the institution, the Chancellor and the Board of Regents, statutes, rules and regulations for its governance and procedures and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. The faculty shall prescribe rules for the regulation of student publications, athletics, intercollegiate games, musicals, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the President of the institution, the Chancellor, and the Board. A copy of the statutes, rules and regulations made by the faculty shall be filed with the Chancellor. (Policies, Board of Regents, 302.06)

### **D. FACULTY MEETINGS**

The faculty shall meet at least once each semester and at such other times as may be necessary or desirable at the discretion of the President. The President of the College shall be chair of the faculty. The Vice President and Dean for Academic Affairs shall be vice-chair and ex officio secretary and shall cause the actions of the faculty to be recorded and preserved in a permanent record.

The agenda for faculty meetings is formulated by the Vice President and Dean for Academic Affairs, with the assistance of the President of the College and the Executive Council.

Items to be placed on the agenda should be submitted in writing to the Vice President and Dean for Academic Affairs one week prior to the scheduled meeting.

The secretary shall ensure that reasonable notification be given all members of the faculty of the call of a faculty meeting.

### **E. SOME SPECIFIC RESPONSIBILITIES**

- 1. Responsibilities for governance

The faculty shall:

- a. Participate in College governance by serving on various committees and by communicating with faculty representatives on committees.
  - b. When appropriate, act on matters brought before its body from the Executive Council.
2. Responsibility for academic affairs

The faculty shall:

- a. Individually serve on committees of the College.
  - b. Individually serve on ad hoc committees established by the President and/or the Executive Council.
  - c. Contribute to College-wide governance by participation in College affairs.
  - d. Approve the candidates for graduation.
3. Responsibility for student services

The faculty shall:

- a. Cooperate with the administrative officers and College committees in the administration of student services.
  - b. Consider and take action on recommendations brought before its body regarding student services.
4. Instructional responsibilities

At the time of employment, faculty members of Waycross College assume the following responsibilities:

- a. Fulfill assigned instructional responsibilities for classes assigned, with special emphasis on providing quality programs of instruction, from orientation to the discipline through assigning and reporting final grades to the Student Records office.
- b. Provide written communication to students during the first week of each semester on policies regarding course requirements, grading policies, attendance policies, and other relevant information pertaining to instructional matters.
- c. Assist the Division Chair in selecting and ordering textbooks, selecting library books for individual disciplines, and other matters that contribute to the overall quality of the instructional program.

- d. Provide the Division Chair (or other designated person) with a current syllabus of courses he/she teaches prior to the beginning of the semester.
- e. Post and maintain reasonable office hours each term that reflect the teaching schedule, advisement opportunities for students, and other related duties and responsibilities.
- f. Be an active, informed advisor in a program of academic advisement which is cooperatively planned and implemented through the office of the Vice President and Dean for Academic Affairs.
- g. Serve on College-wide, division, or special committees when assigned by the President, the Vice President and Dean for Academic Affairs, or the Division Chair.
- h. Be involved in professional development through study and participation in professional organizations and activities.
- i. Be active in community life by serving in civic, cultural, service, professional, and continuing education programs or organizations.
- j. Attend College-wide functions, faculty meetings, meetings of the division, and commencement exercises in appropriate regalia.
- k. Promptly complete forms and reports as requested by the Vice President and Dean for Academic Affairs.
- l. Be knowledgeable and carry out responsibilities and ethical practices normally assumed by members of the academic profession.
- m. Carry out other duties as may be assigned by the Vice President and Dean for Academic Affairs.

#### 5. Academic freedom and responsibilities

As members of the teaching profession, faculty members are entitled to the academic freedoms involved in intellectual inquiry and dissemination of information through ethical channels. In this context, the teacher may engage in research, writing, and other scholarly pursuits to enhance his/her professional stature and bring credit to the profession and to Waycross College. However, since instruction is the primary responsibility, this aspect of the faculty member's professional life should receive the major portion of his/her time and energy.

In the role of teacher, the faculty member may be viewed as an authority on many subjects. Because of the uniqueness with which the teacher may be viewed by the College community, he/she should be keenly aware of the special obligations and responsibilities his/her position entails.

Consequently, each faculty member must be accurate, should exercise restraint, tact, and good judgment in all situations where affiliations with Waycross College could cast him/her in a role as a representative or spokesperson for the College.

The faculty member should conduct himself/herself publicly and in the institution in a manner that will earn credit for himself/herself, the teaching profession, and the institution where employed. In short, a faculty member should abide by the ethics of the teaching profession.

## **F. EVALUATION OF FACULTY**

The performance of each faculty member will be evaluated against definite and stated criteria, consistent with Regents' Policies and these statutes. The evaluation occurs annually. Waycross College, as part of its evaluation procedures, utilizes a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations. Waycross College conducts in-depth pre-tenure reviews of all faculty in their third year of progress toward tenure. The procedure is available in the Faculty Handbook, III.C. Waycross College conducts post-tenure reviews of all tenured faculty members five years after the most recent promotion or personnel action. Reviews continue at five-year intervals unless interrupted by a further review for promotion. The procedure is available in the Faculty Handbook, III.C. (Policies, Board of Regents, 803.07)

## **G. TENURE**

Waycross College follows the tenure policies of the University System of Georgia. (Policies Board of Regents 803.09)

## **H. PROMOTION**

Minimum criteria for promotion in all professional ranks include:

1. Superior teaching
2. Outstanding service to the institution
3. Academic achievement
4. Professional growth and development

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the chair of the division concerned, setting forth the reasons for promotion.

5. Length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted. (Policies, Board of Regents, 803.08)

## **I. SALARIES**

The Board of Regents receives an annual appropriation from the General Assembly for all phases of its operations. This appropriation may be increased or decreased by the Legislature or the Governor during the period of any fiscal year. Expenditures for operation of the University System are therefore necessarily contingent upon legislative appropriations. In the event that the General Assembly or the Governor at any time reduces the amount of funds appropriated to the Board, the compensation of all employees and other operating expenses may, as a consequence, be correspondingly reduced. It shall, however, be the intent of the Board to maintain current salary commitments insofar as possible to every employee, and the Board will exert its composite influence and best efforts to that end. (Policies, Board of Regents, 803.1401)

## **J. OUTSIDE ACTIVITIES**

A faculty member shall not engage in any occupation, pursuit, or endeavor which will interfere with regular and punctual discharge of his/her 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, 802.1602, 802.1603, 914.01)

## **K. LEAVES FOR PROFESSIONAL PERSONNEL**

The president of an institution may, with the approval of the Chancellor and the Board, grant leaves of absence, with or without pay, to members of the institution's faculty or administrative staff. (Policies, Board of Regents, 803.15)

In responding to requests for leaves for professional personnel, Waycross College follows the policies of the Board of Regents and supplementary institutional guidelines of the College (Administrative Policies, I.E.)

A faculty member who has been granted a leave with pay shall be required, before beginning the leave, to sign an agreement that the full amount of compensation received while on leave will be returned should the faculty member not return to Waycross College for at least one year of service after the termination of the leave. (Policies, Board of Regents, 803.15)

## **L. FACULTY GRIEVANCE**

Waycross College shall have a Board of Review which provides a means to hear the complaints of College employees (faculty members, professional staff and classified personnel) who have exhausted normal channels, but who have not received satisfaction in the resolution of a grievance.

Grievances heard by the Board of Review shall include, but not be limited to:

1. Complaints reasonably related to terms and conditions of employment, supported by affidavit of the grievant or other credible evidence, when properly and timely filed in accordance with the procedures set forth in Section III.F.6. of the Faculty Handbook.
2. Grievances concerning salary or promotion of any employee or involving the award of tenure or non-renewal of a faculty member, but only when it is reasonably alleged that the action complained of was the result of discrimination based on race, color, sex, religion, creed, national origin, handicap, or age.
3. Any grievance referred to the Board of Review for hearing by the President of Waycross College or the Board of Regents of the University System of Georgia.

Complete grievance procedures are contained in the Faculty Handbook, Section III.F.

#### **M. APPEAL**

Any person in the University System for whom no other appeal is provided in the Bylaws, and who is aggrieved by a final decision of the President, may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. (Bylaws, Board of Regents, Article VIII)

#### **N. EMPLOYMENT AND RESIGNATION OF FACULTY MEMBERS**

Waycross College follows the policies of the Board of Regents regarding employment and resignation of faculty members. (Policies, Board of Regents, 803)

#### **O. REMOVAL OF FACULTY MEMBERS**

The President may at any time remove a faculty member or other employee of the institution for cause. Cause or grounds for dismissal are set forth in the Policies of the Board of Regents (803.11) and in the Tenure Regulations of the Policies of the Board of Regents.