



Albany State University Faculty Handbook

August 2021



Signatures below indicate approval:

Marion Ross Fedrick
Marion Ross Fedrick, President
Albany State University

8-16-21
Date

Angela W. Peters
Angela W. Peters, Provost and VPAA
Albany State University

8-16-21
Date

Effective August, 2021

Table of Contents

Table of Contents	2
1. Introduction	4
2. Organization & Governance	4
2.1. University System of Georgia	4
2.2. ASU Administrative Structure	5
2.3. ASU Mission and Strategic Plan	5
2.4. Academic Affairs	6
2.5. Faculty Senate	7
3. Faculty Roles and Responsibilities	8
3.1. Faculty Credentialing	8
3.1.1 Procedure for Hiring Faculty.....	8
3.2. Faculty Orientation	9
3.3. Role of the Faculty Member	9
3.3.1 Faculty Dress Code	10
3.3.2 Outside Activities.....	10
3.4. Faculty Workload Policy	11
3.5. Faculty Meetings	11
3.6. Faculty Absence from Class	11
3.7. Academic Advising	11
3.7.1. Faculty Advising	11
3.7.2. Program of Study	11
3.7.3. Academic Advising & Retention Center	12
3.8. Office Hours	12
3.8.1. Academic Year.....	12
3.8.2. Summer Session	12
3.9. Course Syllabus	12
3.9.1. Course Syllabus Usage	12
3.9.2. Course Syllabus Template.....	12
3.10. Class Attendance Policies	13
3.10.1. Student Attendance Policy.....	13
3.10.2. Class Excuse Policy.....	13
3.10.3. Withdrawal/Drop Policy	13
3.10.4. Hardship Withdrawal	13
3.11. Attendance Verification	14

3.11.1.	Attendance Verification	14
3.11.2.	Attendance Verification Procedure.....	14
3.13.	University Email.....	14
3.14.	Final Examinations	15
3.14.1.	Final Exams.....	15
3.14.2.	Final Exam Schedule.....	15
3.15.	Grades & Student Records	15
3.15.1.	Reporting Grades	15
3.15.2.	Student Grade Appeals	16
3.15.3.	Retaining Academic Records	16
3.15.4.	Confidentiality of Student Records	16
3.16.	Chair Rotation Policy	17
3.17.	Search Committee for Faculty & Administrative Positions.....	15
3.18.	Independent Studies and Internships for Undergraduate Students.....	15
3.18.1	Independent Study.....	15
3.18.2	Internships.....	16
4.	<i>Faculty Research</i>	<i>18</i>
4.1.	Intellectual Property.....	18
4.2.	Human Subjects	18
4.3.	Grants and Sponsored Projects	18
5.	<i>Promotion and Tenure</i>	<i>19</i>
5.1.	Promotion and Tenure Policy Statements.....	19
6.	<i>Academic Freedom.....</i>	<i>19</i>
7.	<i>Faculty Evaluation</i>	<i>20</i>
7.1.	Annual Evaluation	20
7.2.	Faculty Grievance Procedures	21
7.3.	Extra Compensation	20
7.4.	Faculty Resignation and Non-Renewal.....	21
7.5.	Discipline and Removal of Faculty Members	22
8.	<i>Academic Programs & Curriculum.....</i>	<i>22</i>
8.1	New Program Development.....	22
8.1.	Comprehensive Program Review Process.....	23
8.2.	Course Development.....	23
8.3.	Academic Calendar	24
8.4.	Standard Class Times.....	24
9.	<i>University Administrative Policies</i>	<i>24</i>
9.1.	Administrative Release Time	24
9.2.	University Faculty Meetings	24
9.3	Leave Policies	25
9.4.	Inclement Weather	25
9.5.	Information Technology.....	25
9.7.	Personal Use of University Property.....	25

1. Introduction

The purpose of the Faculty Handbook is to provide information on the policies, procedures and expectations that affect academic units at Albany State University. This handbook is provided for informational purposes and does not claim to be all-inclusive. If an issue exists that is not clearly addressed in this handbook, Faculty and staff are encouraged to contact members of the administration or Faculty Senate with any questions for which the handbook does not provide answers.,

All information contained in this handbook is in accordance with the policies set forth by the Board of Regents (BOR) of the University System of Georgia (USG). The Faculty Handbook, however, should not be construed as an official publication of the Board of Regents or the University System of Georgia. The Board of Regents oversees the operations of all public institutions in the University System of Georgia, and no policies at the university or department supersede BOR policies. For additional information see <https://www.usg.edu/policymanual/> .

2. Organization & Governance

2.1. University System of Georgia

The University System of Georgia is the state’s network of colleges and universities and governing authorities that constitute the higher education system of Georgia. The system is authorized under the secretary of state and the Governor to conduct its educational business within the state of Georgia. The USG operates under the governance of the Board of Regents and the Chancellor of the system.

The Board of Regents governs the University System and serves as its constitutional and policy making board. The board is made up of 19 members appointed by the Governor and confirmed by the State Senate for staggered terms of seven years each. One member is chosen from each of the state’s ten congressional districts with five members representing the state at large. Biographies of the current members of the BOR are found [here](#).

The Board of Regents is granted the right to govern and manage the University System of Georgia through the Georgia Constitution. The Board exercises this right and fulfills their constitutional obligations by promulgating rules and policies to all institutions within the system. The BOR Policy manual can be found [here](#).

The Chancellor is the chief administrative officer of the University System as well as the chief executive officer of the BOR. The chancellor is responsible for the execution of all policies and regulations adopted by the board and for the operation of the USG.

2.2. ASU Administrative Structure

Per the BOR Policy Manual on [Presidential Authority](#), the President of each USG institution is the executive head of the institution and all its departments and shall exercise supervision and direction to promote the efficient operation of the institution. The President is responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the BOR and the Chancellor.

The President shall be a member of the University faculty, the presiding officer of all legislative bodies established by the faculty and an ex-officio member of all committees of the University. The President holds voting privileges on all matters that require a Faculty Senate vote. S/he makes recommendations for all appointments, reappointments, promotions, tenure, dismissals and compensation of all faculty and staff of the University to the Board of Regents through the Chancellor.

President Marion Ross Fedrick was appointed at Albany State University on August 14, 2018 after serving as interim president for six months. She initially joined the university's administration as interim executive vice president on October 16, 2017.

The President identifies and defines the responsibilities of other administrative staff who serve at the President's discretion. The President advises the university of organizational changes and shifts in the responsibilities of the administrative staff. The President confers all degrees, presides at the commencement ceremonies and authorizes issuance of all diplomas and certificates. On behalf of the BOR, the President negotiates, and signs research and service agreements between Albany State University and other public and private agencies.

The President's [leadership team](#) is comprised of the Vice Presidents over the major administrative units as well as the Director of Athletics, Executive Director of Internal Audits and the Chief Legal Affairs Officer.

2.3. ASU Mission and Strategic Plan

The [mission](#) of Albany State University is aligned with the mission of the USG to drive economic development and produce educated individuals who contribute to the quality of life in the State. The function and mission of each institution is determined by the BOR and determines degrees to be offered, cost of attending the institution and admissions criteria.

Albany State has been designated by the BOR as an institution with a blended function. ASU's primary sector designation remains "State University" with a secondary access function.

Albany State University's [strategic planning process](#) is guided by an institution-wide committee charged by the President to develop and execute a plan that "honors the historical foundation and significance of ASU."

2.4. Academic Affairs

The division of [Academic Affairs](#) consists of the College of Arts and Sciences, College of Business, Education and Professional Studies, Darton College of Health Professions, and their associated departments, including the following: Distance Learning, Graduate Studies, Library Services, The Center for Faculty Excellence, The Honors Program, The Office of International Education, The Office of Research and Sponsored Programs, The Center for Undergraduate Research, and Transitional Studies, Advising & Academic Success.

The Provost and Vice President for Academic Affairs is a member of the faculty and an ex-officio member of the Faculty Senate and all committees pertaining to Academic Affairs. S/he serves as the President's chief advisor on matters relating to the faculty, curriculum review and development of new programs. S/he shall supervise and coordinate all instructional programs and shall be responsible for maintaining academic standards.

The Associate Provost is a member of the faculty and an ex-officio member of Faculty Senate. S/he serves as the chair of the Curriculum and new Programs Committee and is the liaison to the USG on matters of curriculum changes. Additionally, s/he coordinates academic program review and assists with assessment of learning for the general education core and academic programs.

The Dean is the chief administrative officer of his/her respective college. S/he is a member of the University faculty and an ex-officio member of the Faculty Senate and all committees pertaining to the matters of the college. Each Dean reports to the Provost and supervises all instructional programs through departmental chairs. The dean guides the faculty in the development of new courses and programs and makes recommendations to the Provost regarding all appointments, promotions, raises and dismissals of the faculty and staff in the college. This is done after consultation with the departmental chair.

A department is a subdivision within a college/school and is organized for the purpose of providing instruction and conducting research and development in a specific academic field. A chairperson heads each department and is responsible for implementing instructional details in the department including scheduling classes, assigning faculty to

teaching, advisement and other departmental activities. He/she shall make recommendations for appointments, promotions, and raises for faculty and staff in his/her department. He/she shall be in regular consultation with the departmental faculty in all matters related to instruction, new courses, programs, research, and other matters pertaining to the effective operation and enhancement of the department. Annually, the chairperson shall meet with each faculty member individually to discuss and evaluate the faculty member's performance, goals, professional growth and other achievements and provide a written copy of the evaluation to each faculty. Based on these evaluations, he/she makes recommendations for raises, promotions and tenure for each faculty member in the department. A department Chairperson shall be an associate member of the Faculty Senate.

2.4.1. College of Arts and Sciences

The College of Arts and Sciences plays a vital role in the University's unswerving commitment to "educating minds to lead in a changing world" by providing the majority of the core curriculum offerings for all undergraduate degree programs of the University. Additionally, all departments within the College offer outstanding academic and cultural programs in which faculty and students participate for the enrichment of the entire University community and its twenty-four-county service area. The College's webpage is available at:

<https://www.asurams.edu/academic-affairs/college-of-arts-sciences/index.php>

2.4.2. College of Business, Education and Professional Studies

The College of Business, Education and Professional Studies offers a cadre of programs, designed to prepare students to begin their professional careers. Our students complete a rigorous, yet engaging set of courses, and each major contains a requirement for experiential learning as well. The College's webpage is available at:

<https://www.asurams.edu/academic-affairs/college-of-business-education-professional-studies/index.php>

2.4.3. Darton College of Health Professions

The college's goal is to enhance the educational attainment of stakeholders in the Southwest Georgia region and beyond through transformative educational experiences and to educate exceptional healthcare professionals. The College's webpage is available at: <https://www.asurams.edu/academic-affairs/dchealthprof/index.php>

2.5. Faculty Senate

A strong tradition of shared governance is essential to the excellence of any institution of higher learning. Therefore, the purpose of the Faculty Senate is to ensure that the institution's faculty has the means to give effective advice with respect to the question of

academic policy and institutional governance with particular emphasis upon the highest quality in matters of curricula, degree requirements, instructional standards, and grading criteria, and that the appropriate means of giving such advice is through an elected faculty senate. As such, the Senate shall execute the requests of the General University Faculty and make recommendations to that body about those matters.

Information regarding the faculty senate, including the constitution and bylaws can be found in the [GaView course](#). For access to the course, please contact the faculty senate secretary.

3. Faculty Roles and Responsibilities

Albany State University's faculty is made up of the President, the Provost and Vice President for Academic Affairs, the Associate Provost, the Academic Deans, the Library Services Director and the instructional faculty. The University faculty, through the Faculty Senate, executes legislative duties pertaining to the general educational policies of the University. See the approved Faculty Senate Constitution and By-Laws for details regarding faculty governance.

The teaching faculty is employed in the following academic ranks listed in descending order: Professor, Associate Professor, Assistant Professor, and Instructor. The above academic ranks may refer to tenure or non-tenure track faculty. Additionally, Lecturers may be hired on annual appointments as non-tenure track faculty only. Furthermore, to be appointed as Graduate Faculty, a faculty member must meet certain criteria and complete an official application for membership to Graduate Faculty. Albany State University (ASU) recognizes three categories of Graduate faculty: (1) Full Graduate Faculty, (2) Associate Graduate Faculty, and (3) Temporary Graduate Faculty.

For appointment to one of the academic ranks, an individual must have a minimum of a Master's degree in the field and show evidence of teaching and scholarly ability. Exceptions may be made for persons with special ability or those who are close to completion of their Master's degree requirements, and for temporary and emergency appointments. Part-time faculty must meet the same credentialing qualifications and verification checks as full-time faculty.

3.1. Faculty Credentialing Policy

Qualified, effective instructors are essential to carry out the institution's mission and ensure the quality and integrity of its academic programs. The purpose of this policy is to define credentialing standards and other requirements for all ASU faculty, graduate assistants, and teaching associates assigned as instructors of record.

Each academic unit at Albany State University has the responsibility to ensure and document that the instructor of record assigned to each course offered by the unit has appropriate credentials, overall qualifications, and required approvals to teach the

specific content of the course assigned. For detailed information refer to <https://www.asurams.edu/legal-affairs/university-policies.php>.

3.1.1 Procedure for Hiring Faculty

The procedure for hiring full-time faculty begins with an employment announcement, which is authorized by the University President and the Provost and Vice President for Academic Affairs and announced and published by the Director of the Human Resources Department. The process of verifying the qualifications of each potential faculty member begins at the departmental level with a departmental search committee, which is appointed by the department chairperson. The search committee reviews application packets, checks and verifies (screens) authenticity of the potential faculty member's transcripts, degrees, experiences and other credentialing documents using a variety of means such as personal contacts at previous schools or employers, telephone contacts and e-mail contacts. Through this screening process a recommendation is made to the chair, which then proceeds through the Dean to the Provost and Vice President for Academic Affairs. For detailed information refer to faculty credentialing (3.1).

Part-time faculty members must meet the same credentialing qualifications and verifications checks as full-time faculty members except they are usually not screened by a faculty search committee. Part-time faculty members are recruited through a posting in the "employment opportunities" section on the Albany State University web site. Potential part-time faculty members are interviewed by the department chairs who may receive informal faculty recommendations for hiring. Upon recommendation for hiring a part-time faculty member by a chairperson, the procedure for verifying qualifications and credentials then follows that of a full-time faculty member.

3.2. Faculty Orientation

The [Center for Faculty Excellence](#) (CFE) promotes professional development opportunities that provide faculty with on-going training that reflects the needs of our faculty members. The CFE assists with new faculty orientation as well as workshops throughout the academic year.

3.3. Role of the Faculty Member

The faculty of Albany State is committed to the institution's mission of teaching, scholarship, service and professional development. Faculty members are expected to develop in each of these areas over the course of their professional lives. Both annual evaluations and Promotion & Tenure are measured using these criteria.

In addition to their teaching assignments, each faculty member is expected to serve on university, college and/or departmental committees. Faculty members may also choose

to assist the community or their professional discipline through service activities. Additionally, each faculty member is expected to participate in scholarly activities appropriate to his/her rank and discipline such as research, grant writing, creative endeavors and professional development. Faculty are expected to remain active in their fields of study or artistic/creative practices throughout their tenure at the institution. Refer to the Promotion & Tenure criteria for additional criteria.

During classroom teaching, faculty are expected to provide the highest quality instruction, seek out new pedagogical techniques and technologies that may improve teaching, recognize the individual needs of the student and provide challenging learning opportunities for all learners. Teaching in the virtual learning environment requires a specific set of expectations. When planning your virtual instruction, implement strategies that set and reinforce virtual classroom procedures. Maintain a strong online presence by engaging and communicating with students weekly, ensure that the course provides student-to-student interaction and faculty-to-student interaction as much as possible, and provide substantive feedback to students in a timely manner. For additional support, contact the Office of Distance Learning.

Commencement exercises are an official university function and are held annually at the end of the spring and fall semesters. Faculty are expected to attend commencement. Excused absences must be approved by your chair, dean and the Office for Academic Affairs.

3.3.1 Faculty Dress Code

All faculty members employed by the university are expected to dress professionally during instruction and at other work-related functions. Dressing professionally means clothing is appropriate for presenting in front of an audience. Shorts can be worn by faculty who teach physical education courses where it is appropriate for instruction of those activities. Some activities at the university may require males dress in coats and ties and females to dress equivalently.

3.3.2 Outside Activities

Albany State University complies with the Board of Regents policy on [outside activities](#). Each USG employee with a work commitment of 30 or more hours per week (.75 or >FTE), and faculty members on contracts of nine months or more must obtain written approval prior to engaging in compensated outside activities that relate to the employee's expertise or responsibilities as a USG employee. Such activities include consulting, teaching, speaking, and participating in business, professional, or service enterprises. Failure to receive prior approval will be considered a direct violation of this policy and is grounds for disciplinary action up to and including suspension and dismissal.

3.4. Faculty Workload Policy

Albany State University follows the guidelines of the University System of Georgia regarding faculty workload. For detailed information please refer to <https://www.asurams.edu/legal-affairs/university-policies.php>.

3.5. Faculty Meetings

Faculty members are expected to attend faculty meetings when scheduled by Deans, Chairs, or Program Coordinators. If the meeting conflicts with class, please inform the appropriate person(s).

3.6. Faculty Absence from Class

If a faculty member must be absent from class, change the time or place of a class, and/or cancel the class in the event of an emergency, the following guidelines should be followed:

- Inform the chair and the dean of the absence and of provisions made for the class.
- If at all possible, assignments should be provided in advance.
- If at any time the absence is more than one class period, the direct supervisor will be required to have a replacement to teach the class.

3.7. Academic Advising

3.7.1. Faculty Advising

Full time faculty are expected to serve as academic advisors for students in their program of study. Advising includes guiding students in long range academic and career planning and approving student schedules each semester. Advising can also include responding to academic early alerts, suggesting opportunities for study abroad, internships, and research opportunities.

While advising sessions with students can happen throughout the academic year, the period immediately prior to course registration is designated to assist students with creating meaningful educational plans and making purposeful decisions based on the student's program of study and academic interests.

3.7.2. Program of Study

Each degree or certificate offered at Albany State University has an accompanying program of study. Each program of study can be found in the [graduate or undergraduate academic catalog](#) under the corresponding discipline.

3.7.3. Academic Advising & Retention Center

The Academic Advising & Retention Center ([AARC](#)) supports students in their progress toward graduation. With a focus on transitioning students, AARC Success Coaches are the first point of contact for students with less than 60 earned credit hours. The Success Coaches work with students to develop plans of study, facilitate connections with faculty and academic support services, and facilitate connections with university resources.

3.8. Office Hours

3.8.1. Academic Year

Full-time faculty are expected to post and maintain a minimum of eight (8) office hours per week. Faculty members will arrange office hours that are convenient and meet the needs of the students. An instructor's office hours and email address should be communicated to the students and be on file in the department office. Virtual office hours must be approved by the Chair. Part-time faculty should hold one office hour per three-credit hour course.

3.8.2. Summer Session

Full-time faculty who teach during the summer semester will maintain a ratio of the regular academic year required office hours equivalent to the percentage of a full-time schedule they are teaching during the summer. For example, a faculty member teaching half of their regular load would maintain half of the normal office hours.

3.9. Course Syllabus

3.9.1. Course Syllabus Usage

The primary document detailing the expectations placed upon students in a given class is the course syllabus. Consequently, each faculty member is expected to provide a syllabus to each student in each of the faculty member's classes. The syllabus should be accessible to the student by the first day the class meets. A copy of the syllabus for each course of instruction should be placed on file in the appropriate department.

3.9.2. Course Syllabus Template

The Center for Faculty Excellence maintains the approved course syllabus and each department chair should advise new faculty on the use of the template. <https://www.asurams.edu/academic-affairs/cfe/index.php>

3.10. Class Attendance Policies

3.10.1. Student Attendance Policy

Student Class Attendance - Students are expected to attend all of their scheduled classes, laboratories, or clinic sessions when reasonably possible. Some justified and unavoidable absences are expected; however, excessive absences may result in a grade reduction for the course. A student is expected to account for absences, preferably in advance, to the instructor of the course and, at the discretion of the instructor, to promptly make up the work missed.

3.10.2. Class Excuse Policy

ASU expects students to attend all classes. The student undertakes full accountability for work missed due to an absence. Make-up work may be permitted at the discretion of the Instructor. For detailed information please refer to <https://www.asurams.edu/legal-affairs/university-policies.php>.

3.10.3. Withdrawal/Drop Policy

After the drop/add period, students will be able to withdraw from courses only by completing the online form. Online forms can be located on the Office of the Registrar forms location: [Course Withdrawal Form \(smartsheet.com\)](https://www.asurams.edu/enrollment-management/office_of_the_registrar/forms.php). Faculty withdrawal process of students is based on the [Attendance Policy](#). Additional forms are available at: https://www.asurams.edu/enrollment-management/office_of_the_registrar/forms.php

3.10.4. Hardship Withdrawal

A student may be granted a hardship withdrawal when non-academic emergency situations occur which prevent him/her from completing coursework (e.g., severe medical problems, traumatic events and/or circumstances beyond his/her control that cause to numerous classes to be missed). Hardship withdrawals are not an alternative to drop classes after the mid-point, to remove unwanted grades, or attempt to prevent expected academic/financial aid actions (warning, probation, exclusion, etc.). The hardship withdrawal should be requested prior to the end of the semester in which the hardship occurred.

- <https://catalog.asurams.edu/undergraduate/academic-affairs-requirements-regulations-support-services/withdrawal-university/>
- <https://www.asurams.edu/student-affairs/osssc/student-support/hardship-withdrawal.php>

3.11. Attendance Verification

3.11.1. Attendance Verification

Faculty are required to verify the accuracy of class rolls on a designated date generally 1-2 weeks after the drop/add period has concluded for each term. Class rolls are not official until drop/add is over. The attendance verification periods will be listed on the academic calendar for the term, and an email message will be sent to the faculty/staff listserv each term to notify faculty of the attendance verification dates.

The purpose of the attendance verification process is to prevent future problems associated with tuition refunds, federal financial aid relative to Title IV refunding rules, and issuance of grades of 'NR' (not reported), 'WF' or 'F' for student who never attended class.

Instructors should check their rolls for attendance throughout the semester to ensure that students have not stopped attending the class without processing an official withdrawal.

3.11.2. Attendance Verification Procedure

The Registrar's office will send an email to the ASU list indicating the attendance verification period for the term (or part of term). Attendance verification should be completed during the time frame announced.

Each primary instructor or instructor of record will verify his/her roll online from within Banner in the manner described by the Registrar's office. The department chair will be responsible for submitting attendance verifications for course sections that have STAFF listed as the instructor.

After the close of the attendance verification period for the term (or part of term), Registrar's office staff will modify the rosters of the course section based on the changes submitted by the instructor (or department chair).

Students who request to be reinstated in a course must complete the course reinstatement process and receive approval from the instructor. This is accomplished by completing the reinstatement request form, which they will receive in a link via their ASU email.

3.13. University Email

University issued faculty and student email is the official channel of communication between Albany State University and its students regarding university policies, procedures, and/or deadlines. When faculty communicates with students it is officially

done through ASURAMS email. The responsibility lies with students to regularly monitor their email accounts and be aware of the information sent by the university. Failure to monitor university email communications will not excuse students from complying with university policies, procedures, and/or deadlines and will not be considered grounds for appeal for relief from those policies, procedures, and deadlines.

3.14. Final Examinations

3.14.1. Final Exams

It is expected that all faculty will require a final examination, final project, or final assessment for each class they teach. Non-traditional classes (internships, clinical rotations, student teaching etc.) that would not necessarily hold final examinations may be exempt from this requirement.

The date and time for a final examination/project/assessment is a scheduled part of the class. When a student registers for a class, s/he is registering for the scheduled final examination period as well. Therefore, it is the responsibility of the student to be available for the final examination/assessment or for presentation (or submission) of the final project at the time scheduled. Take-home examinations/ projects/assessments requiring more than two hours to complete should be provided to students prior to the last day of class.

In the case of fully on-line courses, it is incumbent on the faculty member teaching the course to determine whether to give a proctored exam, use an on-line exam, or require a final project. In the case of online courses, students who live too far **away** to travel to **an ASU** campus for a proctored final exam or **are unable to utilize** Lockdown Browser with monitor, the student/instructor is required to arrange a proctored final exam through a testing center at a local (to the student) college or university and have the center forward the completed exam to the instructor for grading. Faculty members are encouraged to set deadlines for students to confirm testing center locations/appointments.

3.14.2. Final Exam Schedule

The final exam schedule is maintained on the Registrar's web page and can be found [here](#).

3.15. Grades & Student Records

3.15.1. Reporting Grades

When it is time to report grades, the registrar will send instructions to all faculty members using email. This is done every semester, including A-term and B-term schedules. Albany State University's grading system can be found in the catalog [here](#). Final grades submitted at the end of the semester are made part of the student's permanent record. Copies of final grades are sent to the student and are available in the Student Information system after submission.

An incomplete grade (I) indicates the student was doing satisfactory work and has completed the major portion of coursework but for reasons beyond his/her control, was unable to meet the full requirements of the course. An "I" must be removed prior to the last day of class of the next semester of enrollment or within twelve months, whichever comes first. A grade of "I" which is not satisfactorily removed, will be changed to an "F" and will be computed in the grade point average. For detailed information please refer to <https://catalog.asurams.edu/undergraduate/academic-affairs-requirements-regulations-support-services/grading-system/>

Grade Changes

Grade changes are not to be a regular practice by faculty members. However, if a grade must be updated or changed (e.g., because it was not reported on time, or it was improperly recorded, or an incomplete has been completed), the Request for Grade Change form must be completed by the instructor. The form must include the reason for the change, the prior grade, the new grade, and signatures from the instructor, the instructor's department chair (or designee), and the dean of the college (or designee).

3.15.2. Student Grade Appeals

Students may appeal grades but an appeal is only applicable for final course grades. The grade appeal policy and procedure can be found [here](#).

3.15.3. Retaining Academic Records

Albany State University follows the USG guidelines on [records management](#). Since students may appeal course grades, faculty are encouraged to keep detailed grade books for a minimum of one additional semester after a course is taught.

3.15.4. Confidentiality of Student Records

Albany State University is in compliance with the **Family Educational Rights and Privacy Act of 1974**, U.S. Public Law 93-380. This Act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. For more information, please visit the [U.S. Department of Education FERPA website](#), or contact the Office of Academic Services and Registrar.

3.16 Chair Rotation Policy

All department chairs at Albany State University are appointed on a limited term in accordance with the Chair Rotation Policy. For detailed information please refer to <https://www.asurams.edu/legal-affairs/university-policies.php>.

3.17. Search Committee for Faculty & Administrative Positions

The process for hiring and appointing administrative positions requires a formal announcement of the position, compliance with the administrative appointment process, description of the administrative duties and responsibilities, the term of appointment, and reporting chain of command. Specific and detailed guidelines about the process are detailed by the Department of Human Resources.

3.18. Independent Studies and Internships for Undergraduate Students

3.18.1 Independent Study

Independent studies should be determined at the departmental level. The department chair has the responsibility of ensuring the quality and comparability within her/his program. However, departmental administrators and faculty should work together to establish policies that will accomplish these goals without infringing on the academic freedom enjoyed by each faculty member at ASU. It is expected that students will receive syllabi for independent study courses and that copies of syllabi will be placed in the student advisement file.

Independent Study records should be retained for five years after graduation or date of last attendance.

3.18.2 Internships

Faculty have oversight of all Internships, Clinical Placements, Student Teaching and other experiential activities that receive academic credit. Procedures for placement of students in these activities should align with ASU's professional and regional accreditation agencies. Departments should also have evaluation procedures in place and results of the evaluation will remain with the department according to record management guidelines.

Students may coordinate with the office of Career Services for other internship opportunities that do not earn academic credit.

4. Faculty Research

4.1. Intellectual Property

The USG recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. The Board of Regents acknowledges that faculty, staff, or students regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books, and other scholarly works that may be subject to copyright and that may generate royalty income for the author. Publication may also result from work supported either partially or completely by the institution. With the advent of innovative techniques and procedures, the variety and number of materials which might be created in an institution community have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

In many instances, Intellectual Property will become, in whole or in part, the property of the Board of Regents. When this policy speaks to ownership of Intellectual Property by institutions, the Board shall be the owner, and unless ownership has been transferred by the Board to an affiliated nonprofit organization, authority to further allocate or to dispose of rights in such Intellectual Property is hereby delegated to the presidents of the institutions. Management of the Board's institution-specific or institutionally-identifiable intellectual property is entrusted to the presidents.

The full BOR policy on Intellectual Properties and the procedures for determining institutional vs individual ownership of materials can be found [here](#).

4.2. Human Subjects

According to the FDA, "the purpose of an Institutional Review Board (IRB) is to assure both in advance and by periodic review, that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in research." The membership of Albany State University's IRB can be found [here](#). Faculty who are conducting research with human subjects must complete an online ethics training. The full IRB policy manual and application form can be found [here](#).

4.3 Grants and Sponsored Projects

The Office of Research and Sponsored Programs (ORSP) seeks to promote scholarship, research, creative activities and engagement by encouraging and providing comprehensive support to faculty and staff in the pursuit of sponsored programs. ASU follows the policies and procedures outlined on the <https://www.asurams.edu/academic-affairs/orsp/>.

5. Promotion and Tenure

5.1. Promotion and Tenure Policy Statements

Academic tenure stands as a bedrock of higher education and is an employment status at Albany State University that guarantees the tenured faculty member of continuing appointment at the university until retirement or resignation, except in cases of dismissal for cause or for financial exigency. Tenure empowers the faculty member with academic freedom but also carries with it continuing expectations of excellence in teaching, service to the institution, continued professional development, and, for some faculty, ongoing scholarship. As tenure is the most important commitment made between the institution and the faculty member, the tenure and promotion process must be carried out following policy and with consequent seriousness. Tenure should be considered a confirmation that the faculty member has demonstrated, in each of the designated categories, an ongoing commitment to excellence in service to the university and its students. A faculty member's length of service is not a guarantee of tenure.

Albany State University follows the Policies of the Board of Regents on all matters and specifically the following faculty personnel matters: appointment, renewal and non-renewal of appointment, removal before end of contract, tenure regulations, employment contract forms, and the procedure for appeals to the Board of Regents. For additional information please refer to the [USG Policy Handbook section 8.3.6.1](#). See the ASU Promotion and Tenure Handbook for additional information. For detailed information please refer to <https://www.asurams.edu/legal-affairs/university-policies.php>.

Full-time faculty at Albany State University reside in one of three categories:

- 1) Tenured faculty – have been granted tenure at the university. In rare cases, such as the appointment of a dean or provost, faculty may be hired with tenure as a condition of their initial appointment. Appointments with tenure are considered permanent until retirement, resignation or removal according to BOR policy.
- 2) Tenure-track faculty – are eligible for tenure review upon completion of the probationary period and successful fulfillment of the requirements for promotion and tenure.
- 3) Fixed-term faculty – are not tenure track and are not eligible for tenure. These faculty members are eligible for reappointment.

6. Academic Freedom

ASU affirms its support of full freedom of expression by members of the academic community. Academic freedom ensures that faculty members and students have the

rights and freedom to engage in discussion, debate, and peaceful and non-disruptive protest and dissent.

ASU agrees with the tenets listed in the 1940 Statement of Principles on Academic Freedom jointly developed by the American Association of University Professors and the Association of American Colleges.

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge the profession and the institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

7. Faculty Evaluation

7.1. Annual Evaluation

Evaluation of faculty members includes written annual reviews and feedback from peers. Evaluations also include a thorough review for meeting promotion and tenure requirements at the University.

Each faculty member at Albany State University, regardless of rank or responsibilities, must receive a written annual evaluation of his or her performance. Each evaluation must address the components outlined in Section 8.3.5.1 of the Board of Regents Policy Manual which include scholarship, teaching, service, and professional development. In those cases, in which a faculty member's primary responsibilities do not include teaching, the evaluation should focus on excellence in those areas (e.g., research, administration) where the individual's major responsibilities lie. Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these

student evaluations. The evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the faculty member's professional development. https://www.usg.edu/policymanual/section8/C245/#p8.3.5_evaluation_of_personnel

Performance evaluations will be used as one form of evidence in making promotion, tenure and merit recommendations in accordance with BOR policies and procedures.

7.2. Faculty Grievance Procedures

Faculty members are referred to the Albany State University [Employee Handbook](#) to find information regarding procedures for filing and resolving all grievances. To file an appeal of promotion and/or tenure, see section 5.6 of this document.

7.3. Extra Compensation

In accordance with Board of Regents policy, extra compensation may be paid to faculty and exempt University staff for participating in appropriate University instructional, research, or service activities when all four of the following conditions are met:

1. The work is carried in addition to a normal full load.
2. No qualified person is available to carry the work as part of his/her normal load.
3. The work produces sufficient income to be self-supporting.
4. The additional duties are not so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation for performance of the employee's normal duties. Prior approval in writing must be granted by the department chair, dean/vice president and senior vice president/president.

7.4. Faculty Resignation and Non-Renewal

In accordance with the BOR Policy Manual (Section 8.3.9.2: [Board of Regents Policy Manual | 8.3 Additional Policies for Faculty | University System of Georgia \(usg.edu\)](#)), all tenured faculty members employed under written contract for the fiscal or academic year shall give at least 60 days written notice of their intent to resign to the President of the institution or his/her designee.

All non-tenured faculty who have been awarded academic rank of instructor or higher and who are employed under written contract and who have served for the entire previous year have the presumption of renewal unless notified in writing by the President of the institution or his or her designee of the intent not to renew.

Notice of intention to not renew the contract of a non-tenured faculty member who has been awarded academic rank of instructor, assistant professor,

associate professor, or professor shall be furnished, in writing, according to the following schedule:

1. At least three months before the date of termination of the contract in the faculty member's first year of service with any of the above academic ranks at the current institution;
2. At least six months before the date of termination of the contract in the faculty member's second year of continuous service with any of the above academic ranks at the current institution; or,
3. At least nine months before the date of termination of the contract in the faculty member's third or subsequent continuous year of service with any of the above academic rank at the current institution.

Previous years of service in positions other than the faculty positions with academic rank listed above shall not be included in the calculation to determine the schedule for notice of intention not to renew a faculty member's contract. Previous years of service in any capacity at institutions other than the current institution also shall not be included in the calculation.

7.5. Discipline and Removal of Faculty Members

The President of a University System of Georgia (USG) institution or his or her designee may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the Board of Regents' policies or the approved statutes or bylaws of an institution or as otherwise set forth in the Board of Regents' policies and the approved statutes or bylaws of an institution.

Grounds for removal are listed in the BOR Policy (Section 8.3.9.1: [Board of Regents Policy Manual | 8.3 Additional Policies for Faculty | University System of Georgia \(usg.edu\)](#)) as well as the procedures for removal.

8. Academic Programs & Curriculum

8.1 New Program Development

New Programs and Degrees can only be added to the curriculum of Albany State University after beginning approved by the University Curriculum Committee, submitted by the President of the University to the Chancellor, and approved by the Board of Regents of the University System. Policy and implementing guidance outlined herein are applicable to all Academic Degree Programs involving 30 hours or more of course work in a field of study.

- a. A formal proposal is required when academic units contemplate adding a new degree or major program to the curricula of the institution. This proposal must be approved by

the division's curriculum committee, the chair, the dean, the Under Graduate Curriculum or Graduate Curriculum Committee, and the University Curriculum Committee.

b. Board of Regents' policy states that a baccalaureate degree must contain 120 semester hours (exclusive of physical education activity/basic health or orientation course hours that the institution may require). A baccalaureate degree program must require at least 21 semester hours of upper division courses in the major field and at least 39 semester hours of upper division work overall. All majors must be authorized by the Board of Regents.

Master's degrees are established at a maximum of 36 semester hours. Generally, master's degrees at the university require between 30 and 36 hours. In some cases, exceptions may be made regarding the total number of hours required for a new program. Requests for an exception to offer a program with fewer than 30 hours or more than 36 hours will follow the same approval process as the new major proposal, and justification should be provided as part of the proposal.

c. Any changes above the 120 degree-credit hour maximum for baccalaureate degree programs must be presented in the form of a request for waiver to degree-credit hour length through the Senior Vice President for Academic Affairs and Provost with a rationale for such changes and a sketch of the existing and proposed curriculum. The rationale shall include references to external accrediting body requirements that exacerbate the need and requirement to increase credit hours in a program. Likewise, changes above the minimum requirement for master's degrees must be presented in the form of a request for waiver to degree-credit hour length with a rationale for such changes. Exceptions to degree-credit hour requirements indicated above may be made only with approval of the Executive Vice Chancellor and Chief Academic Officer of the USG.

All proposals for new degree programs must be consistent with the college or university mission and must be high on the list of academic priorities as delineated in the institution's strategic plan. It is expected that the institution will have already planned for redirected internal resources toward support of the proposed program before asking for new resources centrally. Program proposals requesting new state funding should be forwarded to the Chancellor as a part of the annual budget request, which will be the only time program proposals requiring new state funds will be accepted for review.

8.2. Comprehensive Program Review Process

Each institution within the USG conducts a comprehensive program review for all degree programs (certificates are exempt) on a seven-year cycle. Programs are reviewed for academic quality, viability and productivity in teaching, learning, scholarship and service according to the institution's mission. For additional details, please refer to the guidelines at <https://www.asurams.edu/legal-affairs/university-policies.php>.

8.3. Course Development

Proposals for new courses should be submitted to the program director and/or department chair for review and approval. Approved recommendations are then

directed to the dean and/or college review committee before being directed to the Undergraduate Curriculum Committee or Graduate Curriculum Committee.

All approved courses that impact the General Education Core must also be approved the USG General Education Committee prior to offering the course.

8.4. Academic Calendar

Albany State University follows the Board of Regents Policy in regards to the academic calendar for each calendar year. This policy states that the academic calendar for each USG institution shall consist of two semesters, each with at least 15 weeks of instructional time, as defined by federal regulations issued by the United States Department of Education. The 15 weeks of instructional time shall not include registration or final examinations.

The President of a USG institution or his or her designee has the authority to set the Academic Calendar for the institution within the parameters of this policy. Requests for exceptions to this policy must be submitted in writing by the President of the institution and approved in writing by the USG Chief Academic Officer.

https://www.asurams.edu/enrollment-management/office_of_the_registrar/academic-calendar/index.php

8.5. Standard Class Times

Albany State University will follow a common clock schedule for efficient and effective course scheduling. A minimum of 750 minutes of instruction or equivalent is required for each semester credit hour. A course offered in fewer than 15 instructional weeks shall contain the same total hours (contact hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester.

9. University Administrative Policies

9.1. Administrative Release Time

Reductions in teaching load for faculty serving in administrative capacity are specified in the annual appointment letter and/or contract.

9.2. University Faculty Meetings

Each school and college shall adopt a schedule for regularly held faculty meetings. The faculty of each department shall meet at least once each semester. At all meetings of the departmental faculty, the head of the department shall be the presiding officer.

9.3. Leave Policies

A full-time faculty member employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. All working days during the fiscal year shall be counted. Absences during academic calendar breaks shall be recorded as vacation. All vacation days shall be recorded on institutional leave records.

A full-time administrative officer employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. The use of approved vacation/annual leave shall be recorded on institutional leave records.

The accrual rate of vacation/annual leave for a faculty member or for an administrative officer will be based upon his/her contractual work commitment.

A faculty member who changes from a fiscal year contract to an academic year contract shall be paid his/her unused, accrued vacation/annual leave subject to the 45-day (360-hour) maximum payment restriction upon termination of the fiscal year contract.

A faculty member employed on an academic year (9- to 10-month) basis does not earn vacation/annual leave. An academic year contracted faculty member who teaches during and/or summer semester will not be eligible to accrue vacation/annual leave for such service. ([BOR Policy Manual, Section 8.2.7](#))

9.4. Inclement Weather

The ASU Police Department has established policies and procedures related to emergencies and inclement weather which can be found on their [Emergency Preparedness page](#).

9.5. Information Technology

Information Technology Services has a number of policies, each of which can be accessed via the [Information Technology Services Forms & Policies page](#).

9.6. Personal Use of University Property

Georgia Code Annotated 50-5-80 states in part:

"(b) It shall be unlawful for any employee or official of the state or any other person to purchase, directly or indirectly, through the Department of Administrative Services, or through any agency, department, board, or bureau of the state, any article, material, merchandise, ware, commodity, or other thing of

value for the personal or individual ownership of himself or herself or other person or persons. All articles, materials, merchandise, wares, commodities, or other things of value purchased, directly or indirectly, by or through the Department of Administrative Services or by or through any agency, department, board, or bureau of the state shall be and remain the property of the state until sold or disposed of by the state in accordance with the laws governing the disposition or sale of other state property."

"(c) It shall be unlawful for any person knowingly to sell or deliver any article, material, merchandise, ware, commodity, or other thing of value to any person, directly or indirectly by or through the Department of Administrative Services or by or through department, agency, board, or bureau of the state for the individual and personal ownership of such person or other person or persons except that property of the state may be sold or otherwise disposed of in accordance with the laws governing the sale or other disposition of state property.

"(d) Any person who violates any provision of this Code section shall be guilty of a misdemeanor."

The Policy Manual of the Board of Regents of the University System of Georgia states the following:

"Property owned by an institution shall be used only for institutional purposes. No employee in the University System shall permit such property to be removed from the campus of an institution for use on either a rental or loan basis for personal use."

10. Amending This Handbook

The university is committed to keeping the *Faculty Handbook* current. To ensure the process reflects continuous improvement, the Faculty Handbook Advisory Committee reviews the document annually, paying special attention to those areas that may need to be updated. The Committee is also receptive to suggestions and recommendations by members of the administration and faculty.

In order to ensure accurate updates to the *Handbook*, the following steps are required:

1. The Faculty Handbook Committee serves to initiate and/or review proposals to amend the Faculty Handbook.
2. The Faculty Handbook Committee may propose amendments, or report its recommendations concerning proposals for amendments, at any regular meeting of the Faculty Senate or any special meeting called for the purpose of amending. The Senate must submit all such proposals and recommendations in writing to the faculty at least ten working days prior to the Faculty Senate meeting.

3. Proposed amendments to the Faculty Handbook must be adopted by a two-thirds majority of the Faculty Senate present, provided a majority of those eligible to vote is present at the time of the vote.