101 Academic Freedom

(05/08)

Academic freedom refers to the rights and responsibilities essential to the task of scholarship in its broadest sense. It extends to the entire academic community, including faculty, students, administrators, and the institution itself. While many rights and responsibilities may be shared simultaneously by every member, the expression of academic freedom requires complementarities and civility. Access to appeal procedures and to conflict mediation is a basic component of academic freedom available to all members of the academic community.

A. Faculty - All members of the faculty are entitled to freedom in the classroom in teaching their subjects in accordance with the highest ethical standards of their profession. In presenting material pertaining to the subject being taught, and in presenting their views regarding this material and its subject, faculty will make a reasonable effort to acknowledge the existence of diverse views.

As teachers, faculty members encourage the free pursuit of learning by their students. Faculty hold before them the best scholarly standards of their disciplines, demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. They foster honest academic conduct and assure that evaluation of students reflects their true merit. Faculty respect the confidential nature of the relationship between instructor and student, avoid any exploitation of students, and acknowledge significant assistance from them. Faculty protect student’s academic freedom while exercising their own.

Any member of the faculty is entitled to freedom in the conduct of research and in publication of results, within the context of Board of Regents of the University System of Georgia guidelines as stated elsewhere in this handbook.

As colleagues, faculty have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of associates. In the exchange of critiques and ideas they show due respect to associates and respect for the ideas of others. They acknowledge academic debts and strive to be objective in the professional judgment of colleagues.

As members of the institution, faculty seek above all to be effective teachers and scholars. Although they should observe the stated regulations of the institution, provided these do not contravene academic freedom, faculty retain the right to criticize and seek revision. Finally, faculty accept a share of responsibilities for the governance of the institution.
As members of the community, faculty have the rights and obligations of any citizen. They measure the urgency of these obligations in light of their responsibilities to their students, their discipline, their profession, and their institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to advance public understanding of academic freedom.

B. Students - Students have the right to learn and to inquire. They have a right to examine and discuss questions of interest, to take stands on issues, and to support causes, by orderly means that do not impede the collegial process of learning.

Students have corresponding obligations to be honest in performing their academic work, to be punctual in their assignments, and to cooperate in the process of teaching and learning. (See Columbus State University Student Handbook at http://studentservices.colstate.edu/ for details regarding students' rights and responsibilities.)

C. The Institution - Columbus State University, within the context of the policies of the Board of Regents of the University System of Georgia, has the authority to determine on academic grounds who may be admitted to study, what may be taught, how it may be taught, and who may teach. Administering these fundamental freedoms involves all members of the academic community.

102 Columbus State University Equal Opportunity Policy (January 1, 1991)

(5/01) To further its goal of equal employment opportunity for all employees and prospective employees without regard to race, color, religion, sex, age, national origin, disability, or any other basis prohibited by applicable law, and in accordance with the BOR policy on Equal Employment Opportunity, the institution states as its policy the following:

- It is the policy of Columbus State University to, in accordance with all applicable laws, to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, disability or national origin, or any other basis prohibited by applicable law.
- All employment decisions shall be consistent with the principle of equal employment opportunity, and only valid qualifications will be required.
- All personnel actions, such as compensation, benefits, and transfers, will be administered without regard to race, color, religion, sex, age, disability, or national origin, or any other basis prohibited by applicable law.

As teachers, faculty members should encourage the free pursuit of learning by their students. Faculty should hold before them the best scholarly standards of their disciplines, demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. They should foster honest academic conduct and assure that evaluation of students reflects the students’ true merit. Faculty
President's Statement on Diversity

(05/01)
Columbus State University values and is committed to diversity in the workplace. We take pride in our diverse student and employee population and recognize that our success depends on the talents and strength of individuals with different backgrounds.

A principle foundation of diversity is promoting equal opportunity within the institution. Columbus State University is committed to equal opportunity in employment and it is our policy, in accordance with all applicable laws, to recruit, hire, train, and promote persons without regard to race, color, religion, sex, age, disability or national origin, or any other basis prohibited by applicable law. All employment decisions and personnel actions shall be consistent with the principle of equal employment opportunity.

In order to promote our diversity and equal opportunity objectives we have a plan which includes an established recruiting process designed to insure equal opportunity standards, review of employment actions for fairness, a resource for equal opportunity conflict resolution and communication with leadership regarding related issues.

We need and encourage the support of all employees in promoting an environment of diversity and equal opportunity. Columbus State University expects employees and students to work and learn in an atmosphere of mutual respect and inclusion. While a higher level of commitment is required of employees in a supervisory capacity, the commitment of the university as a team is crucial. We welcome your input and suggestions and appreciate your support.

103 Columbus State University Sexual Harassment and Consensual Relationship Policies

(5/01)

103.1 Sexual Harassment Policy

Columbus State University is committed to creating and maintaining a University community in which all persons can work and learn together in an atmosphere free of all forms of harassment. Therefore, sexual harassment within the Columbus State University community is expressly prohibited.

Each member of the academic community at Columbus State University is expected to respect the dignity and worth of all other members of the community and to refrain from any conduct that could give rise to a charge of sexual harassment. Persons who engage in sexual harassment shall be subject to disciplinary action, to include dismissal
DEFINITION (BOR Policy Manual 8.2.16) Sexual harassment is created by unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or activity.
- Submission to or rejection of such conduct is used as a basis for a decision affecting an individual’s employment or participation in a course, program or activity.
- Such conduct reasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Regardless of intent, it is the effect and characteristics of behavior, which determine whether the behavior constitutes sexual harassment.

COMPLAINT PROCEDURES
Any member of the Columbus State University community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer, which is the director of human resources. Likewise, if anyone in a supervisory capacity is made aware of such a complaint, he or she must bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer or the director of human resources. No person shall be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. Columbus State University’s objective is to take whatever action may be needed to prevent, correct, and if necessary, discipline persons whose behavior violates this policy.

103.2 Consensual Relationships Policy

(05/01) Within the university setting, faculty and supervisors exercise significant power and authority over others. Therefore, primary responsibility for maintaining high standards of conduct resides especially with those in faculty and supervisor positions. It is the university’s position that it is unwise and inappropriate for members of the faculty to have romantic relationships with students whom they teach, and for supervisors to have romantic relationships with employees whom they supervise, even in cases where there is, or appears to be, mutual consent. The faculty/student and supervisor/employee relationship should not be jeopardized by question of favoritism or fairness in professional judgment. Furthermore, whether the consent by a student or employee in such a relationship is indeed voluntary is suspect due to the imbalance of power and authority between the parties. **BOR stance on Consensual Relationships is explained in the USG Ethics Policy (BOR 8.3.39.8).**

All members of the university community should be aware that initial consent to a
romantic relationship does not preclude the potential for charges of conflict of interest, or for charges of sexual harassment arising from the conflict of interest, particularly when students and employees not involved in the relationship claim they have been disadvantaged by the relationship. A faculty member who enters into a romantic and/or sexual relationship with a student under his or her supervision, or a supervisor who enters into a romantic and/or sexual relationship with an employee under his or her supervision, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove blamelessness on grounds of mutual consent.

In order to prevent the conflict of interest created by a consensual sexual or romantic relationship, Columbus State University requires that the participants in such a relationship act immediately to remove the conflict of interest. Those who require clarification of this policy or the definition of a relational conflict of interest, or who require guidance in removing the conflict of interest are encouraged to contact the AA/EEO Officer or the human resources director. Failure of the supervisor/faculty member to remove the conflict of interest may lead to disciplinary procedures, including termination of employment.

This policy is superseded by the laws governing ability to consent based on age.

104 Requirements of Section 504 ADA Compliance

104.1 ADA

(05/08)

Columbus State University is actively committed to the goals and objectives contained in the Americans with Disabilities Act (ADA). Columbus State University shall take the necessary measures to comply with all sections of the Act related to the University.

In the area of employment, the ADA prohibits discrimination against a qualified individual with a disability in regard to job application procedures, the hiring, advancement, or discharge of employees, compensation, or other terms, conditions, or privileges of employment. A qualified individual with a disability means an individual who, with or without reasonable accommodation, can perform the essential functions of the position that such individual holds or desires. Employers must make reasonable accommodations for persons with disabilities unless to do so would constitute undue hardship on the covered entity.

Employees should self-identify any qualified disability (as deemed under the ADA) for which assistance is needed in carrying out their assigned employment duties. Employees should self-identify through the Human Resources Department or the Affirmative Action/Equal Opportunity Officer. Any employee who feels that he or she has been discriminated against on the basis of a condition recognized as a disability under
the ADA may file a complaint with the Affirmative Action/Equal Opportunity Officer located on campus.

In accordance with BOR policy concerning Students with Disabilities, if a student has a documented disability as described by the Rehabilitation Act of 1973 (PL 93-311 Section 504) and Americans with Disabilities Act (ADA) that may require him or her to need assistance attaining accessibility to instructional content to meet course requirements, we it is recommended that the instructor advise the student to contact the Office of Disability Services in the Academic Support Center in Tucker Hall or at 706-568-2330 Schuster Success Center, 2nd floor, Rm. 221, or call 706-507-8755 as soon as possible. It is then the student's responsibility to contact and meet with the instructor. The Office of Disability Services can assist both the student and the instructor in formulating a reasonable accommodations plan and provide support in developing appropriate accommodations for the student's disability. Course requirements will not be waived but accommodations may be made to assist the student in meeting the requirements. Technical support may also be available to meet the student's specific need.

If a student requests course information in an alternative form, he or she should immediately be directed to the Coordinator Director of Disability Services in the Academic Support Center. The coordinator director will attempt to address the special needs of the student. The faculty must include all information as required by ADA in their syllabi.

Sections 106-108 omitted due to concurrent task force revisions.

NOTE: None of this information appears to be touched on by the BOR Policy Handbook or BOR Academic Affairs Handbook. Aside from the 4.0 grading system, they leave this stuff up to “internal policy” by the institution: “4.1.1 Institutional Responsibility — Admission, discipline, promotion, graduation, and formulation of all rules and regulations pertaining to students of USG institutions are matters to be handled by the institutions within the framework of regulations of the Board of Regents. Students violating rules and regulations of an institution may be punished, suspended, excluded, or expelled as may be determined by the institution.”

Does information in sections 109.8-109.14 need to be included in the Faculty Handbook since most faculty reference the CSU catalog for these items?

109.8 Grade Reports and Transcripts

Reports of final grades are available through CougarNet in Integrated Student Information System (ISIS) on the Web. The academic transcript includes all undergraduate and graduate credit courses taken at Columbus State University. Transcripts should be requested at least one week prior to the date needed. University policies regarding release of academic records and compliance with regulations under
109.9 Repetition of Courses

Repeat Credit - Certain courses may be repeated for credit. To determine if a course may be repeated for credit, refer to the course description in the current CSU catalog. Forfeiture of Credit - Students repeating a course for which credit has already been earned either at Columbus State University or by transfer of credits from another institution forfeit the previous credit in that course (except in the case of courses that may be repeated for credit). The student's final grade in the course will be the one made on repetition (even if the previous grade is higher). After earning a baccalaureate or higher degree at Columbus State University, a student will forfeit credit earned for courses taken as repeats after graduation (except in the case of courses that may be repeated for credit).

Academic Forgiveness Policy for Undergraduate Students - Students may repeat courses to improve their academic record at Columbus State University. The policies regarding academic forgiveness are as follows:

- The courses must be taken and repeated at Columbus State University. Transferred courses are not calculated in the institutional grade point average.
- A separate institutional (forgiveness) grade point average is maintained on the academic record. The institutional grade point average omits grades in previously attempted undergraduate courses. Only the grade received on the final repetition of a course will be included in the institutional grade point average. Courses repeated for a better grade will be averaged into the Regents' (cumulative) grade point average every time taken.
- The institutional grade point average is used to determine admission to certain academic programs. Students should consult individual program admission requirements to determine whether the Regents’ cumulative or institutional grade point average is required for admission.

109.10 Reporting Grades

Faculty are required to submit final grades to the Office of the Registrar by the established deadlines each term. These deadlines are published in the Academic Affairs Planning Calendar prepared by the VPAA/Provost.

Instructors submit final grades by data entry on the class roster page in ISIS), found under the “Faculty” tab on the faculty member’s CougarNet homepage. Information on the Web Student Record System. Because a class roster is accessible only with the instructor of record’s personal identification number (PIN), no hardcopy (paper) documentation of grade sheets is required. The instructions on how to enter grades appear on the class roster page, in the FAQs pages on the Web, and by e-mail before
109.11 Procedures for Dropping a Course

Students may add and drop courses via the web during the registration and schedule change periods.

**Course withdrawals:** Students who wish to drop a course after the last official day of schedule change must officially withdraw from the course. Students must withdraw using the [Integrated Student Information System (ISIS)](http://academics.colstate.edu/calendars/) the university’s Web. Prior to the W grade deadline as published on the Web under Registration Information on the [Class Schedules](http://academics.colstate.edu/calendars/) page, a grade of W will be assigned by the registrar unless a grade of WF has already been assigned by the faculty member for excessive absences. A grade of WF will be assigned when a withdrawal is processed in ISIS after the deadline. A student may appeal the assignment of a WF grade by submitting to the Academic Advisor documentation of non-academic hardship. Students may not withdraw from a required learning support course with a grade of W while remaining in degree level courses. To remain in degree level courses, the grade in the learning support course must be a WF and would be considered a learning support attempt. A grade of W will not affect a student’s GPA; however, it does calculate into the total number of attempted hours which are considered for financial aid. Deadlines are published under Dates of Terms on the Web at [http://academics.colstate.edu/calendars/](http://academics.colstate.edu/calendars/).

**Administrative withdrawal:** An academic dean may withdraw a student from a course when, in consultation with the instructor, the dean determines that the student has not satisfied the prerequisites for the course.

The deadline for dropping a course without the mandatory "WF" grade is published in the calendar portion of the semester or summer term schedule. The instructor will find the grade assigned on the Final Grade Form on the web.

109.12 Student Medical Withdrawals

**Student Medical Withdrawals:** A student may be administratively withdrawn from the university when, in the judgment of the dean of students, and after consultation with appropriate university officials, such as the director of Student Health Services and/or the director of the Counseling Center, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which poses a significant danger or threat to the student, the university, or the rights of others in the university community. A student shall, upon request, be accorded an appropriate hearing with the vice president for student affairs prior to final decision concerning continued enrollment at the university. In emergency situations, a decision on medical withdrawals may be made prior to a hearing, but review of the decision may be made at the request of the student.

109.13 Make-up Tests
At the discretion of the faculty member involved, a student may be allowed to make up a previously announced test.

Students, other than those scheduled to graduate at the end of the term, will not be permitted to take final examinations at a time other than the regularly scheduled date unless they have the permission of the instructor and the department chair offering the course.

109.14 Academic Misconduct Policy

109.14.1 Faculty Responsibilities

Faculty are responsible for maintaining exams in a reasonably secure environment, proctoring exams, and accounting for the return of each exam that is distributed. Faculty are also responsible for informing students that plagiarism is prohibited and when direct quotations are used, they must be indicated, and when ideas of another are incorporated in the paper, they must be appropriately acknowledged. Faculty should communicate to students that themes, essays, term papers, tests, and other requirements for a grade, must be the work of the student submitting them and that such assignments may not be purchased for submission in lieu of the student's own work. While students are responsible for reading and understanding the student academic misconduct policies as specified in the Student Handbook, faculty are encouraged to direct students to acquaint themselves with those policies and to ask faculty for clarifications. Faculty should notify the Office of Judicial Affairs each time a sanction has been applied in response to a case of student academic misconduct.

109.14.2 Procedures for Handling Academic Misconduct

109.14.2.1 Faculty

When academic misconduct is suspected, the faculty member should note the time and place of the incident, note possible witnesses, and retain relevant documents. The faculty member should document why academic misconduct is suspected and inform his/her department chair. The matter should then be discussed with the student, preferably in the presence of department chair. If the faculty is the department chair, the college dean will act as the witness.

If after the discussion with the student the suspicion of academic misconduct is substantiated, the faculty member ordinarily determines the academic penalty to be imposed, if any. If an academic penalty is imposed, the faculty member should write a letter to the student within a reasonable time informing him/her of the academic penalty, the reason for the penalty, and the student's right to appeal to the Assistant Director of Judicial Affairs – chair of the department offering the course. If the student disagrees with the finding or the penalty, the case may be appealed by the initiative of the student by scheduling an appointment with the dean of the same college. If the instructor of the
course is the department chair or the dean of the college, the appeal process should begin with the instructor’s immediate supervisor. Students should remain in class when appealing.

The faculty member should construct a file and retain all original materials concerning the student’s grade and the specific evidence of academic misconduct. A copy of the documentation supporting the charge of academic misconduct and a copy of the letter sent to the student should be forwarded to the Assistant Director of Judicial Affairs located in the office of the Provost/VPAA. (How should this title be clarified?) The purpose of such notification is to enable administrative penalties to be imposed for repeat offenders, and the notification will not otherwise invoke consideration of administrative penalties. If there is an appeal, the file of original documents will be turned over to the Office of Judicial Affairs.

The faculty member may ask the Office of Judicial Affairs to seek administrative penalties in addition to the academic penalty. This would be accomplished by a written request to the Assistant Director of Judicial Affairs. (This information is not addressed in current policy. Do we need a policy change?)

In cases where the faculty member does not wish to determine the academic penalty, the case may be forwarded to the Office of Judicial Affairs without assignment of an academic penalty. In the event of a finding by the Student Rights and Responsibilities Hearing Panel (this is not current needs to be address) of academic misconduct in the case, the panel will recommend actions as detailed in the Student Handbook.

109.14.2.2 Office of Judicial Affairs

The Office of Judicial Affairs, housed within the Office of the Provost/VPAA, will serve as a repository for records involving cases of academic misconduct.

In cases where the student acknowledges the misconduct and accepts the academic penalty, the student will be administratively placed on probation only, unless there is a previous incidence(s) of academic misconduct on file or the faculty member has requested a hearing before the Student Rights and Responsibilities Hearing Panel. All cases involving multiple incidences of academic misconduct will be referred to the Office of Judicial Affairs for handling.

The Office of Judicial Affairs will notify the appropriate parties so that a hold will be placed on grades for a specified period of time.

Student Rights and Responsibilities Hearing Panel

The primary functions of a Student Rights and Responsibilities Hearing Panel are to determine whether academic misconduct has occurred, and, if so, to recommend appropriate sanctions. In all matters heard by a Student Rights and Responsibilities Hearing Panel, the panel shall be furnished with a sealed letter indicating whether or not
the student has a previous record of academic misconduct. This letter shall not be opened or reviewed by the panel unless and until academic misconduct has been determined, at which point the previous offense(s) will be considered in determining recommended penalties. In cases where the student has a record of academic misconduct, this letter shall provide the details thereof. The previous offense(s) may be considered for the awarding of a more serious sanction.

109.14.3 Academic Penalties

Academic penalties are the purview of the faculty member unless there is a successful appeal made by the student. When a faculty member chooses not to determine the academic penalty, the Office of Judicial Affairs will handle the case administratively, which may include referral to a Student Rights and Responsibilities Hearing Panel. Academic penalties are:

(1) Requiring additional work to demonstrate the student’s technical competence in the area;
(2) Lowering the grade given for the assignment;
(3) Lowering the grade for the course; or
(4) Assigning an “F” for the course.

Except for assigning an “F” for the course, penalties may be used in combination. However, the Faculty Senate has reviewed the matter and to promote both academic integrity and consistency recommends that an “F” be assigned for the course.

109.14.4 Administrative Penalties

Administrative penalties are:

(1) Probation;
(2) Suspension for a definite period of time;
(3) Expulsion without the possibility of readmission.

Under all circumstances following a finding of a repeat academic misconduct, grades are held within the University until the student completes the period of suspension. Students who are suspended cannot have their grades released.

109.15 Academic Appeal Policy (Jan 2010)

The academic appeal process is intended to resolve academic or related differences concerning academic fairness which may arise between a student and a faculty member within a particular course during a single semester/term. The student should use this process to:

 o Appeal a course grade;
Exercise her rights as defined in the course syllabus, the CSU Student handbook, university policy, or policies of the University System of Georgia;

Refute academic dishonesty charges;

Compel a faculty member to fulfill her instructional responsibilities; and/or

Plead for a less severe penalty in case of an acknowledged incident of academic dishonesty.

This process is not available to challenge university policy; although an alleged improper application of policy may be considered.

The student commences an appeal by completing the Academic Appeal Form and submitting it and appropriate supporting documentation to the chairperson who oversees the course involved in the appeal. If the chairperson is unavailable within three university working days, or if the faculty member named in the appeal is a department chairperson, the appeal should go to the chairperson’s dean for review. If a dean is the faculty member named in the appeal, the appeal should be submitted to the Office of the Provost for review. If a student is uncertain about who should receive the appeal, she should consult with the Dean of Students. The appropriate recipient of the appeal is hereafter referred to as The Reviewer. Communications with the student will be sent via the student’s CSU email address unless the student has submitted a written request for an alternative form of contact.

Unless an extension is approved by the dean of the appropriate college or the Provost, the appeal should be submitted by the student not more than ten university working days after the start of the term immediately following the term in which the course was taken.

Ordinarily, The Reviewer will acknowledge receipt of a written appeal and notify the faculty member of the appeal within three university working days of its receipt. The faculty member named in the appeal must provide a written response to the charges within ten university working days of the date on which the appeal was submitted. The Reviewer will ordinarily send a decision to the student not more than twenty university working days after the appeal was filed; when more time is required, The Reviewer will notify the principals within the 20-day deadline that an extension is required. Upon a request by the instructor named in the appeal, The Reviewer may suspend the process to allow time for the principals (student and faculty member(s)) to discuss the dispute or participate in mediation.

The Reviewer may require the student and/or the faculty member to appear to discuss the case before rendering a decision. Either principal may also request a meeting with The Reviewer to discuss the appeal before a decision is reached.

The Reviewer will write a decision that articulates the relevant facts of the case and the outcome. Possible outcomes include the following:

- Expulsion - permanent forced withdrawal from the University
- Suspension - forced withdrawal from the University for a specified period of time.
Forced withdrawal from the course and/or department within which the offense occurred, either with or without credit for the course as may be adjudged
- Reprimand - an admonition which may be either verbal or written
- Restitution - compensation to the person or University body whose property rights have been violated by the offender
- An appropriate change in grade
- Probation - placing the student under restrictions for a specified period of time
- Referral - may include referral to agencies or individuals for specific evaluation, treatment, assistance or action.

Copies of the appeal decision will be sent to the principals, the chairperson, the dean, and the Office of the Provost. When it has been determined that a student is guilty of multiple incidents of academic dishonesty, the Office of the Provost will initiate an administrative review that may result in addition sanctions against the student.

A decision by a department chair may be appealed to the appropriate dean. A dean’s decision may be appealed to the Provost. Filing an appeal of a decision represents an opportunity to rectify a failing that occurred within the appeal review. Therefore, the filing of an appeal must focus on: (1) a request to introduce new and compelling evidence which was not available at the time of a hearing and which could apparently result in a different final decision, (2) the documentable failure of the decision to comply with specific Columbus State University or University System of Georgia policies, or (3) the documentable error of facts substantial enough to apparently result in a different final decision. All decision appeals must be made in writing and received by the appropriate party not more than 5 university working days after the decision was issued. The burden of proof falls on the principal making the appeal.

109.15-109.16 Procedures for Requesting Funds for Student Academic Travel

A. Financial support for student academic travel is restricted to activities such as:

1. individual students or student teams presenting or competing in academic events or students participating in bona fide academic events (priority will be given to those who pre-qualify), or
2. students who are officers of local chapters of discipline organizations traveling to attend state or national meetings, and
3. students traveling to other academic-related events which may not be described above but which can be shown to be of equal or greater value to the student.

Allocation of funds to support student academic travel occurs during the early part of fall semester based on each college’s portion of the total student enrollment.

B. The faculty sponsor will submit an "Application for Funding of Student Academic Travel" to the department chair who will, upon approval, transmit the application to the dean for approval.
C. At least ten (10) working days prior to departure, the faculty sponsor will provide a list of names of the individuals traveling and an itinerary to the appropriate dean. The faculty sponsor will confirm, by memo to the dean, the destination, dates of departure and return, and approved travel costs. The dean's secretary will process requests for advance funds to the Accounting Department.

The following allowances may be authorized:

1. **Mileage**: The **mileage rate** per mile for private automobile; cost for use of university buses is variable and sponsors should be aware that reservations for use of these buses must be made long in advance of the anticipated travel. It will be the sponsor's responsibility to minimize the number of vehicles used by students during each trip.
2. **Food**: $28.00 per day, or individual meals for portions of days at $6.00 for breakfast, $7.00 for lunch, and $15.00 for dinner; these prices include gratuities.
3. **Lodging**: Adequate accommodations should be obtained; however, it is expected that minimum rate accommodations will be utilized whenever practicable. Find rate information from Georgia.gov website.

D. Liability waiver forms (Appendix III) may be required from students before departure.

1. A liability waiver is not required if students are expected to travel as part of a course and no options are offered in place of the trip.
2. A liability waiver is required of each student who takes part in academic travel if university transportation is provided, whether or not the travel is essential to the course.

If liability waivers must be completed prior to a trip, the faculty sponsor will:

1. secure the forms and provide them to the students,
2. inform the students of any risks and responsibilities inherent to their trip,
3. require each student to read and sign a liability waiver form,
4. collect the forms and sign them to witness the students' signatures, and
5. submit all signed waiver forms to his/her appropriate chairperson or dean prior to departure.

E. Transportation by scheduled airline will be by minimum fare service whenever practicable. The faculty sponsor is responsible for making travel arrangements; however, payment for air fares will occur through the appropriate dean's office.

F. Reimbursement for Student Academic Travel

1. Individual travel expense statements and original documents must be submitted by each student attending to the appropriate dean's office within three (3) working days following authorized travel and must be accompanied by the
approved copy of the application for Student Academic Travel. Where more than one person is involved, the sponsor will collect the individual travel expense statements and submit them at one time. The original paperwork is then routed to the business office for processing. Any unspent money is submitted to Accounting Services, Room 239 248, Richards Hall. A receipt for this money will be issued to the sponsor.

2. Original receipts for lodging and other unusual expenses must accompany the Travel Expense Statement.

3. Where airline travel is involved, airline ticket stubs or copies must accompany the Travel Expense Statement.

110 Faculty Evaluations (BOR 8.3.5)

Specific procedures vary among the five colleges and the library four colleges and (UITS). How will the library be addressed? Do all of UITS follow these procedures?

Copies of evaluation procedures followed by the faculty of these units are available in the offices of the deans and the director of the library. The annual evaluation occurs in March or April and relates to the performance of responsibilities, of which academic advisement shall be addressed specifically. The evaluation shall cover performance from the previous spring semester to the end of fall semester of the year of evaluation. All such information will be given careful consideration by the administrators concerned at the time merit salary increases are awarded. Department chairs discuss the evaluation with the faculty member and provide the faculty member with a written summary of the evaluation conference.

In accordance with the Policies of the Board of Regents (Section 308 8.3.5 of The Policy Manual), academic advisement shall be a specific topic of faculty evaluation. Faculty are responsible for maintaining the academic standards of Columbus State University and the University System of Georgia.

In addition to the department chair’s evaluation, the evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the faculty member’s professional development and/or In those cases in which a faculty member’s primary responsibilities do not include teaching, the evaluation should focus on excellence in those the areas (e.g., research, administration) where the individual’s major responsibilities lie.

Administrative evaluations of faculty are then translated to specific recommendations on salary increases for each person effective the following year. Those who are closest to the actual performance bear the greatest responsibility for the recommendation. The recommendations are made to the president for approval; thence to the Board of Regents, through the Office of the Chancellor, for final approval.

The criteria used in evaluating faculty performance are:

1. Teaching effectiveness, especially superior teaching;
2. Effective advisement of students;
3. Professional growth, development, and academic or artistic achievement. Contributions to the teaching discipline and teaching profession which include related activities, such as research, publications, etc., which may enhance teaching capacity;
4. Outstanding service to the department, college, university, and community, including length of such service, as established by his or her superiors.

Specific measures in these areas of faculty performance include but are not limited to the following:

- Advanced degrees received
- Academic honors received
- Certificates or professional license (e.g., CPA) worked toward or received
- University committee membership
- Courses taken for advanced degrees
- Faculty self-rating, using videos
- Interdisciplinary visitation
- Judging of oratoricals, science fairs, etc.
- Membership in professional organizations
- Office in professional association
- Participation in team teaching
- Peer opinion
- Professional meetings attended
- Publications and presentations and papers at professional meetings and performances
- Research
- Sponsoring student activities
- Student opinion
- Superior's opinion
- Workshops and seminars attended

(Academic Affairs 4.7) At a minimum, faculty evaluation systems must include the following:

- Annual reviews (for faculty and senior administrators)
- Pre-tenure progress reviews for faculty in their third year
- Reviews of graduate teaching and laboratory assistants
- Subordinate (one level down) reviews of senior administrators at least once every five years
- Tenure reviews
- Promotion reviews
- Post-tenure reviews

The following steps should be made a part of all faculty evaluation systems:
The immediate supervisor will discuss with the faculty member in a scheduled conference the content of that faculty member’s annual written evaluation.

The faculty member will sign a statement to the effect that he/she has been apprised of the content of the annual written evaluation.

The faculty member will be given a specific period of time (e.g., 10 working days) to respond in writing to the annual written evaluation, with this response to be attached to the evaluation.

The immediate supervisor will acknowledge in writing his/her receipt of this response, noting changes, if any, in the annual written evaluation made as a result of either the conference or the faculty member’s written response. This acknowledgement will also become a part of the records.

From Academic Affairs 4.7.2 Faculty Work in the Schools

Last reviewed: January 2010

The BOR values USG faculty engagement with K-12 schools. BOR Policy 8.3.15 states BOR expectation for faculty engagement with the public schools in institutions that prepare teachers. The Board expects presidents, provosts, academic vice presidents, and deans of colleges of education and arts and sciences in institutions that prepare teachers to advocate for, assess, recognize, and reward practices consistent with this policy. Faculty effort under the provisions of this policy is anticipated in teaching, scholarship, and/or service. The USG values all types of faculty scholarship, including the Scholarship of Discovery, the Scholarship of Teaching and Learning, and the Scholarship of Engagement. All faculty members are encouraged to enhance their classroom instruction by using scholarly teaching. It also is important for faculty to assist in improving teaching quality and student learning in K-12 classrooms by service to the schools.

111 Grievance Procedures for the Faculty of Columbus State University

(09/04) Refer to Appendix IB for procedures.

111.1 Appeal of Annual Performance Review

(09/04) Refer to Appendix IC for procedures.

112 Faculty Recognition

112.1 Educator of The Year
To recognize and promote teaching excellence among the faculty of the university, an annual award is presented by the Student Government Association.

112.2 Faculty Service Award

To recognize outstanding service to students, university and community among the faculty, an annual award is presented (Appendix IIA).

112.3 Faculty Research and Scholarship Award

To recognize outstanding accomplishments in research and scholarship among the faculty, an annual award is presented (Appendix IIB).

112.4 Regents' Teaching Excellence and Scholarship of Teaching and Learning Awards

To recognize teaching excellence within the University System of Georgia, the Regents' Teaching Excellence Award and the Regents' Scholarship of Teaching and Learning Awards are presented each year. The basic guidelines for nominations for these awards are located at the following USG Web site: http://www.usg.edu/academics/fac_dev/awards/

112.5 Selection of the Commencement Marshal

The commencement marshal's position shall be a two-year activity beginning July 1 and ending two years later on June 30. The position shall rotate from college to college in two-year cycles as follows:

1. D. Abbott Turner College of Business and Computer Science
2. College of Education & Health Professions
3. College of Letters & Sciences
4. College of Arts and Letters (including Library)
5. University College

Selection Criteria: The marshal shall be a senior faculty member with associate or full professor rank. (It is understood that department chairs and program directors are included in the term "senior faculty.") The person selected shall have established a personal and professional record of distinguished performance at Columbus State University.

Selection Procedure: During the spring term, the dean of the college in line to select
the marshal shall, after consultation with his/her chairs and/or faculty, appoint a senior faculty member of his/her college as marshal.

**ASSISTANT MARSHALS:** The deans shall appoint annually the appropriate number of assistant marshals according to the request of the commencement marshal. The assistant marshals will assist in the proper line up and marching order of the graduates and faculty. (In order to assure continuity of experience, such individuals may be reappointed annually or appointed to multiple year terms at the discretion of the deans. It also is understood that associate and assistant deans, department chairs, and program directors are eligible for this appointment.) In careful consultation with the office of the registrar, the marshal will guide and rehearse the assistant marshals in their duties. The assistant marshals will wear academic regalia and accompany the line of march to assure correct seating.

**USHERS:** The VPSA, in consultation with the Student Government Association and/or other appropriate campus student organizations, shall appoint ushers for the graduation ceremonies. The marshal will consult with the VPSA to determine the number of ushers needed; the marshal also will instruct the ushers in their duties.

**DUTIES OF THE COMMENCEMENT MARSHAL**

The commencement marshal is appointed by the VPAA/PROVOST according to the procedure detailed above. The marshal serves a two-year term and is a member of the Graduation and Special Events Committee.

**General Duties:** As a member of the Graduation and Special Events Committee, the marshal participates in planning and policy recommendations to the VPAA/PROVOST regarding graduation activities. The marshal will consult and coordinate closely with the chair of the Graduation and Special Events Committee on all aspects of graduation. The marshal, with the approval of the committee chair, may delegate particular tasks to committee members.

The Registrar’s Office will supply the marshal with computer-generated lists of graduates and a possible seating arrangement. The marshal, with the assistance of the VPAA/PROVOST Office, will direct the assistant marshals with the line up of students and faculty. Practice sessions and “walk-throughs” may be necessary to clarify the ceremonial routine and the duties of each assistant marshal.

At least three weeks prior to the ceremony, the marshal will obtain a list of faculty participants from the dean of each college and send a notice of instructions to each participant regarding their place in the line of march and seating.

The marshal and committee chair will coordinate with Plant Operations the physical arrangements, staging and decorations for the event. A small stand must be provided near the podium where the University Mace will rest during the ceremony. The marshal and committee chair also will consult with the Schwob School of Music regarding the
music to be used and music performers. He/she will coordinate with instructional technology services regarding sound system needs.

**Rehearsal Duties:** The marshal and assistant marshals will work with the registrar’s office to arrange distribution of seating cards, locating students in their proper rows and seats, making announcements, and handling questions from graduates. The marshal, with the assistance of the VPAA/PROVOST Office, will conduct a rehearsal prior to the ceremony. Students should be told how the ceremony will proceed, when to stand according to degree designations, when and how to come up to the platform, and how to return to their seats. The president and other officials may wish to say a few words to the graduates at the rehearsal.

One day prior to the ceremony, the marshal should secure the University Mace from its display place and have it conveniently available for the ceremony.

**Duties at the Ceremony:** The marshal is the master of ceremonies; the dignity and smooth flow of the affair depend greatly on his/her discrete direction. Everything should move efficiently, but at an unhurried, stately pace. The marshal should be present at the graduation site approximately one hour before the scheduled starting time of the ceremony.

The marshal will see that the assistant marshals are fulfilling their responsibility of lining up students and faculty. The marshal (or designated committee member) will see that student ushers are present and functioning. He/she will coordinate with the music director for the beginning of the procession music. (Unless unusual circumstances prevail, the procession should begin precisely at the appointed hour.)

Carrying the Mace, the marshal will lead in the students and stand before the central seating section while they are filing into their rows and seats. The marshal will then return to the assembly area and lead in the platform party that typically will be followed by the faculty.

After everyone is seated, the marshal will place the University Mace on the stand near the center of the platform. He/she will then take his/her seat near the side entry steps of the platform.

As each group of degrees is awarded, the marshal or other designated person standing near the entry steps, will receive the seating card from each student and read aloud the name of each student as he/she ascends the platform. For master’s and specialist degree candidates, a hooding ceremony is part of the platform events, so a pause between reading names may be necessary. At the end of announcing each group of degree recipients, the marshal or reader may say, "and others in absentia" since some graduates will be absent.

When the president gives the signal, the marshal will walk to the stand, retrieve the University Mace, and lead the platform party and faculty in the recessional. When the
platform party/faculty reach the assembly area (or lobby), the ceremony is over and the marshal's job is completed. He/she should return the University Mace to the display place at the earliest convenient time.

113 Advisement System

The CSU Academic Advising Handbook is a resource for academic advisors and is maintained by the faculty and staff of the Center for Academic Advising. Topics in the advising directory are arranged alphabetically for easy access.

114 Assignment of Instructional Classrooms

(09/04) The assignment of general-use academic classrooms are requested through the office of Academic Affairs. Requests for the assignment of special-use academic classrooms may be made by CSU faculty and staff. Student Organizations should only submit requests through the faculty or staff member who will be responsible for the classroom.

115 Release of Official Information

When information of this type is released, it should be coordinated as indicated below.

115.1 Concerning Faculty and Staff

(05/08)

Office of the Vice President of Academic Affairs/PROVOST-- Authorized by the VPAA/PROVOST. This pertains to any information contained in the personnel files in the Office of the VPAA/PROVOST.

Office of the Vice President for Business and Finance -- Authorized by the VPBF. Information will be mostly of a financial nature and be released only as requested by the person whose record is involved.

It is the policy of Columbus State University to comply with all authorized investigative officers in their request for information on faculty members. This is to be done with due regard to privacy of the individual as accorded to him or her by the constitutions of the United States and the State of Georgia. To execute this policy, all properly drawn court orders, subpoenas, and other lawful documents to produce information will be honored and complied with without reservation or delay.

Routine information may be released as follows: name, address, dates of employment, and courses taught.

All other information may be released at the request and under the authorized signature
of the faculty member concerned.

115.2 Concerning Students
(05/08)

University policies regarding compliance with regulations under the Family Educational Rights and Privacy Act of 1974 as amended (the "Buckley Amendment") are published in the Columbus State University Student Handbook, are on file in the Office of the Registrar, as well as available on the Registrar website http://registrar.colstate.edu.

Admissions and Office of the Registrar--Authorized by the registrar and director of admissions. Information on file is primarily academic.

Office of the Vice President for Student Affairs-- Authorized by the VPSA. Information in this office concerns financial aid, student activities, and discipline.

It is the responsibility of the above-listed administrative officials to instruct all personnel under their supervision regarding release of information. Such instruction will be prerequisite to the handling of official information about the faculty, staff, and students.

116 Vacation

Faculty members employed on an academic year (nine months) basis do not earn vacation time. For policy pertaining to faculty appointed on a twelve (12) months or fiscal year basis, refer to Business Affairs section.

117 Emeritus/a Status

Policy change from BOR Section 803.15 8.3.13

117.1 Emeritus Title

The institution may confer, at its discretion, the title of "emeritus/a" on any retired and tenured professor, associate professor, or assistant professor, or Board-approved non-tenure track faculty of equivalent rank, who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System. Also, the institution may confer, at its discretion, the title of "emeritus/a" on any Board-approved, retired administrative officer who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System. This title may be conferred upon the recommendation of the president of the institution in which the employee has served.

Faculty wishing to recommend retired and tenured colleagues for emeritus/a status may do so by developing a statement indicating the accomplishments of the retired faculty member. This is then forwarded to the department chair, the dean, and the VPAA/PROVOST for review. The VPAA/PROVOST submits their recommendation to
117.2 Emeritus/a Faculty

Click here to view a list of Emeriti Faculty. Do we need to include 117.2 or this list here since it is in the catalog?

118 Procedures for Filling Open Faculty Vacancies
(05/08)

A. Columbus State University is responsible for justifying and documenting the qualifications of its faculty. The recommendation of the Southern Associate for Colleges and Universities (SACS), the regional accrediting body, is as follows:

Credential Guidelines:

- Faculty teaching general education courses at the undergraduate level: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- Faculty teaching baccalaureate courses: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree--usually the earned doctorate--in the discipline.
- Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

B. A request to fill a vacant position, new or replacement, originates with the department and is transmitted by the Chair of the department, with his or her recommendation, to the dean of the college.

The request must include the following:
• a list of the responsibilities of the position
• desired qualifications
• proposed academic rank
• recommended salary range
• proposed scope of the advertising, including a
  plan for reaching and encouraging qualified minority candidates to apply.

C. The dean reviews the request and submits it with his or her recommendation to the
VPAA/ PROVOST

D. The VPAA/PROVOST responds to the dean.

E. If the position is approved, the dean and the department chair prepare the
advertisement and the Affirmative Action Recruitment Plan, including the sources for
placement of the advertisement. The dean transmits this information as well as the form
to list the position with the Applicant Clearinghouse to the VPAA/PROVOST.

F. The VPAA/PROVOST consults with the Affirmative Action Officer on the proposed
scope of advertising to ensure that no discrimination, subtle or overt, exists, and to
confirm the adequacy of the minority recruitment plan.

G. The VPAA/PROVOST approves the final ad and makes arrangements for its
publication in the sources identified by the dean and the Affirmative Action Officer. The
office of the VPAA/PROVOST assumes the costs of the advertisement.

H. The dean or search committee forwards the completed Applicant Clearinghouse form
to the Affirmative Action Officer. The Applicant Clearinghouse was established by the
Board of Regents for the purpose of assisting in the implementation of the Affirmative
Action Plan of the university system and its use is now an obligation which the university
is required to utilize in its employment practices.

The Clearinghouse supplies a list of applicants in any discipline to those conducting a
search to fill a vacancy. It also supplies a monthly listing of openings for all faculty and
administrative positions within the university system. These include all positions which
require approval by the Board of Regents and for which recruitment and advertisement
are planned.

I. Ordinarily, the department chair and the dean are assisted in filling the position by a
Search and Screening Committee. Upon occasion, such as when it is necessary to
replace a faculty member quickly, the dean and department chair may decide to fill the
position with a temporary faculty member. Under these circumstances, given the need
to act expeditiously, the administrators may decide to proceed with the search without
the assistance of a committee. However, the faculty in the department seeking the
temporary faculty member will, as is the process for filling a continuing position, be
offered the opportunity to interview the candidate(s) and to comment on the
qualifications. Students in the department should also have this opportunity whenever
possible.

The department chair consults with the dean on the membership of the Search and Screening Committee. The committee consists of members of the faculty of the department, a student or students in the department, and at least one faculty member from another department within the university. Representation on the committee by minority faculty or students, and by both men and women, is highly desirable. The department chair appoints the committee and its chair. He or she may elect to chair the committee. The Human Resources Director/Equal Employment Officer meets with the search committee to provide guidance regarding the search process.

The charge of responsibilities of the Search and Screening Committee is determined by the department chair and the dean conducting the search. The committee may be responsible for the following, as is appropriate for that particular search:

- seeking applications and nominations of
- outstanding candidates, particularly
- minority candidates
- reviewing applications
- recommending individual applicants to be interviewed
- interviewing candidates
- recommending candidates for appointment (when possible, the committee should recommend more than one candidate for appointment, since the choice may decline the position)
- recommending the appropriate rank for the individuals recommended

J. When applications have been reviewed by the Search and Screening Committee and the department chair, the application materials of the finalists are referred to the dean by the department chair with his or her recommendations for the candidates to be interviewed.

K. The dean discusses the recommendations of the Search and Screening Committee, the department chair, and his or her own recommendation with the VPAA/PROVOST. The dean also provides the VPAA/PROVOST with a tentative schedule for the interviews with the finalists in the search. Interviews with candidates will ordinarily include meetings with faculty of the department and other departments, as is appropriate for the particular search, students, the department chair, the dean, the VPAA/PROVOST, and the president. Upon occasion it may be impossible to arrange interviews with the VPAA/PROVOST or the president within the schedule for completion of the search. The dean must approve all exceptions to the usual interview schedule.

L. The VPAA/PROVOST and the dean agree upon the candidates for interview and the interview schedule. The office of the VPAA/PROVOST assumes the costs associated with the interviews. Board of Regents' policies prohibit the payment for meals for employees of the university in connection with the interviews. The dean then transmits to the department chair the approval from the VPAA/PROVOST to commence
M. If the dean and department chair decide that they are seriously interested in an applicant who is presently employed at another institution within the University System of Georgia, the dean who is supervising the search must notify the VPAA/PROVOST of the interest in the candidate. The vice president will then discuss the matter with the president. The president will then notify the Chancellor of our interest in the applicant and secure permission to contact the person at the other institution. Board of Regents' regulations require this procedure prior to any contacts being made with faculty employed at other institutions within the system.

N. The department chair makes arrangements with the candidates for the interviews. He or she is also responsible for scheduling the interviews with the faculty, students and administrators.

O. Following the completion of the interviews, the department chair is responsible for collecting the responses to the interviews from the Search and Screening Committee, other faculty and students. The responses sought will include the evaluation of the candidates interviewed and the appropriate academic rank for those candidates receiving favorable recommendations. The dean discusses the candidates with the VPAA/PROVOST and the President, if appropriate, is given the interview schedule.

P. The dean submits a recommendation to the VPAA/PROVOST concerning the following:

- the candidate to be offered employment
- the salary
- the academic rank
- years of probationary credit toward tenure or
- a recommendation to continue or reopen the search

Q. Before an offer of employment is made, the VPAA/PROVOST and the Affirmative Action Officer review the employment documents to ensure compliance with the Affirmative Action Plan of the university.

R. The VPAA/PROVOST authorizes the dean to make a verbal offer to the candidate. The offer includes the salary, rank, and years of probationary credit agreed upon.

S. If the candidate accepts the verbal offer, the dean prepares a draft letter to the candidate confirming the verbal offer along with those papers relating to the appointment which must be completed by the candidate. This draft is submitted to the VPAA/PROVOST and forwarded to the candidate upon approval of the VPAA/PROVOST.

T. Upon receipt of the letter of acceptance from the candidate, the dean notifies the VPAA/PROVOST of the candidate's acceptance.
U. The dean prepares the papers of appointment for transmittal to the Board of Regents and transmits the material to the VPAA/PROVOST.

IN ORDER TO ASSURE COMPLIANCE WITH OUR AFFIRMATIVE ACTION COMMITMENTS ANY DEVIATIONS FROM THE PROCEDURES DESCRIBED ABOVE MUST BE APPROVED BY THE VPAA/PROVOST AND THE HUMAN RESOURCES DIRECTOR.

119 Procedures for Advertising Non-Faculty Positions

A. A request to advertise a vacant position originates with appropriate supervisory staff. This request includes a description of the position, all other relevant information, and the proposed scope of the advertising, including a plan for reaching and encouraging qualified minority candidates to apply.

B. Originator sends the request through the appropriate administrative office(s) for approval.

C. After all approvals are granted, the request is sent to the human resources office.

D. Human resources reviews the proposed scope of advertising, edits or drafts the ad from the material provided, ensures that no discrimination, subtle or overt, exists, and confirms the adequacy of the minority recruitment plan.

E. Human resources prepares final ad (if necessary) and places the ad. Copies of the ad placed are provided to the originating department.

120 Faculty Development

(05/08)

120.1 Faculty Development Committee Policy

Policy
The Faculty Development Committee operates within the framework of the following policy statement: *

Columbus State University encourages faculty development and is committed to giving reasonable financial support for such efforts. By petitioning the Committee on Faculty Development, a faculty member initiates the request for professional growth support. Funding will be provided within the constraints established by available resources and according to the timeliest guidelines of the committee. The VPAA/PROVOST administers the Faculty Development Program, with the aid of a Faculty Development Committee that is charged with the assessing of faculty applications and with the making of recommendations. Members of the Faculty Development Committee and its alternates are appointed by the VPAA/PROVOST. The Committee has six members,
one from each college and one from the library. Five alternates appointed from the same organizational units serve if the primary member submits a proposal. The membership of the Committee and its chair are rotated, with members serving two-year terms and the chair serving in that capacity for one year.

*Established by the Faculty Development Committee, May 1985.

120.2 Faculty Development Categories

(8/94) Faculty Development support will be considered for projects that fall in one or more of the following categories.

A. Curriculum or Program Development: Projects in this category are expected to benefit the offerings at Columbus State University through curriculum improvement or through additions to the curriculum.

B. Instructional Skills: Projects in this category are expected to benefit the faculty member and the curriculum through the improvement of teaching skills and through the improvement of related skills, such as techniques for handling new machinery, equipment, devices, etc.

C. Scholarly Activity or Research: Projects in this category are expected to benefit the faculty member as a scholar through further specialization in his or her field or through a broadening of range within the field or to adjacent fields.

120.3 Faculty Development Committee Guidelines

(05/08) Faculty Development Grants are intended to provide significant financial support for a few outstanding proposals for research or other scholarly endeavors. Travels funds are specifically intended to aid in research activities, field or academic coursework, presentations of papers, or active organization of workshops away from CSU, and not for covering the cost of faculty or student salaries, travel and other expenses to attend conferences. In making its judgments and recommendations, the Committee will look for, consider and encourage the following:

- Research activities leading to publication or sharing within the community of scholars at CSU.
- Field or academic coursework related to proposer’s academic specialization designed to help the proposer learn specific skills, expand curriculum, or otherwise improve teaching.
- Presentation of a paper, which will be published in a proceeding.
- Presentation of a paper or performance of an applied art.
- Active organization of a workshop etc.
The Faculty Development Committee retains the right to exercise its discretion in making its recommendations to the VPAA/PROVOST. This entails the possibility of not recommending funding for certain proposals, recommending partial funding, or recommending full funding for other proposals. The overall guiding concept is to help the members of the faculty in their efforts and to best use the funds available for this purpose.

Proposers should clearly describe the project, justify the project's value to the institution, and indicate the project outcomes. To apply and receive full consideration, the required documentation and information must be completed and submitted to the VPAA/PROVOST by the application deadline date as outlined in the Faculty Development Grant Application Form. Proposers who have received grants in the past 5 years should briefly indicate results obtained from prior funding. While part-time faculty may apply for funding, priority will be given to full-time faculty.

Faculty members are encouraged to seek the assistance of their department chairs and deans in planning for professional growth opportunities. These administrators are knowledgeable about university, college, and system policies with regard to leaves of absence, release time, enrollment in courses of study at sister institutions and with resources available to support these important activities. Further, these administrators receive on a regular basis announcements of travel/study opportunities, exchange programs, federal, state, and private support for research projects and seminars/conferences in the specific discipline.

Use the following link only:
Faculty Development Competitive Award Program Cover Sheet
(09/06)

120.4 Sabbatical Program

POLICY STATEMENT

Introduction: When financial resources permit, an appropriate number of sabbaticals will be funded annually. The duration of the sabbatical may be for one semester at full salary and benefits, or two sequential semesters (not to include summers) at one-half salary. During that time the recipient will be relieved from routine college requirements and teaching responsibilities, and devote full time to the assigned project. The following policy statement governs the Sabbatical Program.

CRITERIA FOR SELECTION OF SABBATICAL RECIPIENTS

1. General Qualifications and Responsibilities

A. Eligibility. Any tenured full-time faculty member holding the rank of associate professor or professor is eligible for consideration for a sabbatical assignment. No faculty member is entitled automatically to a sabbatical. The recipients of sabbatical
awards will be selected from a finalist pool of applicants screened and identified by the Faculty Development Committee according to established criteria.

B. Purposes. A sabbatical project may be granted to a faculty member to engage in research, writing, study, or other activity determined to contribute to the faculty member’s professional development and to be useful to the University.

C. Conditions governing the granting of a sabbatical award project. The awarding of a sabbatical is not automatic, but shall depend on the merits of the request and on conditions prevailing in the department, school or college at the time. Sabbatical award recommendations will be presented by the Vice President for Academic Affairs/PROVOST from a final list of applicants identified by the Faculty Development Committee to the President of the University for approval.

D. Compensation. A faculty member on a one-semester sabbatical shall receive full salary and benefits for the project period. A faculty member on a two-semester sabbatical shall receive half salary for the project period.

E. Obligations of the faculty member. 
(1) An applicant for a sabbatical award shall submit to the Chairs seven copies of a detailed plan of activity which the applicant proposes to follow. The recommendation sheet must be completed prior to submission by the Deans to the VPAA/PROVOST.

(2) While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or a designated representative. No form of employment may be accepted during the project period that will interfere with the accomplishment of the recipient's purpose for the project.

(3) Within one (1) month upon return from sabbatical leave, the faculty member shall file with the Vice President for Academic Affairs/PROVOST a written report of his/her scholarly activities while on leave. Copies of this report shall be submitted to the faculty member's department chair and dean, and the chair of the Faculty Development Committee.

(4) A faculty member is obligated to return for a full academic/fiscal year of service upon completion of the project. Failure to return will obligate the faculty member to fully reimburse the institution for additional costs incurred by the institution resulting from the sabbatical leave. In accepting a sabbatical award, the faculty member shall sign a statement indicating awareness of and agreement to this repayment provision and to all other conditions of the project as specified herein.

2. Criteria for Selection of Recipients
The proposed activity should be considered in view of the value it would have for the individual's professional growth and the contribution it will make toward improving his/her value to Columbus State University. Some likely proposals would be for:

A. **Advanced education not to be applied to a degree.** Preference to be given to the candidate doing work to update or improve knowledge in a field that will be taught in the immediate future as certified by the faculty member's department chair and dean.

B. **Scholarly research.** Preference should be given to the candidate whose research could not be carried out at CSU while performing his/her other assigned duties (teaching, service, etc.). The Faculty Development Committee may appoint a select panel to review and advise the Committee on the merits of the candidate’s proposed research. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.

C. **Scholarly writing.** Preference should be given to the candidate whose scholarly writing is scheduled for publication. The Faculty Development Committee may appoint a select panel to review and advise the Committee on the merits of the candidate’s proposed writing project. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.

D. **Potential of candidate.** In case there are candidates of equal merit according to the above areas, the decision to recommend recipients should be based on the Faculty Development Committee’s confidence in the candidate’s potential for success.

3. **TIME SCHEDULE**

A. **Deadline for application.** The candidate must make formal application including all information to be considered by the Faculty Development Committee to the chairs by October 20th. Chairs will then submit to Deans by October 26th. Deans will submit to VPAA/PROVOST/PROVOST not later than October 30th for a project being requested for the following academic year.

B. **Deadline for Faculty Development Committee Decision.** The Faculty Development Committee must make its recommendations to the Vice President for Academic Affairs/PROVOST and inform the potential recipients of their decision not later than November 30th. Award letters will be sent by December 1st.

C. **Recipient Decision.** The potential recipients should make a firm decision by December 15 on their willingness to accept or reject the sabbatical award. This decision must be confirmed in writing to the Vice President for Academic Affairs/PROVOST with copies to the faculty member's department chair, dean and chair of the Faculty Development Committee.

4. **GUIDELINES**
The following guidelines will be followed by eligible faculty making application for a sabbatical.

**A. Prepare a Sabbatical Proposal Portfolio.** The portfolio is to consist of two parts: (1) a formal written proposal and (2) an appendage of support documents. In general, the formal proposal should contain the following:

1. **COVER SHEET**
   - Name
   - Department
   - College
   - Rank
   - Title of Proposal
   - Award Period
   - Check List:
     - Memorandum of Agreement
     - Formal Sabbatical Proposal
     - Recommendations
     - Appendage including only relevant documents and summaries, such as bibliographies rather than copies of all publications of Agreement
     - Completed Budget Summary

2. **SUMMARY:** a clear and concise summary of the request (one page maximum)

3. **INTRODUCTION:** a detailed statement of the request, its objectives, its benefits to the applicant and Columbus State University in definitive and measurable terms, the results expected, and the period of time covered by the proposed sabbatical

4. **METHODS AND EVALUATION:** a detailed description of the applicant’s “Sabbatical Program,” including activities to be employed to achieve the desired results: a detailed plan for determining the degree to which the applicant’s objectives will be met and can be assessed

5. **FUTURE PLANS:** if applicable, describe a plan for continuation of activities beyond the sabbatical period which will benefit the applicant’s professional development and Columbus State University; the plan should relate to the objectives and expected outcomes of the sabbatical.

6. **BUDGET:** a clear delineation of cost, other than salary, associated with the applicant’s “Sabbatical Program,” including funding sources (grants, stipends, etc.), travel, etc.

**NOTE:** If applicant is requesting additional Faculty Development funds to support sabbatical activities, it should be noted (Budget section) and a separate Faculty Development proposal, properly referenced to the Sabbatical Proposal, should be submitted to the Faculty Development Committee.
The formal proposal is not to exceed ten (10) double-spaced pages!

The Proposal Appendage is to contain support documents, including, but not limited to, (1) a current résumé, (2) a summary of previous activities which uniquely qualify the applicant to undertake the proposed sabbatical activity, (3) a summary of previous activities which demonstrate clearly that the applicant has the potential to successfully complete the “Sabbatical Program,” and, if applicable, (4) verification that support grants, stipends and consortia arrangements relating to the “Sabbatical Program” have been authorized and approved.

The Proposal Appendage should include only relevant documents and summaries such as bibliographies, rather than copies of all publications, etc.

**B.** Complete and sign the Memorandum of Agreement stating the applicant’s understanding and agreement to the terms of the Sabbatical Program.

**C.** Deans shall submit the Sabbatical Proposal Portfolio and Memorandum of Agreement to the Vice President for Academic Affairs/PROVOST no later than October 30.

**D.** Recommendations are to be on the appropriate form and submitted to the Vice President for Academic Affairs/PROVOST with a copy to the chair of the Faculty Development Committee.

**E.** The Faculty Development Committee will make its recommendations to the Vice President for Academic Affairs/PROVOST not later than November 30th.

**F.** The potential recipients must make a firm decision by December 15th, on their willingness to accept or reject the sabbatical if awarded. This decision must be confirmed in writing to the Vice President for Academic Affairs/PROVOST with copies to the faculty member’s department chair, dean and chair of the Faculty Development Committee.

**G.** Each potential recipient will be notified in writing of sabbatical decisions, not later than December 1, by the Vice President for Academic Affairs/PROVOST.

**H.** Within one (1) month upon return from a sabbatical, the faculty member is to file with the Vice President for Academic Affairs a written report of his/her scholarly activities while on sabbatical. Copies of this report shall be submitted to the faculty member’s department chair and dean, and the chair of the Faculty Development Committee. The report will identify all scholarly activities undertaken during the sabbatical. These activities should be properly referenced to the Sabbatical Plan submitted in the formal proposal. Exceptions are to be noted and explained. In addition, if applicable, the faculty member is expected to share the results of his/her scholarly work through appropriate publications, conferences, workshops, and/or
seminars both on and off campus.

**Sabbatical Program Guidelines & Forms**

**Examples of some successful proposals for review and comparison:**

**Dr. Barone's Proposal**

**Dr. Causey's Proposal**

**120.5 Tuition Remission and Reimbursement Policy**

(09/04)
Refer to the Human Resources website

**120.6 Academic Common Market**

The University System of Georgia participates in the Academic Common Market. This arrangement among thirteen Southern states allows participating students to pay in-state tuition while studying outside their home states. Our participation enables faculty, as well as their family members, to reduce the costs of undergraduate and graduate study in certain fields or in certain out-of-state institutions. For information on specific programs available at in-state rates for residents of Georgia, contact the Office of the VPAA/PROVOST.

**120.7 Professional Meetings**

Faculty and staff members are encouraged to participate in professional meetings. Compensation policies and procedures are outlined under “Business Affairs.”

**Sec. 121: Externally Funded Grants & Contracts**

**121.1 Introduction**

Grant and sponsored program activities are guided by Columbus State University's statement of purpose: to serve the educational needs of a diverse student body from both an urban and rural population in west-southwest Georgia through academic and regional outreach efforts. Based on this purpose and in line with its strategic goals, the institution pursues external funding to enhance and supplement its own commitment to teaching, service, and applied research.

As a means of enhancing and supplementing support for instruction, research, and public service, Columbus State University encourages its faculty and professional staff to actively engage in securing external funding via grants and contracts. As a matter of procedure and with a view to conforming to the regulations and requirements of the Board of Regents and state, federal, and private funding agencies, faculty and staff are
required to coordinate their efforts with their department chairs and deans in the draft stages of proposal development. This is intended to facilitate and expedite the internal clearance process and help the university in complying with accurate reporting and audit requirements.

121.2 Policies

A. The university attempts to secure grants and contracts, which will enhance instruction, training, service, and applied research which address the needs of its students and regional clientele.

B. To ensure an appropriate balance between teaching and sponsored program assignments, faculty or staff members will devote no more than 20% of their assigned time (in addition to pre-existing duties) to grants and contracts during the academic year. In specific instances, where there is a need to allocate more than 20%, faculty and staff will be granted proportionate reassigned time, and, depending upon the need, qualified individuals may be hired to perform teaching and other duties.

The Board of Regents sets all policies with regard to extra compensation for faculty and staff working on grants and sponsored programs. Unless otherwise defined by the funding agency, 50% of indirect costs allowance generated by grant activity will be retained by the university to cover overhead and maintenance, 25% of the recovered funds will be awarded to the appropriate unit (department or college), and 25% of the recovered funds will be awarded to the principal investigator to be utilized as seed funding for future research/projects. The percentage of time and effort devoted by a faculty member to a particular grant activity during the academic year and the summer months is approved as a part of the post-award activity by the funding agency and the university.

C. Institutional control of the administration of all externally funded programs is critical to the long-term viability of the university and the achievement of its stated purpose and goals. The university will not accept externally funded programs whose requirements call for a compromise of institutional control. The responsibility for monitoring the administration of externally funded programs resides with the dean of the appropriate college or unit.

D. Independent of the source and the level of funding, the project director will be given the freedom and professional authority to investigate and publish the findings of any research within policies established by the Board of Regents. The university will not compromise this policy regardless of its effect on the continuation of the funding. In rare instances, where there is a conflict between the investigator and the funding agency, a final recommendation from the appropriate dean will be made to the VPAA who will resolve the situation.

E. The commitment of time, effort, and institutional resources to a specific externally funded activity must be approved prior to the submission of application to the funding
agency. Before the submission of a proposal to a funding agency, the initiator of a project is required to complete a "Columbus State University Transmittal Form" (Appendix III). Then the initiator’s department chair, dean, appropriate vice presidents, and president of the university internally review the application. This pre-application approval process ensures not only conformity with the purpose of the university and the goals of its strategic plan, but the adequate institutional and matching resources will be available for the implementation of the externally funded project.

F. The university will not become overly dependent upon sponsored programs to support its operating budget. The institution may provide matching funds from its operating budget for personal services, equipment, and other costs as appropriate.

121.3 Submission of Proposals

A complete copy of the final proposal, with all official signatures, should be forwarded to the appropriate dean before the application is mailed to the funding agency. In addition to the above pre-award procedures, it is understood that grants are awarded to the university and not to the program director. Thus, compliance with the established procedures of the Office of the VPBF, telephone extension 2003, is absolutely crucial to the successful completion of an award.

Please contact the appropriate dean for any additional clarification.

122 Research Involving Humans

122.1 Committee

The Human Subjects Review Committee or sub-committee thereof, shall serve as the screening, reviewing and recommending body for all research proposals and projects which involve human subjects (Appendix III).

122.2 Policy

Safeguarding the personal integrity, rights and welfare of all human subjects involved in research undertakings at Columbus State University shall be of primary importance. In order to provide for this responsibility, it shall be the policy of Columbus State University that all research endeavors involving human subjects shall be described in writing to the Human Subjects Review Committee, in advance of beginning such research. The Human Subjects Review Committee shall review the proposal and shall recommend approval, modification, or rejection of the project. The Human Subjects Review Committee may impose the requirement of the subject's informed consent before recommending approval of the project.

122.3 Applicability

The policy applies to any and all research endeavors which may place the human
subject at risk. This policy applies (but is not limited) to those experiments known as "double blind," and to those endeavors using experimental stimuli as: electrical stimulus, sensory deprivation, and hypnosis, when such conditions are deliberately generated and deliberately applied for experimental purposes. Moreover, data obtained from such experimentation shall not be divulged or otherwise made visible unless proper informed consent has been obtained.

122.4 Subject

This term describes any student, faculty, staff, employee, or volunteer who is used in any research of a psychological, biological, sociological, medical, or educational nature. This term applies equally to persons who have either unrestricted civil freedom or restricted civil freedom (prisoners, patients, etc.).

122.5 "At Risk"

An individual is considered to be "at risk" if he or she may be exposed to the possibility of harm--physical, psychological, sociological, or other--as a consequence of any activity which a reasonable person would judge as going beyond the application of those established and accepted methods necessary to meet his needs. The determination of when an individual is at risk is a matter of the application of common sense and sound professional judgment to the circumstances of the activity in question.

122.6 "Informed Consent"

Informed consent assumes that the subject individual has been fully informed and indicates understanding of the nature of experimental techniques to be applied, studied, or manipulated. It additionally assumes that the subject is capable of understanding at the short- and long-range levels the normally expected risks and hazards (if any) and gives consent freely, especially where Columbus State University students are involved, without pressure of threat to academic grades.

122.7 Stored and Retrieved Data

This policy requires that data and information about individuals obtained during scientific/scholarly research and experimentation will be protected against compromise and/or unauthorized visibility and that such data will be removed to the "objective" category at the earliest possible time--that is, the names and other identities of the human subjects will be removed from the data and destroyed and all "keys" for such re-identification will be likewise rendered useless.

122.8 Publication of Research Findings

All authors and researchers will be obliged to adhere to the rules as outlined in this document of confidentiality, ethics, and consideration of the individual's personal welfare in any subsequent publication of research findings.
122.9 Interpretation

Questions and disputes arising from the implementation of this policy which the Human Subjects Review Committee cannot resolve shall be settled by the VPAA or such other authority as the president of Columbus State University may designate.

123 Research Involving Animals

123.1 Animals

In accordance with the guidelines set forth by the National Institutes of Health (NIH) and the National Research Council (NRC), animals that come under the jurisdiction of this section are living, vertebrate animals that are used for teaching or research. Studies/experiments/demonstrations using preserved (i.e., dead when received) vertebrates or invertebrates (animals without a backbone) are considered exempt from these guidelines.

123.2 Committee

The Institutional Animal Care and Use Committee, or a subcommittee thereof, is required to screen, review, and approve all research proposals and projects dealing with animals, as defined above. This includes the use of animals for teaching, laboratory studies, and field studies.

123.3 Policies

The university policy regarding animal care and use is intended to ensure the humane treatment of all animals utilized in research, teaching, and testing in order to comply with applicable federal laws, as well as the policies of granting agencies and accrediting bodies. In addition, the use of vertebrate animals at Columbus State University must not result in warranted complaints from the public sector or place the university in jeopardy of litigation from specific public groups. Violations of federal standards could result in the suspension of all federal funding.

The Institutional Animal and Use Committee is charged (by federal law and the aforementioned policies) with the responsibility for reviewing any and all uses of vertebrate animals by faculty or staff of, or in association with, Columbus State University. While the review process is mandated by law and policy, it is not the intent of the committee to assist or obstruct individuals with the proper and judicious use of animals.

Any individual who has the principal responsibility for the use of the animals in a research, teaching, or testing application must complete the Animal Protocol forms available in the dean's office of the College of Science. Once approved, any significant changes in the testing protocols or procedures (including, but not limited to, a change in
species, anesthetic, surgical procedure, location in housing, etc.) will require the submission of a revised protocol.

Re: revisions of sections 124-125 of current CSU Faculty Handbook: Current CSU Faculty Handbook contains separate sections for Copyright & Patent Policies. The entire Copyright Policy is repeated nearly word-for-word in the Patent Policy, with the terms “patent(s)” or “patentable” replacing the terms “copyright(s)” & “copyrightable”. By contrast, BOR Policy Manual contains one section (6.3) entitled “Intellectual Properties” which cover both copyright & patent policy, with additional policies covering software & trademark policies. To avoid redundancy, I’ve adapted the structure of BOR section 6.3, and done away with separate policies for Copyrights & Patents. These changes are reflected in the revisions below.---TWG

CSU Intellectual Properties Policy Copyright Policy (BOR 6.3)
(05/08)

124.1 Preamble Introduction (BOR 6.3.1)

Columbus State University is dedicated to teaching, research, and the extension of knowledge to the public. Its personnel recognize (as two of their major objectives) the production of new knowledge and the dissemination of both old and new knowledge as two of their major objectives. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, scholarly material and the publication of scholarly such works, and the development of computer software. Such activities

1. Contribute to the professional development of the individual faculty, staff members or students involved;
2. Enhance the reputation of the university;
3. Provide additional educational opportunities for participating students; and
4. Promote the general welfare of the public at large.

Patentable inventions and materials often come about because of activities of USG faculty, staff, or students who have been aided wholly or in part through the use of USG resources. It becomes significant, therefore, to insure the utilization of such inventions for the public good and to expedite their development and marketing.

The rights and privileges, as well as the incentive, of the inventor or creator must be preserved so that his/her abilities and those of other faculty, staff, or students at Columbus State University may be further encouraged and stimulated.

Columbus State University recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service.
Columbus State University
acknowledges that faculty, staff, and students of the university regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books, and other scholarly works that may be subject to copyright and which 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 a university community have increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

Columbus State University recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. Inasmuch as Columbus State University is aware of the dynamic nature of software and that the value of intellectual property comes from the ability of its owner to control its use and that such value is directly related to the degree of protection it enjoys under the law, the Board encourages USG institutions. Columbus State University endeavors to protect such expressions of knowledge by the utilization of appropriate intellectual property laws and the creation of comprehensive software technology transfer policies and procedures. In many instances, Intellectual Property will become, in whole or in part, the property of the Columbus State University Board of Regents.

Accordingly, Columbus State University does hereby establish the following policy with respect to copyrights and copyrightable materials resulting from the work of its faculties, staff, and students. Copyrightable material includes the following:

1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, tests, and proposals,
2. Lectures, musical or dramatic composition, and unpublished scripts,
3. Films, film strips, charts, transparencies, and other visual aids,
4. Video and audio tapes and cassettes,
5. Live video or audio broadcasts,
6. Programmed instruction material,
7. Computer program documentation, and
8. Other materials or works which qualify for protection under the copyright laws of the United States or other protective statutes whether or not copyrightable there under.

124.2 Definitions (BOR 6.3.2)

124.2.1 Intellectual Property (BOR 6.3.2.1)

Intellectual Property shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

124.2.2 Patentable Materials (BOR 6.3.2.2)
Patentable Materials shall be deemed to refer to items other than software that reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes, including Novel Plant Varieties and Patentable Plants, whether or not patentable there under.

124.2.3 Copyrighted Materials (BOR 6.3.2.3)

Copyrighted Materials shall include the following:

1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals;
2. Lectures, musical or dramatic compositions, and unpublished scripts;
3. Films, filmstrips, charts, transparencies, and other visual aids;
4. Video and audio tapes or cassettes;
5. Live video and audio broadcasts;
6. Programmed instructional materials;
7. Mask works; and,
8. Other materials or works other than software that qualify for protection under the copyright laws of the United States (See 17 U.S.C. § 102 et seq.) or other protective statutes whether or not registered thereunder.

124.2.4 Software (BOR 6.3.2.4)

Software shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term “computer program” shall mean a set of instructions, statements, or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

124.2.5 Trademarks (BOR 6.3.2.5)

Trademarks shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the USG or any of its institutions. (See 15 U.S.C. § 1127.)

124.2.6 Trade Secrets (BOR 6.3.2.6)

Trade Secrets means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers that:

1. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
2. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (See O.C.G.A. § 10-1-761).

124.2.7 Patentable Plant (BOR 6.3.2.7)


124.2.8 Mask Work (BOR 6.3.2.8)

Mask Work means a series of related images, however fixed or encoded:

1. Having or representing the predetermined, three dimensional pattern of metallic, insulating, or semi-conductor material present or removed from the layers of a semiconductor chip product; and,
2. In which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product (See 17 U.S.C. § 901).

124.2.9 Novel Plant Variety (BOR 6.3.2.9)

Novel Plant Variety means a novel variety of sexually reproduced plant (See 7 U.S.C. § 2321 et seq).

124.3 Determination of Rights and Equities in Intellectual Properties (BOR 6.3.3)

124.3.1 Sponsor-Supported Efforts (BOR 6.3.3.1)

The grant or contract between the sponsor and the institution, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor may:

1. Specify that the materials be placed in the public domain;
2. Claim reproduction, license-free use, or other rights; or,
3. Assign all rights to the institution. In those cases where royalty income is realized by the institution, the inventor or creator may appropriately share in the royalty income. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to sponsor and institution regulations.

124.3.2 Institution-Assigned Efforts (BOR 6.3.3.2)

Ownership of Intellectual Property developed as a result of assigned institutional effort shall reside with the institution. However, sharing of royalty income with the inventor or creator is authorized as an incentive to encourage further development of Intellectual
Property. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to institution regulations.

124.3.3 Institution-Assisted Individual Effort (BOR 6.3.3.3)

Ownership of Intellectual Property developed by faculty, staff, or students of the institution where the institution provides support of their efforts or use of institution resources in more than a purely incidental way, unless such resources are available without charge to the public, shall be shared by the inventor or creator and the institution. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to institution regulations.

124.3.4 Individual Effort (BOR 6.3.3.4)

Ownership rights to Intellectual Property developed by faculty, staff, or students of the institution shall reside with the inventor or creator of such Intellectual Property provided that:

1. There is no use, except in a purely incidental way, of institution resources in the creation of such Intellectual Property, unless such resources are available without charge to the public.
2. The Intellectual Property is not prepared in accordance with the terms of an institution contract or grant.
3. The Intellectual Property is not developed by faculty, staff or students as a specific institution assignment. The general obligation to produce scholarly and creative works does not constitute a specific assignment for this purpose. The nature and extent of the use of institution resources shall be subject to institution regulations and shall be determined by the institution.

124.3.5 Other Efforts (BOR 6.3.3.5)

Ownership rights to Intellectual Property developed under any circumstances other than those listed in Sections 6.3.3.1 through 6.3.3.4 above shall be determined on an individual basis and approved by the president of the institution or his/her designated representative. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to institution regulations.

124.4 Institutional Procedures (BOR 6.3.4)

Columbus State University is required by the Board of Regents to develop policies and procedures for the administration of the Board of Regents' Intellectual Property Policy. Each president shall appoint an institutional Intellectual Property committee, consisting of no fewer than three (3) or more than nine (9) members, one of whom shall be designated by the president to serve as chair. In each case the committee shall include a representative of the Columbus State University Office of Fiscal Affairs. The committee shall meet as necessary, and shall act in an advisory capacity to the
president or his/her designee. Faculty, staff and students shall promptly report to the committee in writing, through the appropriate channels, all Intellectual Property invented or created by them that is reasonably likely to have commercial value.

Columbus State University’s Intellectual Property committee shall recommend to the president of Columbus State University or his/her designee the rights and equities in intellectual property created by faculty, staff, or students of the institution. Each institution’s policies shall provide for an appeal procedure within the institution in the event of a disagreement as to the ownership and use of such materials.

In the implementation of its policies and procedures, Columbus State University may elect, through its Intellectual Property committee and with the approval of its president, any of the following courses.

1. Develop and manage its licensing program through an independent assistance organization so as to secure competent evaluation of Intellectual Property, expeditious filing of applications for patents or other protection and aggressive licensing and administration of Intellectual Property.

2. Develop and manage its licensing program through an affiliated nonprofit corporation such as the Georgia State University Research Foundation, Inc., the Georgia Tech Research Corporation, or other nonprofit organizations established for this purpose.

3. Develop and manage independently its own licensing program.

4. Release Intellectual Property to which the institution has title or an interest to the inventor or creator for management and development as a private venture after the execution of an agreement providing for a suitable division of royalty income.

The foregoing notwithstanding, each institution may establish individual committees to address patents, copyrights, or software, or any of them. Each such committee shall be appointed by the president and consist of no fewer than three (3) nor more than nine (9) members, one of whom shall be a representative of the Columbus State University Office of Fiscal Affairs. They shall carry out the same functions as the Intellectual Property committee with respect to each type of intellectual property.

124.5 Trademarks (BOR 6.3.5)

All trademarks arising out of research by Columbus State University personnel constitute property of Columbus State University, and applications for registration, use of, and licensing of such trademarks shall be governed by the policies of Columbus State University. Trademarks arising out of research done by Columbus State University personnel pursuant to an agreement with a cooperative organization shall be the property of such cooperative organization and such organization may file all appropriate applications and other documents necessary to protect such trademarks and may exercise all other rights consistent with ownership of the trademarks.
Each institution shall file its Intellectual Property policy with the Office of Legal Affairs in the University System Office.

130 Library

The mission of Columbus State University Libraries is to support the University's curricular, research, cultural and community service objectives by providing resources, instruction and other services that promote and enrich intellectual and personal growth and scholarship.

Columbus State University maintains two libraries: the Schwob Library on the main campus and the Music Library at CSU's downtown campus in the RiverCenter for the Performing Arts. The staff of both libraries is comprised of library faculty and staff members who strive to provide quality service for all library users. Among their goals are the enhancement of student learning and making both libraries the intellectual hubs of their respective campuses.

Located in the center of the CSU campus, the Schwob Library serves as the premier information resource for the main campus. It provides a book collection of over 350,000 volumes, as well as access to thousands of electronic journal articles via GALILEO, Georgia's impressive collection of electronic databases. Special areas within the Schwob Library include Government Documents, the Archives (local history materials), the Information Commons (a well-staffed library-operated computer lab in the Reference Department), and Instructional Technology Services, which provides equipment, training, and technical support for classroom and library technologies; trains and assists faculty in the development of media materials (traditional to multimedia); and provides training and support for distance learning (web-based, satellite, and video-conferencing).

The Music Library, located in a 4000 square foot space on the RiverCenter's first floor, is intended for the use of CSU students and faculty engaged in music-related research. Its growing collection contains scores, LPs, CDs, videos, DVDs and books about music.

The libraries' collections can be accessed through GIL, CSU's library online catalog. It is available via the library web page at http://gil.colstate.edu. GIL contains entries for all materials housed in the CSU libraries, including books, journals, government documents and AV materials. GIL also contains entries for around 10,000 historic titles included in the Library of American Civilization microfiche collection and about 15,000 titles for electronic books available through netLibrary, a GALILEO resource. Circulating books at CSU Libraries are normally checked out to faculty for three months.

CSU faculty can access journal articles via GALILEO, which stands for GeorgiA Library
Learning Online. Begun in 1995, GALILEO is an initiative of the University System of Georgia that provides access to over 150 databases, which, in turn, index thousands of periodicals, including scholarly journals. A number of the GALILEO databases provide full-text journal articles, while others provide only citations and abstracts. The easiest way to access GALILEO is to go to the library web page at http://library.colstate.edu and click on “GALILEO” in the “Online Resource Quick Links” bar in the middle of the screen.

Faculty can access GALILEO off-campus to via a password. To obtain the password, go to the CSU online library catalog page at gil.colstate.edu and click on “Get GALILEO password.” For more detailed instructions, go to the library web page at library.colstate.edu and click on the blue box that says “GALILEO Information.” On campus, GALILEO is available without a password.

CSU faculty also have access to a number of electronic resources that are not provided by GALILEO. Among these are Grove Online Music, Music Index Online, OVID and JSTOR. For assistance in using GALILEO or any other electronic resources, faculty should contact their liaison librarian (see next paragraph) or stop by the Reference Desk in the Schwob Library or the Music Library’s service desk.

Each CSU library faculty has been assigned as liaison to a college or to multiple academic departments. A liaison librarian can:

- Provide classes with generalized or course-specific instruction in the use of the libraries’ resources (emphasizing electronic resources)
- Provide faculty with instruction (in the comfort of his/her office) in the various resources that will assist with his/her research and the preparation of student assignments
- Create bibliographies and/or course-specific lists of resources
- Create web guides to the research tools for specific disciplines
- Order library materials requested by faculty that relate to specific disciplines
- Answer questions about the library

For a list of current liaison assignments, go to http://library.colstate.edu on the web and click on “Library Information.”

130.1 Policies

The policies and regulations of the CSU Libraries have been established to ensure maximum access to library resources and to provide a study facility for all library patrons. All library users are urged to abide by the regulations and to be considerate of other library users. Detailed policies and regulations are available at the libraries’ website.

A valid CSU ID card is required to borrow material; a photo ID is required for non-CSU users of designated services. Some services are restricted to use by CSU faculty, staff,
Qualified borrowers include CSU faculty, staff, and students; active CSU Alumni Association members; authorized dependents (over the age of 12) of CSU faculty and staff; Columbus Technical Institute faculty and students; and special borrowers as designated by the Dean of Libraries. What are the new procedures? Faculty/staff of CSU may secure library privileges for members (over the age of 12) of their immediate families by obtaining dependent cards from the human resources office.

Most library print resources are available for circulation outside the facility to qualified borrowers. However, videos, films, and compact disks can only be checked out by CSU faculty and staff. Items on reserve have restricted loan periodicals and may be limited to in-building usage. Reference materials, periodicals, microforms, sound recordings, archival materials, maps, some government documents, and selected other materials are designated for use only within the library. A "hold request" may be placed for items that are already out on loan.

Circulation periods for CSU faculty and staff are three months for books and one week for audio-visual materials. Return of audio-visual items may be requested if the item is needed for class. Books are subject to recall after three weeks if requested by another patron. Faculty and staff are not charged over-due fines, but they are asked to return loans promptly in order to ensure the availability of materials to other users. Users may renew borrowed items through their GIL account—provided the items have not been requested by another patron. Periodically, they may be asked to return or purchase long overdue items. Reimbursement for lost or damaged materials will include a processing fee and current replacement costs.

Drinks in spill-proof (screw-top) containers are allowed in the library. Food is not allowed. Library patrons are asked to exercise care in the handling of materials, both within and outside the library. Extreme temperatures or pressure can easily damage audiovisual, computing, and other items. To ensure a quality learning environment, the use of cell phones is not permitted in the library.

**130.2 Library Services**

**Hours** – Library hours have been established based on needs expressed, usage patterns, and resources available. Daily, holiday, special hours of operation or library closings are listed at the main entrance of the Schwob and Music Libraries. General daily operating hours (during and between terms) and the more limited department hours of reference, archives, and instructional technology services appear on the library web-site. Special hours and closings will be announced on the web-site and on the campus electronic notice board. Between academic terms, the libraries are generally open weekdays only with no evening or weekend hours.

**Assistance** – Library faculty and staff are available to assist faculty, staff and students in meeting their information needs. Requests for assistance may be made to individuals or departments within the library in-person, by telephone, via e-mail or via the library's web-site. The library-faculty liaison program is intended to facilitate communication
between the library and faculty. Faculty members are encouraged to contact their assigned liaison librarian to ensure library resources are available for required student assignments, arrange bibliographic instruction sessions, or discuss any questions, problems, or suggestions. The list of departments and corresponding liaisons is available at the library web-site or by calling information services.

**Reserves** – The reserve system is intended to make assigned materials available to an entire class by utilizing an abbreviated or restricted loan period. All library materials except reference books and periodicals may be placed on reserve. Personal copies or items may be placed on reserve, but the library cannot assume replacement costs for lost or damaged items. To place materials on reserve, the faculty member must bring the items to the circulation desk and complete the reserve form indicating course and designating the loan period (room use only, overnight, 24 hour, 3 day). At least 48 hours (excluding weekends) should be allowed from when the materials are brought to Circulation until students are informed that materials are available on reserve at the library. Faculty members are responsible for compliance with the Copyright Law as it pertains to reserves. At present, CSU Libraries do not offer electronic reserves service.

**Bibliographic Instruction** – Instructional workshops in using library resources are offered through the Information Services department. Additional classes may be tailored to fit the needs of a particular course or assignment. To find out what general classes are offered or to request a specific class session, faculty should contact their liaison librarian or the Information Services Department.

**Interlibrary Loan and borrowing from other libraries** – Interlibrary loan service allows current CSU faculty, staff, and students to request materials not owned by the CSU Libraries for use in scholarly research. Request forms are available at the library web-site. A minimum of ten days should be allowed for receipt of requested articles, although normally requests can be filled within a week. Charges incurred in borrowing research materials for faculty members are normally paid by the library. However, if copyright limits restricting the number of articles that can be requested from one periodical title have been exceeded, the faculty member making the request may be asked to assume the charges.

**GIL Express** – CSU faculty and students are now able to borrow books without going through the Interlibrary Loan process. By using GIL Express, one can access the holdings of all 34 institutions in the University System of Georgia through one very large online union catalog. Then, by filling out a simple form, a particular book can be requested in a matter of seconds. The GIL union catalog is available at giluc.usg.edu. To request an item, one should locate the entry for the item in the union catalog, then click on “GIL Express Request” at the top of the page and fill out/submit the form. The book should arrive in less than a week. GIL Express is only available for books. The loan period is 28 days. For GIL Express policies go to giluc.usg.edu and click on the “i” following the phrase “Find out about GIL Express for requesting items through the UC.”

**Collection Requests** – Faculty may request purchase of books, periodicals, or non-
print materials at any time. These requests should be submitted to the appropriate liaison librarian. An electronic form is available on the library's web-site. Materials are selected for purchase according to the library's collection development policy and are ordered as the budget permits.

**Copiers** – Copying machines are available for duplicating print and microform materials. In addition to black and white photocopiers, there is a color photocopier. At the time copies are made, faculty may either pay for the copies or charge the copies to the department by presenting a form signed by the department chair. Faculty members receive a discount when using the print copiers to obtain research related copies. Users of copy machines assume responsibility for observing the Copyright Law (Title 17, U.S. Code) and should be aware of its provisions.

**Faculty Study Rooms** – A limited number of faculty study rooms are available for faculty engaged in research; some of the studies are wired. These may be assigned for periods of one week to one semester. Faculty members needing study rooms should contact the Dean of Libraries.

**Audiovisual Materials** – All audiovisual materials owned by the CSU Libraries are indexed in GIL, the library's online catalog. Keyword searching, using the “search limits” feature, allows the searcher to locate materials in a particular format on a given subject. Suggestions for new audio visual purchases may be through the liaison librarians.

**Audio-visual and Media Presentation Technologies** – Contact Instructional Technology Services (ITS) department of the Library for questions, assistance or training related to AV and presentation technologies at CSU. Each general classroom has been assigned an overhead projector, cart and screen. Over 70 classrooms/computer labs are equipped with data/video projection, sound systems, and other technologies. A list of media-equipped general classrooms is available at http://aa.colstate.edu/roomlist.htm. Media classroom training (required) and workstation access is provided by ITS. Additional equipment (such as a laptop computer, data projector w/computer, TV/VCR) is available to faculty for on/off campus usage from the centralized equipment pool at ITS. Students and student organizations must request AV or use of the media classrooms through their instructor or sponsor. Practice equipment is available in the Simon Schwob Memorial Library.

Equipment users are expected to be familiar with the equipment being used and should request training, if needed. Users are responsible for equipment repairs or replacement in the event of damage or theft. Equipment requests are filled on a first-come basis, with academic classroom usage having priority. To maximize resource access, “every class” requests cannot generally be met. Main campus delivery/pick-up and emergency assistance is provided 8-5 on weekdays as personnel are available. Problems with the equipment should be reported immediately so that the problem may be resolved as quickly as possible. Requests for equipment should be made in person or by telephone to the ITS office at least 24 hours prior to the usage time; 36 hours is needed for requests placed using the web-based request form.
**Media Production Services** – Assistance is available to CSU faculty in the design and creation of materials in formats ranging from traditional media (overhead transparencies, slides, and photographs) to multimedia (web-based materials, computer graphics, and CDs).

Production of instructional materials for faculty by the ITS staff is available as resources permit and requires ample advance request time. The Faculty Multimedia Lab, located in the library basement, is available for use by faculty in producing their own instructional materials. Individual and group instruction is available upon request.

**WebCT** - Training and support in using this web-based collaborative learning tool in traditional or online courses is provided by ITS.

**Distance Learning** - Assistance with creation of web-based or other distance learning courses and materials is available from ITS. Distance learning at CSU includes online courses (locally originated or “e-core” courses offered through The University System of Georgia partnership); two-way interactive technology (for courses or meetings) via the Georgia Statewide Academic and Medical System (GSAMS); and satellite downlink.

Concerns and suggestions regarding the libraries’ collections, services, and facilities are welcomed by the Dean of Libraries.

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**131 UNIVERSITY COMMITTEES & COUNCILS**

Columbus State University study committees are divided into three groups: (1) Senate committees, (2) Institutional committees, and (3) Elected committees. The Senate committees address those concerns which more directly relate to faculty activities and supplementing instruction. The institutional committees address those concerns more pertinent to the efficient and appropriate operation of the university. The elected committees need information on what their role is.

Working in conjunction with the study committees are councils. The councils’ address concerns need more information.

A list of the Senate, and institutional, and elected committees and councils and along with their purposes can be found below.

**131.1 SENATE COMMITTEES** (05/08)

We, the faculty senate, recommend the following guidelines for committee assignments:
1. To allow time for course preparation and to begin the research process, new faculty should normally be excluded from committee assignments during their first year of service.
2. Faculty should serve on no more than three Senate and/or Institutional committees depending on the balance of other service commitments.
3. To the extent possible, committees should reflect the ethnic, racial, and gender balance of the university.
4. Faculty or staff members should be appointed chair only after consultation.
5. Note that all size recommendations are approximate.

131.1.1 Academic Advising Committee

Purpose: The purpose of the Academic Advising Committee is to promote excellence in academic advising at CSU by:

1. Identifying issues and making recommendations regarding matters related to academic advising.

2. Supporting appropriate professional development activities in the area of academic advising for faculty and staff members servings as academic advisors.

3. Reviewing the online academic advising handbook at least once a year and making recommendations for updates or changes as necessary.

Membership:
6 faculty

Ex officio:
Director, Center for Academic Advising
University Registrar

131.1.2 Academic Technology Utilization Committee

Purpose:
A. To facilitate communication between the faculty and administration concerning issues relating to academic computing.

B. To make recommendations concerning philosophy and policy in relation to the campus computing structure, purchasing, etc.

C. To provide continuing educational opportunities with regard to issues affecting educational and campus computing.

D. To encourage the shared use of facilities where possible, and to provide planning information, the chair of this committee is also a member of the Administrative
Technology Utilization Committee.

Membership:
10 faculty/staff
At least one member from each election unit.
1 student.

Ex officio:
Executive Director, UITS
Director, ITS
Chair, Administrative Technology Utilization Committee

131.1.3 Admissions Appeal Committee

Purpose:
To consider and make recommendations to the Director of Admissions on appeals for re-admission for students who have been excluded.

Membership:
12 faculty serving three-year terms

Ex officio:
Director, Admissions

131.1.4 Admissions Policy Committee

Purpose:
To review admission policy and recommend changes in policy.

Membership:
7 faculty
At least one member from each college
2 students

Ex-Officio:
Director, Admissions
Dean, Enrollment Services

131.1.5 Benefits Committee

Purpose:
A. To initiate, when appropriate, and review changes, additions or deletions to the employee benefits program for Columbus State University.

B. To receive recommendations or suggestions from employees, communications from the staff of the Board of Regents, proposals from organizations or companies which
have products for consideration and recommends those products or policies which are believed to be in the best interest of the university and its employees.

The committee reports to the VPBF.

Membership:
9 faculty
At least one member from each college and the library

Ex-Officio:
Director, Human Resources
Grants Supervisor

**131.1.6 Distance Learning Committee**

Purpose:

To promote the use of distance learning technologies, identify and address issues and concerns related to distance learning, and participate in decision-making and planning pertaining to distance learning matters.

Membership:
8 faculty/staff

Ex officio:
Director, Academic Information
Executive Director, UITS

**131.1.7 Diversity Programs & Services Advisory Committee**

Purpose:

A. To give suggestions on programs for minority students at Columbus State University. Particular attention is given to African-American students through the Minority Advising Program (MAP). MAP was established (by the Board of Regents) in 1983 to enhance the academic welfare of African-American students in the University System of Georgia.

B. To analyze/review the effectiveness of programs on the retention rate for minority students.

C. To promote and address issues regarding diversity in all areas of the campus through faculty/student workshops and forums, and program development to support administrative functions.

Membership:
10 faculty
At least 1 member from each college and the library
2 students

Ex-Officio:
Assistant Dean of Students
CSU MAP Coordinator

131.1.8 Faculty Development Committee

Purpose:

1. To assist the faculty of Columbus State University in their efforts to grow professionally and academically.
2. To enhance faculty in their effectiveness as teachers and scholars.
3. To review proposals submitted by faculty members seeking development monies from the university to support scholarly activity or research, curriculum or program development, and enhancement of institutional skills.
4. To advise the VPAA/PROVOST as to acceptance of these proposals and recommend partial or total funding.
5. To advise the VPAA/PROVOST regarding faculty participation in the Oxford/Berkeley Summer Program.

The committee’s policies, guidelines, and categories of funded support are stated in the closing paragraph of Section 120 of the Faculty Handbook.

Membership:
6 faculty
2-year terms
At least one member from each college
Six alternates

Ex-Officio:
Director, Center for International Education
Grants Supervisor

131.2.9 Faculty Handbook Advisory Committee

Purpose:
To initiate, when appropriate, and recommend changes, additions or deletions to the Columbus State University Faculty Handbook.

Membership:
6 faculty
One member from each college and the library

Ex-Officio:
Associate Vice President for Academic Affairs
131.1.10 General Education Committee

Purpose:

The General Education Committee assists the Office of the Vice President for Academic Affairs in developing standards for the core curriculum (Areas A-E) to meet the General Education Learning Outcomes listed in the University Catalog. The General Education Committee also assists the VPAA/PROVOST Office in carrying out policies issued by the Board of Regents regarding the core curriculum.

Membership:

12 faculty with at least one member from each college and the library

Ex officio:
Director, Institutional Effectiveness
Director, Testing Center

131.1.11 Honors Scholarship Committee

Purpose:

A. To select the recipients of full tuition scholarships provided by the Columbus State University Foundation. Scholarships are awarded to graduating high school seniors based on the following criteria:

- Institutional grade point average (minimum of 3.25),
- SAT scores (minimum combined score of 1,000),
- Extracurricular activities, and
- Community involvement.

B. To make recommendations on the policies and procedures governing the scholarship selection criteria.

Membership:
10, 3-year terms

Ex officio:
VP for University Advancement
Director, Financial Aid
Director, Student Recruitment
Director, Honors Program
President, Honoris Causa

131.1.12 International Education and Exchange Committee

Purpose:
A. This is an advisory committee that gathers additional information and feedback from faculty and staff. As appropriate these recommendations may be forwarded by the Director of the Center for International Education to the relevant party or person within the institution.

B. The committee considers, as requested by the chair, all matters related to international education. This includes, but is not limited to, study abroad programs, student and faculty exchanges, international curriculum and program development, faculty development opportunities and event planning. It also provides members for and receives reports from the International Scholarship Committee that allocates student scholarships for study abroad and the Latin American Studies Committee that supervises the Latin American Studies Program including the Latin AM minor and annual Amos Eminent Scholar.

Membership:
12 faculty
1 student

Ex officio:
VP for University Advancement
VP for Student Affairs
Director, Center for International Education
Director, Academic Information
International Student Admissions Officer
International Student and Scholar Coordinator
Mildred Miller Fort Foundation Trustee

131.1.13 Library Committee

Purpose:
A. To serve as a liaison between the library staff and the faculty.

B. To serve as an advisory panel to the library staff.

C. To provide a formal mechanism for faculty, and to some degree students, to have input concerning library policies and procedures.

Membership:
10 faculty
At least 1 member from DATCOB, COA, COEHP, and COLS, 2 students.

Ex-Officio:
Dean, CSU Libraries

131.1.14 Retention, Progression, and Graduation Committee
Purpose:

A. To assist the Center for Academic Advising in maintaining a direct line of communication with the various departments of the university in order to present a unified and consistent student retention effort.

B. To monitor and review the effectiveness of the university’s student retention efforts.

Membership:

5 faculty, at least one member from each college
Dean, Enrollment Services
Director, Center for Academic Advising
Coordinator, DATCOB Advising Center
Coordinator, COEHP Advising Center
Counselor, Counseling Center
Director, Institutional Effectiveness
2 students

131.1.15 Sustainability Committee

Purpose:

To reduce the University's ecological footprint through the reduction of greenhouse gas emissions campus-wide, to enhance University environmental stewardship efforts, and to foster the concepts of sustainability and environmental ethics in the curriculum.

Membership:

10 faculty/staff

131.1.16 Women’s Issues Advisory Committee

Purpose:

To address concerns related to the general welfare of all women at Columbus State University. The committee has the responsibility to identify problems, define issues, and recommend policies and/or solutions that would change those attitudes and practices that restrict the growth and development of women on this campus. The committee has the additional responsibility of promoting awareness of women’s issues on campus.

Specific Goals:

A. Identify the needs of women through interaction and communication with individuals, groups, administrators, and other college committees.

B. Serve as a resource and support group in cases of complaints involving women’s issues.

C. Encourage enforcement of existing policies affecting the salaries and wages,
employment, and general welfare of women on campus.

D. Establish task forces to develop programs and activities promoting women and women’s issues on campus.

E. Address the needs of women on the Columbus State University campus by formulating short- and long-term objectives within the broad framework of the committee’s responsibility.

F. Maintain good working relationships with other women’s organizations in the community promoting proactive, collaborative endeavors.

G. Submit an annual report to the President, Faculty Senate, and Affirmative Action Officer. This report shall be available to all department heads. Such a report may make recommendations for improving the status of women on campus.

H. Sponsor an annual report for all women faculty/staff, students, and interested others to inform them of the status of women on this campus.

Membership:
15 faculty/staff
2 students (1 UG, 1 G)

Ex officio:
Director, Human Resources
VP for Academic Affairs

131.1.17 Writing Center Advisory Committee

Purpose:

The Writing Center Advisory Committee should serve as a liaison between the Writing Center and faculty and students across the curriculum. As such, the committee has several important charges:

- To advise the Director of the Writing Center on issues concerning the services provided by the CSU Writing Center;
- To recommend to the Director services needed by writers in particular disciplines;
- To consider ways in which the CSU Writing Center can address faculty needs when it comes to the teaching and evaluation of writing.

Membership:
8 faculty members

- at least one each from DATCOB, COLS, COEHP, COA
• at least one from Developmental Writing
• at least one part-time composition instructor
• at least one librarian

2 Peer Writing Consultants
Director of the Writing Lab

Ex-Officio:
Dean, University College
Chair, English Department
Director, Writing Center

131.2 INSTITUTIONAL COMMITTEES (05/08)

131.2.1 Activities Committee

Purpose:
To appropriate the student activities budget and oversee the disbursement of these funds.

Membership:
4 faculty
At least 1 member from DATCOB, COA, COEHP and COLS
4 students

Ex officio:
VPSA, chair
Assistant Dean of Students
Director, Campus Recreation

131.2.2 Administrative Technology Utilization Committee

Purpose:
The Administrative Technology Utilization Committee is advisory to the Executive Director of CINS UITS to:

A. Provide input about the overall direction of computing and data communications on campus.

B. Make specific recommendations about the overall direction of computing and data communications hardware and software needed to satisfy planned activities for administrative data processing.

C. Help identify and prioritize computer application program development to support administrative functions.
To encourage the shared use of facilities where possible, and to provide planning information, the chair of this committee is also a member of the Academic Technology Utilization Committee.

Membership:
12 faculty/staff
Banner Functional Leader

Representation should include members from:
Faculty from each college
Associate/Assistant Deans
Business Office
Continuing Education
Development Office
Enrollment Services
Financial Aid
Human Resources
Library
Registrar
Student Affairs

Ex officio:
Executive Director, CINS UITS
Director, Administrative Computing
Chair, Academic Technology Utilization Committee

131.2.3 Animal Care and Use Committee

Purpose:
To seek to facilitate those who wish to conduct research with vertebrate animals by helping to insure that the researchers do not violate Federal guidelines for animal care and use through review of research protocols for studies with these animals and by inspection of animal holding facilities. The Animal Welfare Act (PL 89-545, et al.) and its amendments require such a committee to oversee use of animals in research, testing, and education.

Membership:
6 faculty
At least 1 member from DATCOB, COA, COEHP, and COLS. The chair to be selected from the COLS.
Term of service to be three years
1 student
1 Veterinarian
1 Community
Ex officio:
Dean, College of Science
Director, Plant Operations

131.2.4 Athletic Committee

Purpose:
To appropriate the student athletic budget and oversee the distribution of these funds.

Membership:
5 faculty
5 students

Ex officio:
Faculty NCAA representative
Athletics Director
VP for University Advancement

131.2.5 Auxiliary Enterprises Committee

Purpose:
To make recommendations on matters concerning the operations of auxiliary enterprises.

Membership:
8 faculty
At least 1 member from DATCOB, COA, COEHP, and COLS.
3 students

Ex officio:
Director, Business Services
VP for Business and Finance
Director, Residence Life
Grants Supervisor

131.2.6 Budget Advisory Committee

Purpose:
The Budget Advisory Committee is informed about the funding process at CSU, including BOR funding formulas, the budget preparation and submission process, and allocation of funds. Committee members provide insight.

Membership:
13 faculty/staff
Ex officio:
Provost
VP for Business and Finance
VP for Student Affairs
Assistant VP for Business and Finance
Associate Provost

131.2.7 Developments and Improvements Committee

Purpose:
A. To analyze and recommend for improvement the campus plan of streets, grounds, lighting, buildings and activity. (Concerns include parking, signage, traffic flow, beautification, function, future growth, space redesign, and allocation.)

B. To help identify and assist in prioritizing improvements to the campus.

The committee reports to the VP for Business and Finance.

Membership:
8 faculty
At least 1 member from DATCOB, COA, COEHP, and COLS.
One member from the library.
3 students

Ex officio:
VP for Student Affairs
Director, Plant Operations
Dean, Enrollment Services
Director, Academic Information
Executive Director, UITS
Coordinator, Instructional Technology services

131.2.8 Facilities and Safety Committee

Purpose:
A. To advise on building safety and physically challenged student and faculty issues including access, facilities, and transportation.

B. To advise on building maintenance, including upkeep and minor improvements related to teaching, office, and general university facilities.

The committee reports to the VPBF.

Membership:
12 faculty
2 students
131.2.9 Graduation and Special Events Committee

Purpose:
A. To be responsible for advising the president and vice president for academic affairs on matters relating to graduation, including physical arrangements, ceremonial aspects, seating, music, commencement speakers, the program, and any other matters referred to the committee by the president or the vice president for academic affairs.

B. To coordinate its planning efforts with the Office of the Registrar and the Office of Academic Affairs and assist the commencement marshal in carrying out his/her duties.

"Special Events," as the term applies, arise very rarely and include such occasions as anniversaries, memorials, and installations of presidents. Depending on the event, the committee's responsibilities may expand beyond that described above at the discretion of the appointing authority. (Refer to Section 112.4 for selection and duties of the commencement marshal and other commencement functionaries.)

Membership:
9 faculty/staff, at least one member from each college and the library
Faculty Marshal
2 students

Ex officio:
Registrar
Assistant Registrar
Plant Operations Representative
Director, Public Relations
University Police Officer
Bookstore Manager
Schwob School of Music Representative
Executive Director, Alumni Relations
Lumpkin Center Facilities Coordinator
Student Affairs Representative

131.2.10 Honorary Degree Committee

Purpose:
The purpose of the Honorary Degree Committee is to provide an institutional recommendation, in conjunction with the President of the university, to the Board of Regents. The committee is also to ensure the Board of Regents' Policy (3.8.4) for establishing honorary degrees is followed in a timely fashion.

Per Board of Regents' Policy (308.04 3.8.4), honorary degrees are subject to approval by the Board of Regents. Honorary degrees may be conferred by research, regional, or state universities and state colleges of the University System of Georgia to persons of notable achievement in an academic field, the arts and letters, the professions, or public service. An institutionally approved process for advancing candidates for consideration in a timely fashion shall include recommendations by a faculty committee and selection by the President of a candidate to be communicated to the Chancellor. Honorary degrees may be conferred upon candidates recommended by the Chancellor of the University System and approved by the Board of Regents. Current elected or appointed national office holders or officials of the State of Georgia to whom the University System and/or its universities or colleges are directly or indirectly answerable, as well as persons who are announced candidates for national or state elective offices are ineligible for honorary degrees. Current Regents and all current University System employees are also ineligible.

Membership:
One faculty member from each college, the library, and the Office of Academic Affairs

131.2.11 Human Subjects Review Committee

Purpose:
To assure through statutory obligations that research conducted by faculty, administrators and students of the University do not endanger or otherwise adversely affect human experimental subjects. The Human Subjects Committee has a specific charge in response to Section 122.1 of the Faculty Handbook.

Membership:
9 faculty
At least 1 member from DATCOB, COA, COEHP, and COLS.

131.2.12 Publications Committee

Purpose:
A. To serve in a coordinating, policy-making, advisory capacity to all student publications. (It is not the purpose of the Publications Committee to censor.)

B. To be responsible for maintaining the integrity and quality of existing student publications by:
1. Establishing policy guidelines and making necessary changes when appropriate. All policies, guidelines and changes will be reported to the president and appropriate groups.
2. Serving in a judgment capacity if it becomes necessary to arbitrate questions of libel, failure of staff members to fulfill obligations and policies outlined below, or other such difficulties that might arise.
3. Reviewing and recommending operating budgets and amendments to the Activities Committee, VPSA, and president.

Membership:
8 faculty
2 students

Ex officio:
Director, Public Relations
VP Student Affairs
Dean, Enrollment Services
Associate VP for Academic Affairs

131.2.13 Scholastic Honors Committee

Purpose:

- To plan and conduct the Annual Honors Convocation.
- To coordinate the selection of recipients and/or nominees for awards presented at the Annual Honors Convocation.
- To recommend policies and procedures to improve the recognition of academic achievement and services at the university.
- To carry out other tasks related to scholastic honors as assigned.

The committee reports to the VPAA/PROVOST.

Membership:
8 faculty
2 members each from COA, DATCOB, COEHP, and COLS
2 students

Ex officio:
Secretary to the VP for Student Affairs

131.2.14 Technology Advisory Committee

Purpose:

To provide input to the Executive Director of UITS for the proper utilization of the student technology fee.
Membership:
Executive Director, UITS
Coordinator, ITS
Chair, TSYS Department of Computer Science
3 students

131.2.15 Who's Who Committee

Purpose:

To recognize Juniors, Seniors and Graduate students who exhibit scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to CSU and/or to the community, and potential for future achievements.

Membership:
5 faculty, 1 member from each college

Ex officio:
VP for Student Affairs

131.3 Elected Committees

131.3.1 131.2 Academic Standards Committee (05/08)

The University Academic Standards Committee is responsible for considering and making recommendations to the VPAA/PROVOST on student petitions for exceptions to general university requirements for:

- total hours required
- grade changes over one year old
- WF grades
- minimum grade point average
- residency requirement
- the legislative requirements
- the information literacy requirement and
- awarding transfer credit for courses taken at non-regionally accredited institutions.

Substitution of specific courses in Areas A-E and the wellness requirement require the recommendation of the chair of the department determined by the subject content of the course for which substitution is requested and the approval of the dean of the college to which the department belongs.

Requests for Area B Seminars should be submitted to the Dean of the University College.
Courses without an alphabetic prefix or subject content or other course substitutions should be referred to the chair of the Academic Standards Committee.

The committee is also responsible for considering and making recommendations on other matters pertaining to academic standards brought before the committee by individual faculty members, department and/or college faculties, academic administrators, or others submitted through the chair.

The committee will be composed of the following:

- An elected representative from each college; and
- The dean or his/her designee.

Faculty members shall be elected at the end of the previous spring semester and will serve for a period of three years with the option of re-election. Since one of the purposes of the multiple year terms is to promote continuity, if it becomes necessary to replace a faculty member, the newly elected faculty member shall serve a term of three years unless such service would cause four faculty members to be elected within the same year; in that case the newly elected faculty member will serve two years.

At the last meeting of each spring term a faculty member shall be elected by the committee to serve as chair for the forthcoming year, commencing with the summer term. The chair will be a voting member of the Committee. Petitions are forwarded to the chair who will be responsible for forwarding petitions to the appropriate dean for preliminary consideration. The chair will also be responsible for calling meetings and forwarding the recommendations of the committee to the VPAA/PROVOST.

The VPAA/PROVOST will make the final decision on the petitions and forward copies to the appropriate parties. The VPAA/PROVOST or his/her designee will be responsible for maintaining a record of the petitions.

131.3.2 Comprehensive Program Review Committee (05/08)

The goal of comprehensive program review at Columbus State University and in the University System of Georgia is the improvement of instructional programs by periodically reviewing their strengths and weaknesses and establishing a set of priorities for their improvement based on information gathered during a seven-year cyclical review process. The process is recognized as one part of the overall institutional effectiveness plan that also includes strategic planning, assessment of student learning outcomes, and assessment of outcomes in administrative areas. The plan as follows will be reviewed periodically to determine its effectiveness in providing adequate program review information for the university and the University System.

Review [Committee] Responsibility
The process of conducting program review rests with a Program Review Committee consisting of nine (9) faculty members. The committee will oversee the program review process, receive the reports of departments examining individual programs, receive the reports of program reviewers, and make recommendations based on these reports.

**Program Review Committee Membership**

The membership of the committee will include nine (9) faculty members appointed by the Vice President for Academic Affairs. The Vice President for Academic Affairs will consult the deans of the colleges and the Faculty Senate for nominations. Each committee member will serve a three-year term. Of the nine committee members,

- Two (2) will be from each college with degree granting programs at the baccalaureate level or above
- One (1) will be from University College who will also serve as chair
- All will be tenured faculty

The Director of Institutional Effectiveness will serve as an ex officio member of the committee and will coordinate the dissemination of information to be used in the program review process.

Comprehensive Program Review Committee members will refrain from participating in the committee's review process that pertains to a program in which the committee member holds rank or is budgeted.

**131.3.3 Faculty Senate (no information regarding selection criteria)**

**131.3.4 Curriculum Committees (05/08)**

Curriculum committees at the college and university levels will address all matters dealing with major and minor requirements, new courses, new degree and certificate programs, the core curriculum, and program development. Departments may also form curriculum committees charged with submitting recommendations to the college committees. All proposals for new degree programs must be consistent with the Columbus State University mission, and must follow the procedures described by the University System Office of Academic programs ([http://www.usg.edu/academic_programs/](http://www.usg.edu/academic_programs/)).

**131.3.4.1 College Curriculum Committee**

The College Curriculum Committee will have primary responsibility for submitting recommendations to the dean with respect to actions on new courses in the discipline, major and minor program requirements, and new degree programs. The recommendations on such proposed revisions approved by the College Curriculum
Committee will be forwarded to the University Curriculum Committee for information and comments.

College Curriculum Committee will be comprised of the following:

- At least one (1) elected representative from each department. If departmental structure is absent each major program will be represented.
- Two (2) additional at-large members of the committee with one elected by the faculty of the college and the other appointed by the dean. The dean will conduct the election of the at-large member prior to the first meeting of the committee of the fall semester and following the election of the departmental representatives.
- Appointment of one (1) or more student representatives is desirable. The college committee will determine the manner of appointment of the student representatives.
- The college committee will be chaired by the dean or his or her designee. The chair will be a non-voting member of the committee. The terms of office of the college committee will be determined by the dean in consultation with the faculty of the college.

131.3.4.2 University Curriculum Committee

Revisions and proposals will originate at the departmental level and will be reviewed by the college and university curriculum committees. The University Curriculum Committee will give full consideration to the recommendation of departmental, if submitted, and college committee recommendations in review of all proposed curricula modifications. This committee will also consider curricular matters referred to it by other committees or members of the administration and may refer these matters to departmental and college committees for consideration.

More specifically, the responsibilities of the University Curriculum Committee are to:

- Review and make recommendations on all requests to create new courses, modify existing courses, delete courses, and reactivate courses;
- Review and recommend policies that govern general university requirements;
- Review and make recommendations on all new undergraduate and graduate degree, certificate, and minor program proposals; and
- Notify the CSU SACS Liaison if any curricular initiative represents a substantive change of the type indicated by the chart on Reporting Timelines for Substantive Change.

Courses for new graduate programs will be considered by the University Curriculum Committee following approval of the new graduate program by the Graduate Council.

The University Curriculum Committee will be composed of the following members:
• The dean of each college or his/her designee;
• An additional faculty representative elected by the faculty of each college;
• One undergraduate and one graduate student appointed by the Executive Committee of the Student Government Association;
• The registrar, and the head librarian or designee will be ex-officio non-voting members of the committee;
• The VPAA/PROVOST or designee who will serve as non-voting chair.

Revisions and proposals will originate at the departmental level and will be reviewed by the college and university curriculum committees. The University Curriculum Committee will give full consideration to the recommendation of departmental, if submitted, and college committee recommendations in review of all proposed curricula modifications. This committee will also consider curricular matters referred to it by other committees or members of the administration and may refer these matters to departmental and college committees for consideration.

The dean and the VPAA/PROVOST will give full consideration to the recommendations of the College Curriculum Committee and the comments of the University Curriculum Committee in review of the proposed revisions. The dean and the vice president will also consider resource requirements associated with proposed curricular modifications.

Requests for course changes are made online using the Integrated Curriculum System.

131.4 Other Committees

Other college committees may be established by approval of the VPAA/PROVOST. Other administrative officers of the university may appoint committees as needed to seek advice or assistance on policy or procedural matters.

131.5 List of University Committee Members (09/04)
See the University Committees Link on the Academic Affairs homepage.

131.6 Academic Council (no information provided)

136 131.7 CSU Graduate Council Information updated for Graduate Council Documents... full bylaws can be included in appendices (11/13/09)

The Graduate Council is the governing body for graduate programs at Columbus State University.

The purpose of the Graduate Council is to provide a university-wide academic organization that facilitates the advancement of graduate studies at Columbus State
The Graduate Council is the policy-recommending body on all matters related to graduate studies. The responsibilities of the Graduate Council are to:

- encourage dialogue among faculties of the colleges to be sure that graduate students have available to them enough offerings so as to complete their degrees within a reasonable period of time;
- promote student, faculty, and administrator awareness of graduate programs concerns;
- recommend standards for admission to graduate programs and requirements for granting graduate degrees;
- recommend the approval of new graduate programs;
- recommend the termination and/or modification of existing graduate programs;
- recommend policies and procedures regarding graduate studies;
- recommend policies for the screening, employment, use and compensation of graduate assistants;
- advise the VPAA/PROVOST in appointing graduate faculty;
- hold a minimum of one meeting per semester; and
- distribute minutes of Graduate Council meetings.

The Graduate School provides a framework for supporting excellence in graduate research, scholarship, training, and mentorship in accordance with Columbus State University’s mission and consistent with the mission of the Board of Regents of the University System of Georgia. The Graduate School is administered by a Graduate School Director who is assisted by a representative body, the Graduate Council. The Graduate Council promotes academic excellence in graduate education by supporting communication between existing graduate programs, fostering creation of new graduate offerings, and upholding high standards of performance by graduate faculty and graduate students.

The Graduate Council reports and makes recommendations to the VPAA/PROVOST.

As established, the Graduate Council may not abridge or interfere with the jurisdiction of the University Curriculum Committee and Academic Standards Committee. Appropriate interactions with these bodies must be established and maintained, and it shall be the responsibility of the VPAA/PROVOST to do so.

The Graduate Council makes recommendations on all matters related to graduate studies to the Graduate School Director who reports to the Provost and Vice President for Academic Affairs (Provost/VPAA). These recommendations include:

1. standards for admission to graduate programs and requirements for granting graduate degrees;
2. approval of new graduate programs;
3. approval of new graduate courses;
4. policies and procedures governing graduate programs;
5. policies governing graduate research;
(6) duties and responsibilities of graduate assistants regarding teaching and research;
(7) graduate faculty appointments;
(8) development of partnerships with the community aimed at recruiting candidates for graduate programs, and
(9) graduate recruitment in general.

Other responsibilities of the Graduate Council include (1) fostering communication among graduate programs; (2) discussing issues of common concern to graduate programs across campus; and (3) maintaining by-laws for the Graduate Council. Specialized accrediting agencies require that governance in graduate matters be handled at the college level.

Membership: The membership of the Graduate Council is as follows:

- one academic dean (appointed by the VPAA/PROVOST);
- the program director of each graduate program;
- one regular graduate faculty member from each graduate program, appointed by the appropriate graduate program director;

All Graduate Council members, except for the graduate program directors, will serve three-year terms. No member, except for the graduate program directors, may serve consecutive terms on the Graduate Council. Membership terms begin with the fall semester each year. The initial Council appointments shall be for one-year, two-year, or three-year terms.

All members of the Graduate Council shall have voting rights and shall be eligible to hold office on the Graduate Council.

A quorum shall be a majority of the membership of the Graduate Council. Evidence of a quorum shall be the attendance record (minutes) for the meeting. No official business of the Graduate Council may be conducted without a quorum in attendance at a meeting. Business of the Graduate Council may be conducted by e-mail or other appropriate technology.

Every college shall be represented on the Graduate Council. No college shall have more than three voting representatives on the Graduate Council. The dean of each college shall appoint members each spring. The Provost/VPAA shall appoint the Director of Graduate School to serve as an ex officio non-voting member of the Graduate Council. The number of voting members from each college will be based on the proportion of students enrolled in graduate programs across campus so that every academic college will have at least one voting member and no academic college will have more than three voting members. A voting student representative shall be appointed by the Graduate Student Association.
The initial voting membership of the Graduate Council include appointees from each of four academic colleges: Letters and Sciences (3), the Arts (2), Business and Computer Science (2), and Education and Health Professions (3).

131.7.1 Officers of the Graduate Council

The officers of the Graduate Council shall be the chair and the secretary. The secretary shall be elected annually from the membership at the first meeting of the Graduate Council in the fall semester. No member may serve more than two consecutive terms as secretary of the Graduate Council. The chair is the AVPAA/PROVOST.

The chair is the presiding officer of the Graduate Council and is responsible for the development of the agenda for each meeting. The chair shall appoint committees of the Graduate Council. The chair is responsible for conveying all recommendations of the Graduate Council to the VPAA/PROVOST. The secretary shall keep minutes of the proceedings of the Graduate Council. A copy of the minutes shall be distributed to the Graduate Council members, president and vice presidents, the Council of Deans, academic department chairs, and graduate faculty.

The Graduate Council officers shall include a chair, a chair-elect, and a secretary. The Chair and Chair-elect must be from different colleges. Each spring the Graduate Council shall elect a secretary and a chair-elect. The previous chair-elect shall become chair. The secretary shall be responsible for the maintenance of accurate records of the Council’s deliberations, the transmission of recommendations and the distribution of minutes to members of the Graduate Faculty.

131.7.2 Graduate Faculty

Columbus State University recognizes three categories of Graduate Faculty: Regular Graduate Faculty, Provisional Graduate Faculty, and Temporary Graduate Faculty. Appointment to the Graduate Faculty is a prerequisite for teaching any course in which students earn graduate credit as defined by the university catalog. Nominations based on the following criteria shall be submitted by the appropriate department chair through the dean to the VPAA/PROVOST. Appointment to the Regular Graduate Faculty shall be made by the VPAA/PROVOST upon recommendation from the Graduate Council and with approval of the president. Any full-time faculty member failing to meet all of the criteria may be recommended by the department chair as Provisional Graduate Faculty. Provisional appointments of one year may be made by the VPAA/PROVOST.

Part-time faculty or new full-time faculty with no prior college/university teaching experience may be appointed as Temporary Graduate Faculty or Provisional Graduate Faculty, respectively, by the VPAA/PROVOST with approval of the president for a one-year term under the same criteria and procedures presented below, except that
demonstration of effective teaching may be waived for an initial appointment. Part-time faculty who do not hold the terminal degree are eligible for appointment as Temporary Graduate Faculty if they are qualified by experience and/or special expertise, as determined by the department chair, college dean, VPAA/PROVOST, and president.

The criteria for appointment to the Regular Graduate Faculty of Columbus State University are:

- hold full-time appointment at the rank of assistant professor or higher at the university;
- hold the terminal degree, such as the PhD, EdD, or DBA in the discipline or disciplines of graduate instruction;
- have a record of effective teaching at the university level;
- have documented evidence of recent scholarly achievement and professional activity indicated by activities such as research, publication, service as an editor or referee of a professional periodical, paper presentation, artistic exhibits or performances, grant applications, consulting, and community service; complemented by service as a panel chair or discussant, attendance at professional meetings, membership and participation in professional societies.

Graduate Faculty members serve at the pleasure of the President. Regular Graduate Faculty appointments are for a term not to exceed five years and the criteria and procedures for reappointment are to be the same as for the initial appointment. Provisional Graduate Faculty and Temporary Graduate Faculty appointments are for a term not to exceed one year and the criteria and procedures for reappointment are to be the same as for the initial appointment except that effective teaching cannot be waived for Provisional Graduate Faculty.

If a faculty member is assigned to teach courses for more than one academic department, then all impacted departments (chairs and deans) must concur in the recommendation of the faculty member to hold Graduate Faculty status.

The chair or dean may recommend that a faculty member’s status on the Graduate Faculty be terminated. Members of the Regular Graduate Faculty, except those who hold the status by virtue of their office, may be removed from the Graduate Faculty roster if they have not taught a graduate course within five years. At the end of each academic year, the VPAA will ask department chairs to review the names of faculty members in their departments who hold Regular Graduate Faculty status and to provide a recommendation of the names of those who have not taught a graduate course within five years. All Regular Graduate Faculty being nominated or re-nominated must provide an updated vita to the VPAA.

Columbus State University recognizes three categories of Graduate Faculty: Regular Graduate Faculty, Provisional Graduate Faculty, and Temporary Graduate Faculty. Appointment to the Graduate Faculty is a prerequisite for teaching any course in which
students earn graduate credit as defined by the university catalog. Appointment to the Regular Graduate Faculty is a prerequisite for directing graduate thesis or serving as a dissertation advisor. Nominations based on the following criteria shall be submitted by the appropriate department chair through the dean to the Provost/VPAA. Appointment to the Regular Graduate Faculty shall be made by the Provost/VPAA upon recommendation from the Graduate Council. Any full-time faculty member failing to meet all of the criteria may be recommended by the department chair as Provisional Graduate Faculty. Provisional appointments of one year may be made by the Provost/VPAA.

Part-time faculty or new full-time faculty with no sufficient evidence of scholarly activities and/or prior college/university teaching experience may be appointed as Temporary Graduate Faculty or Provisional Graduate Faculty, respectively, by the Provost/VPAA and for a one-year term under the same criteria and procedures presented below, except that demonstration of effective teaching may be waived for an initial appointment. Part-time faculty who do not hold the terminal degree are eligible for appointment as Temporary Graduate Faculty if they are qualified by experience and/or special expertise, as determined by the department chair, college dean, and Provost/VPAA.

The criteria for appointment to the Regular Graduate Faculty of Columbus State University are:

- hold full-time appointment at the rank of assistant professor or higher at the university;
- hold the terminal degree, such as the PhD, EdD, or DBA in the discipline or disciplines of graduate instruction;
- have a record of effective teaching at the university level;
- have documented evidence of recent scholarly achievement and professional activity indicated by activities such as research, publication, service as an editor or referee of a professional periodical, paper presentation, artistic exhibits or performances, grant applications, and consulting; complemented by service as a panel chair or discussant, and attendance at professional meetings.

Recognizing the very disparate nature of the different disciplines between and among colleges each college will have available a document outlining the types of documentation, accomplishments and evidence considered appropriate for satisfying the criteria for graduate faculty status.

Graduate Faculty members serve at the pleasure of the President. Regular Graduate Faculty appointments are for a term not to exceed five years and the criteria and procedures for reappointment are to be the same as for the initial appointment. Provisional Graduate Faculty and Temporary Graduate Faculty appointments are for a term not to exceed one year and the criteria and procedures for reappointment are to be the same as for the initial appointment except that effective teaching cannot be waived for Provisional Graduate Faculty.
If a faculty member is assigned to teach courses for more than one academic department, then all impacted departments (chairs and deans) must concur in the recommendation of the faculty member to hold Graduate Faculty status.

The chair or dean may recommend that a faculty member's status on the Graduate Faculty be terminated.

131.7.3 Procedures for Submitting Nominations to or Deletions from the Graduate Faculty

A. The department chair initiates a faculty member's nomination for Graduate Faculty status by preparing a nomination packet consisting of (1) a cover sheet entitled "Nomination to Membership in the Graduate Faculty of Columbus State University," (2) a letter of recommendation addressing the nominee's qualifications for membership vis-à-vis the criteria, (3) any supporting letters from departmental colleagues, and (4) a current copy of the nominee's vita. The department chair forwards the nomination packet to the college dean.

B. The dean evaluates the contents of the nomination packet, makes his/her recommendation on the cover sheet, and forwards the nomination packet to the chair of the Graduate Council.

C. The chair of the Graduate Council duplicates and distributes copies of the nomination packet to each Graduate Council member for review and evaluation. The chair reports the Council's recommendation on the cover sheet, and forwards the nomination packet to the VPAA/PROVOST.

D. The VPAA/PROVOST evaluates the contents of the nomination packet, makes his/her recommendation on the cover sheet, and forwards the nomination packet to the president.

E. The president evaluates the contents of the nomination packet, approves or denies appointment, and returns the packet to the VPAA/PROVOST for further action.

F. The VPAA/PROVOST notifies the nominees in writing of the final decision regarding appointment or denial to the Graduate Faculty. Copies of this notification are sent to the nominee's department chair, college dean, chair of the Graduate Council, and president of the university.

G. The department chair or college dean may recommend that a faculty member's status on the Graduate Faculty be terminated. This recommendation, a cover sheet entitled "Termination of Membership in the Graduate Faculty at Columbus State University," and a written explanation of the chair's or dean's reasons for termination must be forwarded for review and recommendations as outlined above in steps A
(A) The department chair initiates a faculty member's nomination for Regular Graduate Faculty status by preparing a nomination packet consisting of (1) a cover sheet entitled "Nomination to Membership in the Graduate Faculty of Columbus State University," (2) a letter of recommendation addressing the nominee's qualifications for membership vis-à-vis the criteria, (3) any supporting letters from departmental colleagues, and (4) a current copy of the nominee's vita. The department chair forwards the nomination packet to the college dean.

(B) The dean evaluates the contents of the nomination packet, makes his/her recommendation on the cover sheet, and forwards the nomination packet to the Director of the Graduate School.

(C) The Director of the Graduate School duplicates and distributes copies of the nomination packet to each Graduate Council member for review and evaluation. The Director reports the Council's recommendation on the cover sheet, and forwards the nomination packet to the Provost/VPAA.

(D) The Provost/VPAA evaluates the contents of the nomination packet, and approves or denies appointment.

(E) The Graduate School Director notifies the nominees in writing of the final decision regarding appointment or denial to the Graduate Faculty. Copies of this notification are sent to the nominee's department chair, college dean, and chair of the Graduate Council.

The department chair or college dean may recommend that a faculty member's status on the Graduate Faculty be terminated. This recommendation, a cover sheet entitled "Termination of Membership in the Graduate Faculty at Columbus State University," and a written explanation of the chair's or dean's reasons for termination must be forwarded for review and recommendations as outlined above in steps A through E. Final approval or denial of the recommendation rests with the Provost/VPAA.

Graduate faculty status shall be awarded and recognized according to BOR standards, SACS requirements, and any special provisions required by specialized accreditations within the faculty member's discipline. The SACS liaison and the Office of the Provost/VPAA for Academic Affairs shall maintain oversight of graduate faculty appointments.

Nominations to provisional and temporary faculty will be initiated by department chair, approved by dean, and submitted to Director of Graduate School for approval.
132 Communicable Diseases Policy *(Title needs to be changed in TOC)*

Columbus State University's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (RNA infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. Columbus State University may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Columbus State University will not discriminate against any job applicant, employee or student based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Columbus State University reserves the right to exclude a person with a communicable disease from the workplace and educational facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Columbus State University will comply with all applicable statues and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

133 Columbus State University's Policy to Prevent Drug and Alcohol Abuse *(from BOR Section 406.04-8.2.18)*

A copy of the rules and regulations adopted by each institution shall be filed with the Office of the Associate Vice Chancellor for Student Services.

Employee misconduct related to drug or alcohol abuse will not be tolerated. To prevent the use of illicit drugs and the abuse of alcohol, the policy of Columbus State University prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Violation of this policy will result in appropriate disciplinary actions.

Employees must notify Columbus State University of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such
conviction. Within 30 Days, any employee who is convicted of the unlawful manufacture, distribution, sale, use, or possession of marijuana, a controlled substance or other illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be suspended for not less than two months or dismissed after compliance with procedural requirements. Such employee shall be required as a condition of re-employment following suspension to complete an approved drug treatment and education program.

If prior to arrest for an offense involving a controlled substance, marijuana, or a dangerous drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving or agrees to receive treatment under an approved drug abuse and education program, such employee shall be retained by the institution for up to one year as long as the employee follows the treatment plan. Retention of such employee shall be conditioned upon satisfactory completion of the program and satisfactory work performance.

The employee’s work activities may be restructured if, in the opinion of the immediate supervisor, it is deemed advisable. The rights herein granted shall be available to a University only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous drug.

133.1 SUBSTANCE ABUSE COUNSELING SERVICES

The Columbus State University Employee Assistance Program (EAP) provides individual counseling for substance abuse and other personal concerns to faculty and staff of the university. Services of the program are provided as an employee benefit. Employees are informed of the nature and purpose of any assessment, treatment, educational, or training procedure. When the EAP is not able to provide the necessary services, employees are informed of alternative resources and appropriate referrals are made.

133.2 DRUG TESTING

High-risk employees, such as public safety employees and all health related employees providing direct patient care (nurses and counselors) and drivers required by law to hold a Commercial Drivers License, are subject to pre-employment and random drug testing.

133.3 LEGAL SANCTIONS

The Official Code of Georgia provides for the following penalties for violations of alcohol and drug abuse laws:

- Possession of alcohol by persons under 21 years of age—$300 fine and/or 30 days imprisonment.
• Furnishing alcohol to persons under 21 years of age—$1,000 fine and/or 12 months imprisonment.
• Driving under the influence of alcohol or drugs—(1st offense) $1,000 fine and/or 12 months imprisonment, loss of license for 1 year.
• Misdemeanor drug possession—$1,000 fine and/or 12 months imprisonment.
• Felony drug possession—up to 15 years imprisonment.
• Trafficking in drugs—up to 30 years imprisonment.

133.4 UNIVERSITY SANCTIONS

In addition to possible fines and imprisonment for violation of local, state, and federal drug laws, recent legislation mandates the following specific sanctions for university employees, students, and student organizations who unlawfully manufacture, distribute, sell, possess, or use illicit drugs and/or alcohol:

Students may suffer forfeiture of academic credit, and suspension, or expulsion from the institution. Student organizations shall be expelled from campus and prohibited from using any property or facilities of the institution for a minimum of one year. Employees convicted of a (first) drug-related offense will be suspended for at least two months and required to undergo a drug abuse treatment and education program before reinstatement. Upon a second conviction he/she will be terminated and made ineligible for public employment for five years. Employees who voluntarily receive or agree to receive treatment for substance abuse may not be separated from employment for one year solely on the basis of their dependence. Employees who receive substance abuse treatment may have their work activities restructured if practicable to protect persons or property.

133.5 GRANTEE CERTIFICATION OF A DRUG-FREE WORKPLACE

Employees of Columbus State University who work on contracts and grants subsidized in whole or in part by state or federal monies will be given a complete copy of this policy statement. These employees are hereby notified of the following CONDITIONS OF EMPLOYMENT, the employee will:

• Abide by the terms of the foregoing policy; and
• Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Columbus State University will notify the granting agency within ten days after receiving notice under item (B) or otherwise receiving actual notice of such conviction.

The university will also take the following actions within 30 days of receiving notice of any employee who is so convicted.
• Take appropriate personnel action against such an employee, up to and including termination; or
• Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

134 University Smoking Policy [update section when data becomes available post 3/1/2010]

(8/01)
Smoking is prohibited in all University facilities, buildings, athletic stadiums and vehicles.

Smoking is prohibited within twenty feet of any building, facility, or stadium entrance or exit. This includes the covered entrance at Fine Arts Hall and both levels of the covered walkways of Arnold Hall, Howard Hall, Tucker Hall, and Faculty Office Building.

135 Assessment of Academic and Support Services

(9/04)
Columbus State University is committed to improving the institution through self-examination. Discriminating assessment of the institution's distinctiveness, visions, purposes, strengths, and weaknesses has always been important. Each college, division, and department is responsible for setting high standards, for assuring that those standards are met, and for responding to the existent and perceived needs of our students and our service area.

A program for assessment of student learning outcomes and assessment of unit function provides opportunity to continue this commitment to self-examination and improvement of learning and services. Honest and innovative self-assessment can be expected to identify specific needs for improvement as well as suggest the steps necessary for improvement to occur. Few other activities promise the potential benefits to all phases of institutional operations as assessment, properly performed.

In addition to the inherent need for holistic self-examination, the University System of Georgia and the Southern Association of Colleges and Schools (SACS) require it. The University System Board of Regent's Policy Section 209.2.9, Institutional Effectiveness: Planning and Assessment states guidelines can be found here BOR 2.9

209.01 Each institution shall have a plan, submitted to the Chancellor's office, which will contain the institution's current goals and priorities, a summary of significant assessment results and associated improvement objectives, and action plans by which institutional priorities, including improvements in effectiveness, will be achieved.

209.02 Each institutional plan will describe the planning structure and process by which institutional priorities are set, systematic assessment of institutional effectiveness is
conducted, and the results of assessment are used to achieve institutional improvement. The faculty of each institution shall be involved in developing the plan and shall be included in the structure by which the plan is implemented.

209.03 Each institution shall link its major budget allocations and other major academic and administrative decisions to its planning and assessment process.

209.04 Assessment procedures may differ from institution to institution, but each program shall include the assessment of basic academic skills at entry, general education, specific academic program areas, and all academic and administrative support programs.

Sections 209.03 and 209.04 explicitly state that assessment of academic and administrative support programs is required of all System institutions.

The Southern Association of Colleges and Schools Criteria for Accreditation, Section III; Institutional Effectiveness requires planning and evaluation. Sub-section 3.1 states:

To focus attention on the effectiveness of the educational program, the institution must establish adequate procedures for planning and evaluation. The institution must define its expected educational results and describe how the achievement of these results will be ascertained. Although no specific format for this planning and evaluation process is prescribed, an effective process should include:

- Broad-based involvement of faculty and administration;
- The establishment of a clearly defined purpose appropriate to collegiate education;
- The formulation of educational goals consistent with the institution’s purposes;
- The development of procedures for evaluating the extent to which these educational goals are being achieved; and
- The use of the results of these evaluations to improve institutional effectiveness.

135.1 Framework

An important tenet of the University System’s assessment initiative is that there are many valid and legitimate ways to define and assess the attainment of academic and functional outcomes which are dependent on the purposes, mission, resources, and goals of the institution. A second tenet is that for any given outcome, multiple measures of effectiveness are superior to a single measure. Third, the proper place for decisions about the design of general education, major field, and academic support programs and their assessment is at the institution itself.

The assessment program at Columbus State University is sensitive to our unique aspects and addresses the educational goals and objectives of the institution defined in the Statement of Purpose, the Strategic Plan, and other documents. The assessment program respects recognized tenets of academic freedom and rights accorded
members of the academic community.

The results of assessment activities are intended for internal use only and will not be used to evaluate individual performance or make comparisons among members of the administration, faculty, staff, or the student body. Data required by the Board of Regents of the University System of Georgia or other state agencies will be reported as necessary; however, data to meet other requests will be released only with the approval of the Vice President of Academic Affairs in Conference with the Human Subjects Research Committee. Members of the university community who wish to use assessment data for research must submit a proposal to the VPAA for approval. The university ensures confidentiality of data collected for assessment, as it applies to individuals.

Given these assurances, the faculty and staff may proceed freely with a program of investigative enlightenment, planning, and commitment to improving teaching, learning, and services.

135.2 Assessment at Columbus State University

The purpose of assessment at the university is to ensure continued improvement in meeting the needs of our students, faculty, staff, and the service region. The assessment program supports the strategic planning process of the university and the University System of Georgia by providing data to monitor progress toward achieving our goals and to use in making changes for program improvement. At CSU, our assessment program focuses on student achievement, student needs and satisfaction, graduate success, graduation rates, retention rates, institutional and academic support services, athletics, and community needs and satisfaction.

Assessment of general education is the responsibility of The General Education Assessment Team. The General Education Assessment Committee reviews the general education outcomes and coordinates the assessment of those outcomes. Assessment of the general education outcomes includes the use of the CAAP, the Regents' Tests in reading and writing, student surveys, and embedded assessment measures administered during many core courses.

The General Education Assessment Committee, consisting of 15 members, is appointed by the VPAA/PROVOST. The committee is responsible for reviewing the general education outcomes and assessing institutional progress in attaining those outcomes.

Additional assessment committees may be appointed as needed.

Major fields assessment is the responsibility of the deans/directors in each academic unit. Data are collected annually; recommendations for program improvements are developed at least once every three years. Those recommendations and subsequent program changes ensure continued program improvements.
Annual reports are submitted to provide documentation for future accreditation reviews and to provide information for the institutional annual report. These reports include a summary of assessment activities and a list of specific changes made as a result of assessment. Reports are submitted by the following: General Education Assessment Committee; Academic Affairs; College of Arts and Letters (major fields); D. Abbott Turner College of Business and Computer Science (major fields); College of Education and Health Professions (major fields); College of Letters and Sciences (major fields); University College (retention rates, graduation rates, learning support); Division of Continuing and Regional Education Services; Simon Schwob Memorial Library; Business and Financial Affairs; Student Affairs; and University Advancement. These reports include a summary of assessment activities in the unit and emphasize program improvements made as a result of assessment.