

FACULTY HANDBOOK

REVISED BY THE FACULTY SENATE
May 2026

SAVANNAH STATE UNIVERSITY FACULTY HANDBOOK

Introduction

The Savannah State University Faculty Handbook contains policies and procedures regarding the governance and management of the institution as a unit of the University System of Georgia. The official handbook is maintained in the offices of the Provost and Vice President for Academic Affairs and the Faculty Secretary. All other copies are unofficial and provided only for the general information and use of the members of the faculty and other personnel of the University. Faculty members covered by this handbook are current employees of Savannah State University and, through the Board of Regents, the University System of Georgia.

This edition of the *Handbook* was approved by the Faculty Senate on November 5, 2024 and after Presidential Approval on April 3, 2025, replaces the earlier revisions of 1989, 1992, 1994, 1998, 2007, 2011, 2014, 2018, 2019, and 2023. The original Faculty Handbook replaced two earlier documents, Organization and Statues and Faculty Manual, both published in 1979.

This handbook is limited, in so far as is possible, to those matters that pertain directly to the interests of academic personnel at Savannah State University. To the extent these policies and procedures affect the employment of members of the faculty, they describe the contractual obligations of the University and the faculty members concerning the terms and conditions of employment. Copies of this handbook are available in the faculty member's department, division, or college. Copies are also on reserve in the Asa Gordon Library.

Amendments to any part of this handbook not required by state statute or Board of Regents' *Policy* require compliance with the amending procedures set forth in the Faculty Senate bylaws. Such policies become effective at the beginning of the next contract term, unless otherwise approved by the Faculty Senate. Amendments to the Bylaws of the Faculty Senate are made following the amending provisions contained in those documents and become effective as specified therein. Other university policies and procedures become effective immediately upon the signature of the President or his/her designee.

Another resource that details policy and procedure for Savannah State University is the Policy Manual of the Board of Regents.

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1 History, Mission, General Organization, and Governance

1.1 Historical Development

On November 26, 1890, by act of the General Assembly, the state of Georgia "established in connection with the State University, and forming one of the departments thereof, a school for the education and training of Negro students." The Commission on the School for Negro Students was established as Board of Trustees and directed to procure the grounds and buildings and to prescribe a curriculum to include studies required by the Morrill Land Grant Acts of 1862 and 1890. The school held a preliminary session during the summer of 1891, in Athens, Georgia. The following year it moved to its present site in Savannah and was named the Georgia State Industrial College for Colored Youth.

Major Richard R. Wright was appointed the first president. He served until 1921. Since that time, the institution has enjoyed the tenure of numerous distinguished individuals in that post: C. G. Wiley (1921-1926), Benjamin F. Hubert (1926-1927), James A. Colston (1947-1949), W. K. Payne (acting then permanent, 1949-1963), Timothy C. Myers (acting, 1963), Dr. Howard Jordan, Jr. (1963-1971), Dr. Prince A. Jackson, Jr., (1971-1978), Dr. Clyde W. Hall (acting, 1978-1980), Dr. Wendell G. Rayburn (1980-1988), Dr. Wiley S. Bolden (acting, 1988-1989), Dr. William E. Gardner, Jr., (1989-1991), Dr. Annette K. Brock (acting, 1991-1993), Dr. John T. Wolfe, Jr., (1993-1997), Dr. Carlton Brown (1997-2006), Dr. Julius Scott (acting, 2007), Dr. Earl G. Yarbrough, Sr. (2007-2011), and Dr. Cheryl D. Dozier (Interim 2011-2012, Permanent 2012-present).

The institution has undergone many changes during the hundred plus years of its existence. After its inception as a land grant institution with a high school curriculum, it added a normal, that is, teacher training department. It admitted women students as boarders in 1921 and conducted its first summer session in 1922. The school became a four-year college operating as a unit of the University System of Georgia in 1931 and began offering bachelor's degree programs. The institution ceased to be a land grant institution in 1947 and was renamed Savannah State College in 1950. At that time, the curriculum was expanded and the college became accredited by the Southern Association of Colleges and Schools. A graduate studies program in elementary education was initiated in 1968. In 1971 and 1973, respectively, the college was accredited by the National Council for the Accreditation of Teacher Education and the Engineers Council for Professional Development. In 1979, in compliance with a desegregation plan, the Division of Education moved from Savannah State to Armstrong and the Division of Business moved from Armstrong to Savannah State. The institution adopted its current organization plan of three schools (now colleges) during this time. The faculty approved the creation of the Faculty Senate in 1996. The institution achieved university status during 1996 and changed its name to Savannah State University. Savannah State University has earned the following specialized accreditations:

- Bachelor of Social Work and Master of Social Work – by the Council on Social Work Education
- Chemistry – by the American Chemical Society
- Civil Engineering Technology – by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology
- College of Business Administration – by the Association to Advance Collegiate Schools of Business International
- Electronics Engineering Technology – by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology and by the National Association of Radio and Telecommunications Engineers, Inc.
- Hyundai College of Education – Georgia Professional Standards Commission

- Mass Communications – by the Accrediting Council on Education in Journalism and Mass Communications
- Master of Public Administration – by the National Association of Schools of Public Affairs and Administration

1.2 Mission Statement

Savannah State University, the first historically Black public institution in Georgia, educates diverse learners across coastal Georgia and beyond through rigorous teaching, innovative programming, high-impact research, and partnerships that expand regional opportunity and prosperity.

1.3 Vision Statement

Savannah State University will be a nationally recognized public university known for student success and regional impact, where research, innovation, and industry-embedded learning fuel student growth and economic development.

1.4 The Board of Regents of the University System of Georgia

As one of the institutions comprising the University System of Georgia, Savannah State University is governed by the Board of Regents. The charter of the Board of Regents consists of the original charter of the Trustees of the University of Georgia as approved in the Act of the General Assembly of the State of Georgia on January 27, 1785 and modified by a subsequent Act of the General Assembly in 1931. The Board of Regents consists of one member from each congressional district in the state and five additional members from the state at large, appointed by the Governor and confirmed by the Senate. The term of office of each member is seven years. The Board of Regents has the exclusive authority to create new public colleges in the state subject to approval by the House of Representatives and the Senate. The government, control, and management of the University System of Georgia and of all of the institutions of the system are vested in the Board of Regents of the University System of Georgia.

The Board of Regents information can be found at http://www.usg.edu/.

1.5 Organizational Structure and Function

1.5.1 University President

As the chief administrative officer of the University, the President is the chief spokesperson for the institution, and provides leadership in setting goals, in the initiation of new programs, and in the implementation of existing programs (See Board of Regents' *Policy*, Section 2.5).

Among other duties, power, and responsibilities, the University President shall:

1. Be the executive chair of the Faculty Senate and *ex-officio* chairperson of the faculty who may preside at general faculty meetings;

2. Respond to all decisions recommended by the Faculty Senate for approval within 30 days;

3. Exercise such supervision and direction as will promote the efficiency of the work of every school and department of the University, insuring its proper management and operation within the policies and procedures of the Board of Regents;

4. Be the official medium of communication between the faculty and students and the Board of Regents;

5. Prepare the annual report of the programs and needs of the University for the Board of Regents;

6. Prepare the annual budget for presentation to the Board of Regents;

7. Appoint suitable persons to fill vacancies which arise in the University;

8. Recommend to the Board of Regents, leave of absence for faculty members, either with or without pay;

9. Confer degrees and certificates upon recommendation of the faculty;

10. Appoint special or standing committees other than those appointed by the Faculty Senate to advise regarding the administration of the University or to assist in the performance of his/her duties;

11. Have suspensive veto power over any legislative action of the faculty or any councilor committee; if on the exercise of such veto power, the presiding officer of such body may request the President to explain his/her reasons for the veto;

12. Have the authority to execute, accept, or deliver, on behalf of the Board of Regents, research agreements, settlement agreements, service agreements, and reciprocal emergency law enforcement agreements per Board of Regents' *Policy*, Section 2.5.4;

13. Follow Board of Regents' *Policy*, Section 8.3.2 and faculty handbook policy in searches for major faculty and administrative positions: chaired professors; vice presidents; deans; department chairs, Registrars; chief admissions officers; head librarians; directors of institutes, centers, experiment stations; directors of continuing education; and directors of cooperative divisions; and

14. Perform other such duties and exercise other powers that may be set forth in policies of the Board of Regents.

1.5.2 Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is appointed by the President with the approval of the Board of Regents. The Provost and Vice President for Academic Affairs hold office at the pleasure of the President. The Provost and Vice President for Academic Affairs serves as the President's deputy in all matters delegated to him/her and directs the work of the faculty. All position descriptions are available in the Human Resources Department.

Among other duties, powers, and responsibilities, the Provost and Vice President for Academic Affairs shall:

1. Be responsible for the direction and supervision of all academic programs of the and for the execution of policies established by the President or faculty;

2. Establish, with the full cooperation of the faculty and consistent with Board of Regents' *Policy*, admissions standards and criteria that appropriately link with institutional mission and historical traditions;

3. Establish, in cooperation with the admissions and records personnel, policies and procedures to ensure the accuracy, privacy, and maintenance of student records and to meet the student information needs of the University and the Board of Regents;

4. Conduct periodic reviews of all academic programs to determine needs for new programs, deactivation of existing programs, and revitalization of programs;

5. Serve on the New Programs and Curriculum Committee (NPCC) of the Faculty Senate;

6. Develop, in consultation with the chief financial officer, the annual budget for the areas under supervision;

7. Ensure that the allocation of resources for all academic programs and their support services is predicated on reasonable and consistent performance measures;

8. Develop in consultation with other senior officers, deans, and department chairs initiatives that effectively provide for systematic improvement in overall retention and graduation rates;

9. Evaluate the performance of all personnel reporting to the Provost and Vice President for Academic Affairs;

10. Ensure the annual evaluation of faculty, including student evaluations following the guidelines set forth in the faculty handbook;

11. Transmit to the President recommendations for promotion and/or tenure not later than January 15 of each year;

12. With the concurrence of the President, appoint special committees to advise the Vice President for Academic Affairs on university policies, procedures, academic programs, and support services;

13. Provide for the orientation of new faculty and administrative personnel;

14. Prepare and submit to the President an annual report on academic affairs by August 1;

15. Communicate and collaborate routinely with other vice presidents in the conduct of divisional and university business;

16. Supervise academic computing;

17. Provide oversight for the Office of Research and Sponsored Programs;

18. Provide oversight for the campus Radio Station; and

19. Perform other such duties as designated by the President.

1.5.2.1 Associate Provost and Vice President for Academic Affairs

The Associate Provost and Vice President for Academic Affairs' duties and responsibilities shall be delegated by the Provost and Vice President for Academic Affairs.

1.5.3 Vice President for Business and Financial Affairs

The Vice President for Business and Financial Affairs is appointed by the President and shall hold office at the pleasure of the President. The Vice President for Business and Financial Affairs is the chief financial officer of the University and is responsible for the business operations of the University. These include budget, accounting, payroll, business services, purchasing, warehouse, auxiliary services, and physical plant, public safety, human resources, and student accounting. The vice president supervises the directors of these units. All position descriptions are available in the Human Resources Department.

The Vice President for Business and Financial Affairs shall:

1. Direct the business and financial administration of the University;

2. Maintain custody and control of all university funds and securities;

3. Direct student financial aid for the University;

4. Install and provide administrative direction for all accounting procedures, and assure that the books are kept in accordance with general accounting procedures for not-for-profit organizations, including the preparation and interpretation of all financial reports;

5. Maintain proper books of account fully setting forth the financial condition and transactions of the University, including general supervision over all accounts which deal with the receipt and disbursement of funds;

6. Maintain adequate records of all contracts and leases, compile cost analyses and supervise the preparation of business and financial statistical reports;

7. Examine all contracts before the execution thereof and with the approval of the President, affix his/her official signature thereto;

8. Receive all funds paid to the University and give receipt thereof in the name of the University and sign checks against all funds deposited in the name of the University;

9. Examine all accounts, claims, and demands against the University to ensure that no money shall be drawn from the treasury for payment unless they are found to be correct and unless there shall be money in the treasury legally available for such payment;

10. Supervise the accounting and business management of all income-producing activities of the University. All auxiliary enterprises shall be under the direct financial management and control of the Vice President for Business and Financial Affairs;

11. Recommend and/or approval for employment of persons in the Business and Financial Affairs units;

12. Ensure that all persons in the division are fairly evaluated annually;

13. Determine, in consultation with the director of human resources and department heads, the hours and wages of all classified personnel in accordance with general policies established and promulgated by the Board of Regents;

14. Prepare and submit to the President all budgets for the University;

15. Provide operational controls to ensure compliance with approved budgets;

16. Provide appropriate reports comparing budgets to actual expenditures;

17. Provide proper maintenance and security for the physical assets of the University, to include proper insurance coverage and inventory systems;

18. Serve as financial advisor to the President in all policy decisions;

19. Ensure that appropriate and necessary hardware and software are available for administrative computing; and

20. Perform such other duties as the President may designate.

1.5.4 Vice President for Student Affairs and Enrollment Management

The Vice President for Student Affairs and Enrollment Management is appointed by the President, with the approval of the Board of Regents, and holds office at the pleasure of the President. The Vice President for Student Affairs and Enrollment Management is responsible for all functions and matters relating to student affairs and services.

The Director of Counseling Services, the Director of the Student Center and Student Activities, the Director of Resident Life, the Director of Career Planning and Placement, and the Director of Health Services, and the Chief of Public Safety report to and are directly responsible to the Vice President for Student Affairs and Enrollment Management. All position descriptions are available in the Human Resources Department.

In fulfilling the responsibilities of this office, the Vice President for Student Affairs and Enrollment Management shall:

1. Interpret policy and procedures involving student government, student organizations, student activities, fraternities and sororities, and programs dealing with student life;

2. Collaborate with the professional staff in student development on all aspects of student life, with specific emphasis on resident life and dormitory rules and regulations;

3. Provide oversight for the Offices of Enrollment Management and the Registrar;

4. Coordinate and promote programs of student leadership, student development, conduct and behavior, and human relations as they relate to overall student development concepts;

5. Ensure that a professionally trained and adequately prepared student affairs staff is available to support the work of the division;

6. Develop innovative ideas for the enhancement of student support services under his/her aegis with emphasis on retention, residence life, student activities, counseling, career services, and budget management, including the student activities budget;

7. Serve on the student affairs committee; work with the committee to develop a recommended budget for student activity funds that ensures equitable distribution of those funds;

8. Serve on the committee for recruitment and admissions to establish procedures for recruiting admitting, retaining, and managing records, and graduating students;

9. Consult and confer with students, parents, and faculty as may be necessary on all student affairs matters;

10. Provide for the orientation of all new students to the University;

11. Monitor the condition of students who are ill or hospitalized and provide information as may be appropriate;

12. Exercise jurisdiction over all social clubs, fraternities, sororities, societies, the Student Government Association and other such organizations by administering and enforcing university policies, rules, and regulations governing and concerning such student organizations and requiring from each detailed annual reports of their activities;

13. Approve all social functions sponsored by student organizations;

14. Work with the student affairs committee of the Faculty Senate to ensure the accuracy, currency, revision, compilation, and publication of the Student Handbook Code of Conduct;

15. Prepare and submit to the President an annual report on student affairs by August 1.

1.5.5 Vice President for University Advancement

The Vice President for University Advancement, appointed by the President, shall hold office at the pleasure of the President. The Vice President for University Advancement is the chief advancement and development officer of the University after the President. The chief advancement officer is responsible for the development, administration, and management of all functions and matters relating to fund raising programs, their support services, and relations with alumni, the media, and the community. All position descriptions are available in the Human Resources Department.

1.5.6 Deans of Colleges

Deans are responsible to the Provost and Vice President for Academic Affairs for all matters relating to the educational, budgetary and administrative affairs of their units. Deans are charged with providing the vision and leadership needed for their college to excel and to advance the University's teaching, research and service missions. The deans are appointed by the Provost and Vice President for Academic Affairs with the advice of the President. They hold office at the pleasure of the Provost and Vice President for

Academic Affairs. The deans of the respective colleges are responsible to the Provost and Vice President for Academic Affairs for the programs and activities of the colleges for which they have oversight.

In fulfilling the responsibilities of this office, the Dean shall:

1. Preside at all regular and called meetings of the faculty of the college;
2. Recommend the appointment, salary, tenure, promotion, and dismissal of faculty members based on consultation with appropriate chairs of departments;
3. Provide visionary and innovative leadership to the college to advance academics and operations;
4. Inspire faculty to excel in teaching, advising, mentoring and scholarship/creative activities;
5. Provide mentorship to individuals in the college (e.g., mentoring faculty through the tenure and promotion process);
6. Collaborate with department chairs and faculty to review curricula, learning outcomes, and ongoing assessment results for continuous improvement of instructional offerings and outcomes.
7. Facilitate the curricula, courses, course modalities, and methods of instruction and work collaboratively with the faculty to establish and implement processes that ensure effective instruction in the spirit of shared governance;
8. Present to the New Programs and Curriculum Committee the decisions of the faculty regarding curriculum;
9. Serve as the medium of communication for all official business of the college with university authorities;
10. Implement the purposes of the college, consistent with the purposes of the University and the policies of the Board of Regents;
11. Nominate candidates for degrees and certificates;
12. Empower faculty and provide support so that faculty may perform consistently with the university mission;
13. Coordinate the activities of the faculty, staff, and students of the college;
14. Collaborate with and support department chairs in the implementation of their responsibilities designed to accomplish the mission of the University;
15. Administer and coordinate the program of academic advisement and the semester scheduling of course offerings;
16. Provide leadership and oversight that results in enhancing institutional effectiveness.
17. Develop, in consultation with the Vice President for Academic Affairs, the annual budgets for the areas under supervision;
18. Serve as liaison to the other administrative units of the College to promote College-wide endeavors;
19. Prepare for the Vice President an annual report describing the work of the college;
20. Prepare, in consultation with chairs and faculty, an annual report for the Vice President for Academic Affairs, documenting outcomes on process-matters and strategic initiatives.
21. Coordinate and manage the activities of the College advisory council(s), committees, and boards providing to the President and Vice President for University Advancement an accounting of all funds raised;
22. Engage with alumni, donors and external community to enhance the College and University profile. These activities may include, but are not limited to, engagement with external stakeholders including alumni, donors, employers of graduates, and interested community organizations to solicit external input regarding the impact of their college; developing and implementing fundraising strategies to obtain needed philanthropic support for college initiatives, engage stakeholders in meaningful interactions with the college that foster pride, advocacy and private support; and enhancing the stature and professional standing of their college among peers and

relevant constituencies; and
23. Perform such other duties as designated by the Provost and Vice President for Academic Affairs.

1. 5.7 University Librarian

The University Librarian, who holds faculty rank and status, shall be appointed by the Provost and Vice President of Academic Affairs in consultation with the advice of the President. The University Librarian holds office at the pleasure of the Provost and Vice President for Academic Affairs.
The University Librarian shall:

1. Formulate and implement the plans, goals, and budgets for the operation of the university library, media services, archives, and the Special Collections;
2. Develop initiatives that enhance student learning and innovative modes of delivering services;
3. Have charge of the university library and serve as custodian for all books, periodicals, films, tapes, documents, and other materials in the library's collection;
4. Direct and supervise the faculty and staff of the library;
5. Manage the selection, planning, and organization of the collections of the library;
6. Prepare and submit to the Provost and Vice President of Academic Affairs an annual report on the work of the Library; and
7. Administer the university archives, Special Collections and the online institutional repository;
8. Perform such other duties as may be assigned by the Provost and Vice President for Academic Affairs.

1.5. 8 Associate Dean

Associate or assistant deans are responsible for supervising the courses of instruction offered by the college, for distribution of the teaching and research load, for care of equipment assigned to or in the custody of the college, and for supervision of funds. This officer makes recommendations to the dean for appointments, promotions, and salaries of members of the faculty, and transacts official business with the dean.

1.5.9 Department Chairs

The department chairs are appointed by the Provost and Vice President for Academic Affairs with the advice of the deans of the colleges in which they are employed, after consultation with the President. They hold office at the pleasure of the Provost and Vice President for Academic Affairs. Department chairs must have a terminal degree within the field of study and/or spent time as a practitioner in one of the disciplines of the department. All position descriptions are available in the Human Resources Department.

As the leaders of the basic units of academic organization of the University, department chairs shall:

1. Give direction and supervision to the work of their departments, and in consultation with the members of their departments, be responsible for the formulation and execution of departmental policies, in conformity with those of the Board of Regents, the University, and their colleges;

2. Be responsible for the quality of instruction offered in the department; consulting with faculty members regarding the nature, scope, and quality of their work;

3. Be responsible for the supervision of the faculty's preparation, revision, and distribution of outlines and syllabi for all departmental courses;

4. Prepare for the dean of the college a suggested schedule of duties for staff members;

5. Be responsible for recommending the ordering of basic textbooks which are prescribed for courses offered by their departments;

6. Be responsible for the administration of an effective student advisory program and the maintenance of accurate student records and files in their departments;

7. Serve on the policy making committee of their respective colleges;

8. Prepare schedules and modalities of classes offered by their departments each semester;

9. Prepare for the dean of the college an annual report describing the work of their departments;

10. Develop, in consultation with the dean, the annual budget for the areas under their supervision;

11. Prepare a document for the annual report of the President that details the status of its faculty. Numbers of tenured and non-tenured faculty, by rank, shall be furnished. Faculty members who have been retained for seven years or longer without the award of tenure shall be listed and justification for their retention provided; and

12. Perform such other duties as designated by the dean.

1.5.10 Vice President of Institutional Effectiveness

The Vice President of Institutional Effectiveness is appointed by the President. The Vice President of Institutional Effectiveness director is responsible for the development of the university planning process, the coordination of external data requests, the development of internal research projects, and the writing and editing of a broad array of university reports and presentations.

Additionally, the Vice President of Institutional Effectiveness Director shall:

1. Provide to key administrators and management groups information and analysis of management problems facing the University;

2. Maintain, report and analyze data and information on the University;

3. Provide support and direction for the President's Cabinet and overall university planning efforts;

4. Coordinate planning and institutional research activities with Institutional Effectiveness Committee;

5. Respond to external requests for data from educational groups, the Chancellor's office, the federal government, and numerous information data bases on higher education;

6. Perform specific research projects, such as: enrollment trends and projections, academic productivity, cost studies, student retention, and student characteristics;

7. Serve on, and act as staff to, the President's Cabinet; and

8. Write and edit grant proposals, reports to external groups, and reports of university committees and commissions.

1.5.11 Director of Title III Programs

The Director of Title III is appointed by and holds office at the pleasure of the President. The Director serves as a liaison between the University and the United States Department of Education and procures and administers federal funds allocated by the Department for the purpose of strengthening developing institutions under Title III of the Higher Education Act of 1965. Title III awards single, multi-year grants to ensure that developing institutions can better accomplish their goals and missions.

1.5.12 Program Coordinators

Program Coordinators, in consultation with program faculty, oversee the programs, are responsible for monitoring the curriculum, and provide support for the department chair or unit head. The program coordinator appoints or serves as the assessment coordinator of the program. The position of program coordinator comes with an annual stipend, and the term lasts three years with the eligibility of re-election.

1.6 Other Administrative and Management Positions of Interest to the Faculty

Director of Athletics - The Director of Athletics is responsible for the total operation of the intercollegiate athletics program. This officer will administer all aspects of the athletics program including developing goals, monitoring adherence to established budgets, overseeing all internal financial and administrative operations, coordinating the scheduling of events that involve conference participation or revenue generating contracts, and negotiating and administering radio and television contracts. In addition, the director is responsible for directing the coordination and supervision of the coaching staff, setting policies and procedures to ensure compliance with NCAA rules and regulations, and ensuring the highest levels of academic achievement for student athletes.

Director of Enrollment Management/Registrar - The Office of the Director of Enrollment Management/Registrar is responsible for registration and graduation activities related to collecting, recording, maintaining and reporting of student records and evaluating transcripts. The scheduling of classes (through the department chairs) and final exams (through the Academic Calendar Committee) is established by the Office of the Provost and Vice President for Academic Affairs in collaboration with the faculty and implemented by the Office of the Director of Enrollment Management/Registrar.

Testing Coordinator - The Testing Coordinator is responsible for coordinating and administering required testing programs as stipulated by the University System. This officer also serves as coordinator and administrator of national standardized testing programs.

Associate Vice President of the Office of Sponsored Research Administration - The Associate Vice President of the Office of Sponsored Research Administration is responsible for providing university-wide leadership for all aspects of pre-award grant activity including dissemination of grant information, proposal development, and grant management. This officer will work with faculty to encourage research and scholarly activity.

Executive Director for ACCESS Programs - The Executive Director for ACCESS Programs is responsible for developing proposals, achieving program objectives, serving as liaison between federal agencies and the University, managing the budget, and submitting reports.

Director for Center for Academic Success - Reporting to the Provost and Vice President for Academic Affairs, the Director of the Center for Student Success works with the Academic Deans, faculty, students, staff, and external supporters to strengthen retention and matriculation of students; enhance resources for the unit; and encourage innovation, creativity, and the educational success and professional growth of the students, CAS faculty and Advising staff. Responsibilities include management and oversight of the Center for Student Success and its various support programs, using data analytic tools to inform strategic planning with a focus on student retention, progression as well as student and staff development. The Director works in collaboration with the Dean and faculty in the College of Business Administration, College of Sciences and Humanities, College of Engineering Technology and Computing, College of Media and Communications, and the Hyundai College of Education.

1.7 Governance Structure

1.7.1 General Institutional Governance

1.7.1.1 Faculty Membership

The faculty shall consist of two classes of members: the corps of instruction and the specified administrative officers.

The corps of instruction shall include all full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, principal lecturers, and other teaching personnel who hold appointments to full-time positions. In addition, full-time research and extension personnel who have the training to be qualified to teach in their areas of interest, duly certified librarians, and the President of the institution shall also be included in the corps of instruction. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

Administrative officers having faculty status are the following: President, Provost and Vice President for Academic Affairs, Associate Provost and Vice President for Academic Affairs, Academic Deans, Associate Deans, and the University Librarian. Additionally, the Vice President of Student Affairs and the Vice President for Business and Finance shall serve as ex-officio members of the corps of instruction.

A faculty member who has academic rank and rights of tenure in the corps of instruction and who accepts an appointment to an administrative office shall retain his/her academic rank and rights of tenure as an ex-officio member of the corps of instruction but shall have no rights of tenure in the administrative office to which he/she has been appointed. The additional salary, if any, for the administrative position, shall be stated in the employment contract and shall not be paid to the faculty member when he/she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership.

A list of administrative officers that have faculty status (by office, not by name of individual) is required to be on file with the Board of Regents.

1.7.1.2 University Faculty Secretary

In the spring semester, the faculty shall elect one tenured member holding one of the senior ranks to serve as faculty secretary. The term of office shall be two years and begin August 1st with eligibility for re-

election. The faculty secretary may but does not have to be a senator.

The faculty secretary shall:

1. Take minutes at university faculty meetings;

2. Present minutes for faculty approval;

3. Send a copy of approved minutes to the Provost's office no later than three days after approval;

4. Chair the committee to revise the *Handbook*; and

5. Transfer all secure materials pertaining to faculty grievance proceedings to the office of the Internal Auditor.

Logistical support for the faculty secretary will come from the office of the Provost and Vice President for Academic Affairs.

1.7.1.3 Meetings and Procedures

The faculty shall meet in full assembly a minimum of once per semester and at such other times as may be determined by the President and/or executive committee of the Faculty Senate. The President or his/her designee shall preside.

The Provost and Vice President for Academic Affairs shall compile the agenda and distribute it to faculty members at least three days prior to the meeting. Any faculty member may ask to have items included on the agenda. These should be submitted to the office of the Provost and Vice President for Academic Affairs.

Business at meetings of the faculty shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* unless otherwise provided for in these Bylaws. A simple majority of the members shall constitute a quorum. At the call to order, the faculty secretary shall determine whether a quorum is present.

1.7.2 Legislative, Rule Making and Regulatory Authority of the Faculty

As designated by the Board of Regents and the By-Laws of the Faculty Senate, with approval of the President, the faculty has the right and responsibility to make rules and regulations for its governance. In conjunction with the Vice President for Student Affairs, the faculty may have the responsibility to make rules and regulations for the students. This involves providing such committees as may be required; prescribing regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and making such regulations as may be necessary or proper for the maintenance of high educational standards. The faculty may also prescribe rules for the regulation of student publications, athletics, intercollegiate games, musical, dramatic and literary clubs, fraternities and sororities, and all other student activities and affairs, subject to the approval of the President. The faculty may also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the President.

In the event that there is disagreement regarding these rules and regulations, the spirit of shared governance shall prevail in that, unless the rules and regulations oppose those of the Board of Regents, the parties will discuss and reach agreement for the best interest of the University. In all negotiations, the

well-being of the institution shall be foremost. The faculty has authorized the Savannah State University Faculty Senate, and the Board of Regents has approved the creation of this body. It has been delegated legislative authority on behalf of the faculty. A copy of the Bylaws has been filed with the Chancellor. The meetings of the Faculty Senate are conducted in accordance with *Robert's Rules of Order, Newly Revised* (See Board of Regents' *Policy*, Section, 3.2.3).

Logistical support for the Faculty Senate shall come from the office of the Provost and Vice President for Academic Affairs until such time as a separate budget is allocated.

Working in conjunction with the Vice President of Student Affairs, the faculty may handle matters dealing with admission, discipline, promotion, graduation, and formulation of rules and regulations pertaining to the students of the University, working within the framework of the regulations of the Board of Regents. Students violating rules and regulations of the institution may be punished, suspended, excluded, or expelled as indicated in the *University's Handbook for Students*.

1.7.3 Guiding Principle(s) for Faculty

The faculty of Savannah State University is committed to teaching and learning in a student-centered environment that celebrates SSU's African American legacy while nurturing the student body. Its primary goal is to protect, defend and promote the integrity of the learning process for both student and teacher in a community of scholars. To meet this goal, members pledge to fulfill all the rights and responsibilities of the faculty as delineated in the policy manual of the Board of Regents.

All faculty members shall be able to express themselves in open meetings and shall support and respect each other's stand on the vital issues of the institution. Similarly, the faculty shall speak to and work with students, staff, and administration with the professional respect and cooperation that must be the operating norm of professional relationships in a democratic institution.

The Faculty Senate as a body shall not allow itself or any other constituency to attack or undermine the professional and academic integrity of Savannah State University. For this reason, among others, the Faculty Senate as a body exists to mediate whatever problems or disputes that arise so that the integrity of the institution is preserved.

1.7.4 Academic Units

The instructional program of Savannah State University is organized under the Provost and Vice President for Academic Affairs. A complete list of academic units can be found at http://www.savannahstate.edu/academic-affairs/.

1.8 Committee Structure

Membership on all standing and *ad hoc* committees varies. All chairpersons of standing committees must be senators. Some committees permit only tenured faculty members. Additionally, some committees require only tenured faculty in good standing at the University. Please see By-laws and description of each committee. (See By-Law, Section 6)

1.8.1 Savannah State University Administrative Committees

Much of the work and governance of the University is conducted through its committees. The duties, responsibilities, and composition of standing committees shall be specified in the bylaws. Special committees may be appointed from time to time by the President, but such committees may neither circumvent nor usurp duties properly belonging to standing committees. Service on committees is one of the ways in which faculty members, staff, students, and administrators participate in the governance of the

University and such service is an important part of the work of faculty members. A complete list of Administrative Committees can be found at http://www.savannahstate.edu/academic-affairs/admin-committees.shtml.

Current Administrative Committees include President's Cabinet, President's Planning and Budgeting Group, Recruitment and Admissions, Athletics, Campus Safety and Security, Computer Utilization Committee, Facilities Management, Institutional Assessment Committee, Institutional Effectiveness Committee, Ceremonial Occasions Committee, Institutional Animal Care and Use Committee, Institutional Biosafety Committee, Institutional Review Board for the Protection of Human Subjects in Research, and Right to Know Committee. For more information regarding the Institutional Compliance Committees on Animal Welfare, Biohazardous Materials, Human Subjects, and Misconduct in Science [See Section 6.4].

1.8.2 Faculty Senate Committees

The Senate shall establish and maintain standing, *ad hoc*, and special committees of the University faculty and shall make rules and regulations for their establishment, maintenance, and reporting with final approval by the President of the University. The terms of membership on standing committees shall be two years, beginning with the fall semester with service to be staggered for one year for half of the membership of each committee. Terms of office for all committee members shall end only when new appointments are made or new elections are held. The terms of membership on other committees shall be determined by the Executive Committee at the time that such committees are created. The senate shall require periodic reports from each of its committees at regularly scheduled meetings. Except where noted below, committee membership will include senators but is not limited to senators only. Membership shall, as much as possible, be representative of race and gender. The chairpersons of standing committees shall be senators elected by the committee. Any committee (including *ad hoc* committees) dealing with promotion and tenure, retention and dismissal of faculty, and grievances by or against faculty shall consist of tenured faculty only.

Committees of the Faculty Senate include the following: Executive, Committee on Committees, Faculty Affairs, Student Affairs, Handbook, New Programs Curriculum Committee, Faculty Development, Planning, Budget and Facilities, Educational and Academic Policies, International Students, Programs and Services, Academic Calendar, and Online Education Committee.

1.8.2.1 Executive Committee

The Executive Committee is the elected leadership of the Faculty Senate and the channel of communication between the Senate and the University administration. It consists of the Senate President, Vice President, Secretary, Logistics Officer, and Parliamentarian. Chairperson of Faculty Affairs Committee is non-voting member of Executive Committee. The Senate President is the presiding officer. He/she is responsible for meeting regularly with the University President; planning and directing the work of the Senate; preparing and distributing meeting agendas through Senate Vice President; requesting and receiving reports from its committees and establishing *ad hoc* committees.

The term of office is two years for Senate President and Vice President and one year for other officers. Elections are held at the final, regularly scheduled meeting of the spring semester. Officers shall be sworn and take office at the first, regularly scheduled meeting in the fall semester. For further descriptions of its duties, composition and functions, see the Bylaws (Appendix, Section 7.1).

1.8.2.2 Committee on Committees

The Committee on Committees consists of five (5) senators appointed by the Senate on the recommendation of the Executive Committee at the final regularly scheduled meeting of the spring semester. No person shall serve more than two consecutive terms. The members shall select a chairperson.

At the September meeting of the Senate, the committee shall recommend faculty members for approval by the senate as members of administrative and senate committees. In making such recommendations, the committee shall take care so that no person is a member of more than two committees, though exceptions to this guideline may be allowed when written justification is provided to the senate. The committee shall also, to the extent possible, assure fair representation of the University's colleges on committees.

The committee shall from time to time review the senate's committee structure and make recommendations for changes in such structure if they are deemed advisable. The committee shall periodically examine the Faculty Handbook, the Statutes, the Senate Bylaws, and the Senate website to assure that the committees described in those publications are consistently described, listed, and constituted and that there is consistency across all documents.

The committee shall ensure that all committees begin operations during the fall semester of each academic year.

1.8.2.3 New Programs and Curriculum Committee (NPCC)

The NPCC shall consist of a minimum of seven (7) faculty members from the academic units appointed by the Senate in the final regularly scheduled meeting of the spring semester on the recommendation of the Committee on Committees. Newly appointed faculty will take office the following September. Each college will have at least one representative from each college, and the core curriculum will have one representative. The Provost and Vice President for Academic Affairs, the Deans of the degree granting units, the Registrar, a Library representative, a Graduate Studies representative, and a Center for Student Success and Retention representative, are *ex officio* non-voting members of NPCC. The Provost votes only in cases of a tie vote among the committee faculty members. The chairperson shall be the Provost and Vice President for Academic Affairs or his/her designated representative. The chair of the NPCC will communicate with the Committee on Committees when members are needed to ensure that the positions on the committee are filled.
(*Revised November 2024, approved by Senate and President*).

1. The NPCC shall assume leadership in the development and coordination of sound and progressive academic programs for the University that are in conformity with practices followed in the University System of Georgia and by regional and professional accrediting bodies.

2. It shall consider for approval the recommendations of the colleges and committees of the university for curricular and programmatic changes and report its actions to the subsequent meeting of the Faculty Senate.

3. It shall consider and recommend to the Faculty Senate such rules, program modifications (initiation, expansion, suspension, and/or deactivation), and regulations as will, in its opinion, facilitate and improve the academic operations of the University.

4. All proceedings of the NPCC, except those dealing with routine matters, shall be promptly reported in writing to the university Faculty Senate. The Faculty Senate may call forward any item from the report for discussion and, at its discretion, modify a decision of the NPCC at the next

regular senate meeting at the latest.

The NPCC shall meet at least twice each semester and at such other times as the presiding officer shall deem necessary. An invitation for a departmental representative to attend the meeting for each proposal to be considered shall be sent to answer any questions.

1.8.2.4 Faculty Affairs Committee

The Faculty Affairs Committee shall consist of at least one, up to three if possible, tenured faculty members from each college (elected by the faculties of each College). Members shall be chosen for staggered terms at the beginning of the fall semester (August). Members shall be eligible for re-election. The chair of the Faculty Senate shall designate a convener. The committee shall elect the chairperson.

The committee shall consider any matters that are of concern to the faculty, including but not limited to academic freedom and economic status. It shall evaluate the operation of the Faculty Senate and develop and recommend such rules and procedures that would facilitate the operation of the Senate.

The Faculty Affairs Committee shall form a **Faculty Work Life and Wellness Subcommittee**. This subcommittee shall consist of five members selected by the committee from among its membership or appointed from the tenured faculty of the University. The subcommittee members shall elect a chairperson. The Faculty Work Life and Wellness Committee shall foster a positive and supportive environment at Savannah State University by promoting the social, physical, and emotional well-being of faculty members, as well as a work-life balance. Their mission involves assessing the intellectual, social, and professional climate within the university, identifying opportunities, activities, programs, and other resources to enhance well-being, and making recommendations to help faculty effectively manage their time to balance teaching, research, service, and personal life.

The committee shall appoint from its members an **Faculty Evaluation Subcommittee**. The subcommittee is charged with developing and reviewing evaluation tools for the annual evaluation of faculty (Sections 2.8.3 and 2.8.4 and Board of Regents' *Policy*, Section 8.3.5) The subcommittee shall also be responsible for periodic review of pre- and post-tenure policies and procedures (Section 2.9.6) and for suggesting revisions to the Faculty Senate when deemed of benefit to the faculty.

The committee shall appoint from its members or from the senior ranks (ASOP/PROF) of the faculty a twelve-member **Academic Program Review Subcommittee**. At least four members of the committee must serve on this subcommittee. A chairperson shall be elected by the membership. The subcommittee shall be responsible for planning for and conducting periodic assessment of each of the University's academic degree programs (See Board of Regents' *Policy*, Section 3.6.3 and *Academic Affairs Policy*, Section 2.3.6). The review cycle for undergraduate programs shall be no longer than seven years, and the review cycle for graduate programs shall be no longer than every ten (10) years. The subcommittee must address the quality, viability, and productivity of efforts in teaching and learning (including assessment practices and use of assessment data), scholarship, and service as appropriate to the University's mission. In its review of academic programs, the subcommittee shall include analysis of both quantitative and qualitative data. The subcommittee, through the **Faculty Affairs Committee**, shall make recommendations to the Senate and to the President. The subcommittee members must demonstrate that they "make judgments about the future of academic programs within a culture of evidence" (Board of Regents' *Policy*, Section 3.6.3).

At the beginning of the fall semester (August), a slate of seven (7) members of the Committee shall be presented for approval to the tenured members of the Faculty Senate to serve on the **University Post-**

Tenure Review Appeals Committee (Section 2.9.6). Members of this committee shall be comprised of faculty members who are not completing a Faculty Development Plan as prescribed by the Post-Tenure Review Policy. This committee shall be a subcommittee of the **Faculty Affairs Committee** and the chairperson shall be a member of the **Faculty Affairs Committee**. Members shall be elected for staggered two-year terms and shall be representative of each of the degree-granting units of the University. The members of the subcommittee shall hear the appeals of faculty members who have received a college-level Post Tenure Review finding of unsatisfactory performance. The members shall report their findings to the faculty member within fourteen (14) days following a review.

The committee shall meet at least twice each semester and shall report in writing to the Faculty Senate each semester.

1.8.2.5 Faculty Development Committee

The Faculty Development Committee shall consist of at least one, up to three if possible faculty members from each college, approved by the Faculty Senate on the recommendation of the Committee on Committees. The committee membership shall be representative of the academic units of the University. The committee shall elect the chair from among its members. The Faculty Development Committee shall meet at least once each semester, and shall report, in writing, to the Faculty Senate at least once each semester.

The Faculty Development Committee shall coordinate the dissemination of information concerning faculty development opportunities and shall occasionally conduct workshops, seminars, and conferences that shall contribute to the professional development of the faculty-The committee shall devise strategies and programs enabling faculty to pursue mid-career adjustments in either professional areas or fields of interest, as will be beneficial to the overall program of the University. The committee shall publish and distribute information concerning international travel, research opportunities, and other faculty strengthening activities.

The members of the committee shall appoint a **Teaching and Learning Grants Subcommittee** charged with monitoring and facilitating the Teaching and Learning Grants available to faculty members. The subcommittee shall include the Director of Title III Programs, the Assistant/Associate Provost and Vice President for Academic Affairs and five other members either from the membership of the committee or from the tenured faculty of the University. This subcommittee shall recommend awards to faculty members and shall monitor each grantee's achievements against goals. The subcommittee shall conduct formative evaluations with grantees if the members believe such evaluation will benefit the grantee. The subcommittee, through the **Faculty Development Committee**, shall submit to the Faculty Senate an annual summative performance report for each of the grantees at the November meeting. The summative report shall include judgments about the grantee's quality of work, budget expenditures, and benefits to the University.

The members of the committee may appoint a **Distinguished Professor Subcommittee** charged with the identification and selection of a Distinguished Professor. The subcommittee shall consist of the Assistant/Associate Provost and Vice President for Academic Affairs and four additional faculty members, preferably to include recent honorees as Distinguished Professor. These faculty members may be selected from the committee membership or from the senior, tenured faculty of the University. The subcommittee members shall elect a chairperson. The subcommittee is charged with developing criteria for the selection of a faculty member who demonstrates outstanding teaching, research and service to both the University and the community. The subcommittee is further charged with the development of application procedures, for reviewing applications, and for making a nomination for Distinguished

Professor to the **Faculty Senate** through the **Faculty Development Committee**. Nominations must be presented to the Senate for consideration and approval by the April meeting.

The **Faculty Development Committee** shall form a **Patent/Copyright Subcommittee**. This subcommittee shall consist of five members selected by the committee from among its membership or appointed from the tenured faculty of the University. The subcommittee members shall elect a chairperson. In its capacity as the patent/copyright subcommittee, it shall through the Faculty Development Committee recommend to the President or his designee the rights and equities in copyrightable materials. Division of income from royalties and other use shall be agreed upon by employees and appropriate administrative personnel in accordance with policies of the patent/copyright subcommittee in advance of the use of the institution's personnel or facilities. In the event of a disagreement as to the ownership and use of such materials, the institution's policies shall provide for an appeal procedure within the institution with final appeal to the Board of Regents. An appeals committee, if needed, shall be approved as an *ad hoc* committee from among the membership of the Faculty Senate on the recommendation of the Committee on Committees.

1.8.2.6 Faculty Handbook Committee

All revisions of the *Savannah State University Faculty Handbook* will be first presented to the Handbook Committee. Procedures to revise the *Handbook* are found in Section 1.9. The Faculty Senate will appoint this committee of five (5) members (at least one from each college) on the recommendation of the Committee on Committees at the September meeting. Members will be eligible for re-election. The secretary of the faculty will serve on this committee and will serve as the chairperson. The committee is responsible for modification of the *Handbook* to conform to Board of Regents' *Policy* revisions and is responsible for presenting all substantive changes of the *Handbook* to the Faculty Senate for approval (See Section 1.9). The process of revision should be ongoing.

The committee shall meet monthly and shall report in writing to the Faculty Senate as needed. The Faculty Senate must approve amendments. The Provost shall be made aware of changes and have the opportunity for review and comment. The secretary of the faculty shall transmit senate-approved changes to the *Handbook* to the President for approval. Following approval by the President, the secretary of the faculty shall make and distribute changes to members of the faculty.

1.8.2.7 International Students, Programs, and Services Committee

The Committee on International Students, Programs, and Services shall consist of the Vice President for Student Affairs or his/her designee, the Director of the International Education Center, four (4) faculty members appointed by the Senate upon the recommendation of the Committee on Committees, and three international students appointed by the Director of the International Education Center. The chair shall be a faculty member elected by the committee.

The committee shall assist in the recruitment and retention of international students, promote programs for such students, provide advisory and counseling services for such students, and make recommendations to departments and colleges about curricula offerings in the area of international studies.

The committee shall promote awareness of international issues through the use of guest speakers, panel discussions, and other cultural activities.

The committee shall formulate policy and procedures for the selection of students who will participate in the Study Abroad Program. The committee shall receive applications from prospective study abroad students and shall select student participants. The committee shall monitor the performance of these

students in their programs abroad and shall determine the form of and require written and oral presentations from the students upon their return.

The committee shall meet at least once each semester and shall report in writing to the Faculty Senate annually at a spring meeting.

1.8.2.8 Library and Educational Media Committee

The Library and Educational Media Committee shall consist of the University Librarian, at least four (4) faculty members (preferably one from each college) appointed by the Senate upon recommendation of the Committee on Committees, and one (1) student appointed by the President of the Student Government Association. All members shall be eligible for re-appointment. The chair will be a faculty member elected by the committee.

The committee shall advise the University Librarian and the faculty regarding the composition of the library collections, distribution of funds for purchases, rules and regulations for library use, and development of projects to stimulate use of the library. The committee shall receive annual reports from the library on resources and services. In conjunction with the faculty, the committee is charged with assuring the holdings are current and in compliance.

The committee shall meet at least twice each semester and shall report in writing to the Faculty Senate annually at a spring meeting.

1.8.2.9 Student Affairs Committee

The Student Affairs Committee shall consist of the Vice President for Student Affairs (or designee), the Dean of Students, at least four (4) faculty, preferably with one faculty member from each college, one library representative, and one athletics representative. These members shall be approved by the Senate. The committee shall also have three students appointed by the Student Government Association. A faculty member, elected by the committee, will serve as chairperson. Non-voting membership shall be composed of the Vice President for Student Affairs (or delegate), the Vice President for Enrollment Management (or delegate), and the Dean of Students (or delegate). All members shall be eligible for reappointment.

The committee shall assist in developing activities and programs which facilitate the academic, personal, cultural, and social growth of students, and shall make recommendations to the President.

The committee is responsible for developing a student handbook, for presenting this handbook to the Faculty Senate for approval, and for periodic revision of the Handbook at least every two years.

The committee shall meet at least twice each semester (and as frequently as needed) and shall report in writing to the Faculty Senate at least once each semester.

1.8.2.10 Academic Calendar Committee

The **Academic Calendar Committee** consists of the Provost and Vice President for Academic Affairs or the Associate Vice President for Academic Affairs, the Registrar or their designee, and five (5) faculty members approved in October by the Senate on the recommendation of the Committee on Committees. The Provost or Associate Vice President shall chair the committee which is charged with development of the University's two-year academic calendar in compliance with Board of Regents' *Policy* 3.4.

The members shall assure the proper number of days of instruction for each semester, shall observe the

start and end dates set by the Executive Vice Chancellor, and shall provide that neither registration nor the first day of classes occurs on a religious holiday per Board of Regents Policy 3.4. The committee shall add other events, assemblies, ceremonies, and meetings as necessary for the smooth operation of the University. The committee shall develop, review, and revise the final examinations schedule in accord with the Academic Calendar. The committee shall request and receive its information from each of the University's four vice presidents. The committee shall construct a new, two-year calendar every second year in time for publication in the Catalog and in other University publications. The committee shall submit the calendar to the Senate for advice and consent.

1.8.2.11 Online Education Committee

The **Online Education Committee** shall have the authority to recommend equipment purchases, to establish operational procedures, to evaluate the operation of instruction through various distance learning venues (Online Learning, Electronic Correspondence, and/or Off-Campus Instructional Sites), to create, maintain, and revise an Online Teaching Handbook that establishes criterion for teaching online and communication of best practices to faculty and administration. Members of the Committee include the University Librarian, the Director – Center for Professional Excellence, at least 2 faculty members with current certification standards that meet with SACSCOC criteria and/or national standards and members from each academic unit who are appointed by the Senate, on the recommendation of the Committee on Committees. The members are eligible for reappointment. The members of the committee will elect a chair.

The committee shall also be charged with assuring that faculty and students have ready access to adequate library/learning resources and services to support the courses, programs and degrees offered. Additionally, the committee will develop procedures to allow students access to appropriate student development services when they participate in distance learning programs. Finally, the committee will review the College Deans' annual evaluative reports on distance learning.

The committee will meet as necessary to assure the growth of service via distance learning while maintaining compliance with SACSCOC and BOR criteria. The committee will report in writing to the Faculty Senate at the November meeting and when necessary.

1.8.2.12 Educational and Academic Policies Committee

The Educational and Academic Policies Committee is a standing committee of the Faculty Senate that considers and recommends educational policies to the Faculty Senate. The responsibilities of the Educational and Academic Policies Committee include: 1) initiating proposals and recommendations that will stimulate the development of excellence in the intellectual programs and teaching climate of the University; 2) studying the effects of university-wide policies and proposals on academic plans, policies and programs; 3) studying and consulting on academic policy proposals and planning that emanates from the offices of the President, the Provost, and other major administrative offices. This committee shall consist of the following membership at a minimum: one member from each college and the library elected by the Faculty Senate, two members appointed by the President of the University, and one student appointed by the Student Government Association. The committee shall have no more than two faculty members from any one college or the library.

1.8.2.13 Planning and Budget Committee

[Under review and development]

1.8.2.14 Facilities and Technology Committee

[Under review and development]

1.8.3 Graduate Study

Graduate Study programs are coordinated through the office of Academic Affairs. For more information concerning Graduate Study programs, visit the homepage.

1.8.3.1 Membership

The Graduate Council recommends membership on the University's graduate faculty to the Provost and Vice President for Academic Affairs and the President. Qualifications for membership are defined in the Bylaws of the Graduate Council (the Bylaws of the Graduate Council can be found in the Office of Graduate Studies. Membership on the University's graduate faculty is for a term of five years from the date of appointment, or, in the case of administrators above the department level, from the date of return to full-time faculty status. Faculty members who wish to apply for reappointment must demonstrate continuing involvement in scholarly research activities and recent participation in graduate education.

1.8.3.2 Graduate Council

The Graduate Council shall be responsible for all operations of the University's graduate programs and shall be the legislative body acting on behalf of the Graduate Faculty. The Council shall have the authority to approve admission requirements for graduate students, to define and prescribe courses of study leading to graduate degrees, to determine the requirements for graduate degrees, and to enact rules and regulations for the operation of the graduate program. Actions of the Graduate Council should be transmitted by the chair through the Provost and Vice President for Academic Affairs to the President. Actions shall also be transmitted every semester to the Graduate Faculty as information.

The Graduate Council shall consist of nine (9) members of the Graduate Faculty of the University who are elected to office by the graduate faculty no later than the 1st day of May. The term of office shall be two years. Members are eligible for re-election. The chair of the Council shall be a full member of the Council. The Provost and Vice President for Academic Affairs, the Deans of the Colleges, the Graduate Program Directors/Chairs, and the University Librarian shall also serve as non-voting, ex-officio members of the Council.

The Council shall be governed by the Bylaws of the Graduate Council of Savannah State University. The Council shall form three committees:

1. The Graduate Programs and Curriculum Committee shall make recommendations to the Graduate Council on matters pertaining to new programs, curricula, course offerings and changes thereto.

2. The Graduate Faculty Committee shall make recommendations to the Graduate Council on matters pertaining to criteria for membership on the Graduate Faculty, graduate faculty welfare issues, and graduate research and publication issues.

3. The Graduate Student Affairs Committee shall make recommendations to the Graduate Council on matters pertaining to graduate student admissions, progression (including exclusion, suspension and graduation), student appeals and other graduate student issues (including graduate assistants and graduate student programs).

Each of the Graduate Council's standing committees shall have a chair, either initially appointed by the

Graduate Administration officer or subsequently elected by the committee's membership.

1.8.4 Duties of Committee Chairpersons

An elected or appointed committee chairperson shall:

1. Schedule meetings and notify the members;

2. Prepare the agenda for each meeting (a copy to be filed with the report);

3. Preside at committee meetings and keep accurate attendance records;

4. Present written committee reports to the faculty, including in the reports, attendance and participation records.

5. Appoint a recorder, assure that the committee elects a recorder, or accept a volunteer committee member as recorder.

1.8.5 Duties of Committee Recorders

An elected, volunteer, or appointed recorder shall take notes at committee meetings, keep accurate attendance records, and prepare and present minutes one week prior to the Faculty Senate meeting to the Faculty Senate Secretary and other individuals/groups, as requested. Recorders, through the committee chair, shall transmit the agenda and minutes to the Faculty Senate and complete an end of year of report.

1.8.6 College and Departmental Committees

The various units of the University may appoint committees as needed so long that these do not usurp the powers of university wide committees defined in this handbook (see 1.8.6.1).

1.8.6.1 Committees of Colleges

No college committee may address issues for which there is a university-wide faculty committee. Each college may establish such committees as may be necessary for its functioning. Each college shall have an educational policies committee and a personnel committee.

1.8.6.1.1 Educational Policies Committee

Educational policies committees shall be responsible for the quality and evaluation of the instructional program, co-curricular activities, and graduation standards. Individual educational policies committee functions shall be determined by the bylaws of each unit.

Membership shall be limited to faculty in at least their second year of employment. Members of the educational policies committees shall be elected from and by the faculty of each college, division, or unit. All faculty should participate in the election of the committee annually, preferably at the first fall faculty meeting in each college, division, or unit.

The educational policies committee shall meet at least once each semester and shall report its proceedings to the college's faculty.

1.8.6.1.2 Personnel Committees

Personnel committees shall be responsible for policies and procedures relating to promotion and tenure. Individual personnel committees' functions shall be determined by the bylaws of each college or division.

Personnel committees shall make recommendations concerning promotion and tenure to the deans after careful review of each faculty member's work and shall be governed by the policies of the Board of Regents, the University, and the college. An individual who holds the rank of associate professor without a terminal degree shall not be eligible to serve on the Tenure and Promotion Committee, either at the department or college level, for the evaluation of individuals with terminal degrees who have applied for promotion and tenure.

Department committees: In units with departments, the faculty of each department will elect three or more tenured, senior faculty (associate or full professors) to serve. If the department does not have three eligible faculty, it will recruit from other departments. The committee will elect a chair from its membership.

College committees: In units with departments, members from each department will elect one tenured senior faculty member (full professor, if possible, associate if not) for a two-year term; the department will elect a replacement if the selected person is applying for promotion. In units without departments, the faculty of the college will elect a college committee with at least five tenured, senior faculty members (associate or full professors).

Membership is limited to tenured faculty (See Section 2.9.2). In units in which tenure is not offered, members must have completed two years of service, be full-time, and hold faculty rank. Members of the personnel committee shall be elected from and by the faculty of each college, division, or unit. All faculty should participate in the election of the personnel committee annually, preferably at the first fall faculty meeting in each college, division, or unit. Additionally, faculty serving in the following administrative positions: department chair, assistant/associate dean, academic dean, assistant/associate Vice President, Vice President, and any other position in which the individual serves in a line position and makes administrative recommendations regarding faculty shall not serve on personnel or faculty search committees. Recommendations from faculty search committees and personnel committees are submitted to those serving in these positions.

When possible, the committee performing promotion and tenure-related evaluations for the fall should continue to serve through the spring semester, addressing pre-tenure, tenure, post-tenure, and promotion reviews as applicable.

1.8.7 Temporary Committees

As necessary, the President, the vice presidents, or the Faculty Senate, after determining that no standing committee has jurisdiction, may create temporary committees for specific purposes. The creating authority shall determine the composition and function and select its members.
The life of a temporary committee, though ordinarily no longer than twelve months, shall be determined by the task. Temporary committees shall not infringe upon the proper rights and duties of the standing committees of the Faculty Senate.

1.8.8 Faculty of Colleges and Departments

Faculty of each of the colleges and instructional departments shall transact such business as relates to their respective areas. Deans and department chairs shall serve as presiding officers of their respective faculty.

Periodically, the faculty shall examine their course offerings, course outlines, teaching methods and materials, testing instruments and procedures, grading practices, enrollment/graduation/exit statistics and other phases of the instructional program to ensure that these are appropriate. Changes in curricular offerings must be recommended to the NPCC through faculty of the units (See Sections 2.15.4 and 2.15.5).

Each department shall establish and maintain a student advisement program in accordance with the objectives of the University's advisement program and regulations.

Department faculty shall meet at least once each semester. College faculty shall meet at least once each semester.

1.9 Revision Process for the Faculty Handbook

Amendments to this handbook may be initiated by any member of the faculty.

All proposed amendments will be submitted in writing to the secretary of the faculty who shall present them to the *Handbook* Committee at either the next scheduled meeting or at a called meeting. Those amendments proposed to ensure conformity to Regents' *Policy* shall be presented to the faculty for information. Those amendments requiring faculty approval in terms of Board of Regents' *Policy*, Section 3.2.3, will be presented to the faculty only as a part of the following procedure:

1. The committee must first ensure that locally proposed amendments do not conflict with existing Board of Regents' *Policy* and that amendments have been formulated in accord with proper procedures for revising the *Handbook*.

2. The committee will prepare a draft of the amendment and will circulate it to the Faculty Senate prior to the next scheduled senate meeting.

3. If the Faculty Senate approves the amendment, the committee shall forward the amendment to the President and Provost with the Faculty Senate's recommendation that the amendment become a part of the *Handbook*. If the President approves the proposed amendment, it shall be filed with the Chancellor.

4. Upon approval by the President, the President will notify the Secretary of the Faculty who will distribute copies of the amendment to each faculty member for inclusion in his/her copy of the *Handbook*.

2 Faculty Personnel Policies and Regulations

2.1 Corps of Instruction-- The Faculty

The faculty shall consist of the corps of instruction, the President, and the administrative officers specified in Section 1.7.1.1.

2.2 Faculty Rights and Responsibilities

The principle of shared governance shall be paramount. Faculty shall participate in decision-making across the University, but especially in the areas of Academic and Student Affairs. Full-time appointment to the Savannah State University Faculty entails the acceptance of responsibility to the University for the activities of learning, discovery and engagement. As a community of dedicated scholars, we willingly undertake these responsibilities in fulfillment of our commitment to the students, to each other and to the University. The responsibilities of members of the faculty include teaching, assessment of learning, scholarship/creative disciplinary activities, service that will benefit both the institution and the community, and professional growth and development. Faculty must be accorded academic freedom,

which may be considered an affirmation and extension of constitutional rights. This concept is understood to embrace teaching, research, and service and is not to be limited solely to the classroom. Freedom of expression is imperative in all aspects of academic life. Thus, all faculty members have the right to be treated with respect by other faculty and administrators.

All faculty members are accountable for meeting these responsibilities to the University through assignments and activities during the academic year (and, if under contract, in the summer) as authorized by the Board of Regents, the President of the University, the Provost and Vice President for Academic Affairs, and their respective Department Chairs. Department Chairpersons and Deans, in consultation with the Provost and Vice President for Academic Affairs, determine and assign all faculty obligations and responsibilities. The University encourages and expects its faculty members to apply their unique talents and abilities in service to the University, to organizations and to the community at large; specifically, these responsibilities include:

1. Teaching courses within the range equivalent to contact hours per week per semester for all tenure-track faculty during the academic year or contact hours per week per semester for all full-time non-tenure track faculty with the appropriate adjustment during summer sessions as determined by the Provost and Vice President for Academic Affairs;

2. Participating in assessment planning and reporting efforts for all academic programs in which the faculty member teaches.

3. Being available on campus for interactions with students, which requires direct campus activities (including off-campus assignments such as clinical lab and continuing education) during the academic year, with appropriate adjustment during summer session. Maintaining regularly scheduled office hours each week during the semester (see office hours section);

4. Academic advising and/or student mentoring students as assigned within the department;

5. Participating in department and division meetings;

6. Engaging in activities to promote the advancement of the department, college, and University. Examples of such activities are programs of study through curricular development, recruitment and retention, promotion of student research and scholarship, assessment, outcome evaluation, fund raising, etc.;

7. Engaging in activities to promote individual professional development appropriate within the faculty member's primary discipline (examples of such service include leadership in professional and learned societies, evaluation of manuscript and research proposal, editorial board work, and other professionally related activities with or without compensation);

8. Participating in faculty governance system of the campus and University;

9. Participating in official functions: this specifically includes but is not limited to Faculty Institutes/Assemblies, Commencements, Founders' Day, and convocations;

10. Engaging in activities to promote the overall advancement of the campus and University such as involvement in education programs, community service (University engagement activities), and student activities. Such activities include conducting workshops, consulting and serving on advising boards with or without compensation, giving news media interviews and professional advice to non-profit agencies (See Board of Regents' *Policy*, Section 8.2.15);

11. Being knowledgeable of and guided by all University publications concerning academic policies and procedures. This specifically includes and is not limited to Board of Regents' Policies affecting conflicts of interest and ethics which apply to all individuals employed by this University (See Board of Regents' *Policy*, Section 8.2.18);

12. Seeking to constantly improve instructional and classroom effectiveness in all relevant modalities of instruction; recognizing that teaching is a pedagogical art, not confined to imparting information, acknowledging that there are a variety of teaching and learning styles and affirm the role of nurturing and empowerment in a multicultural context;

13. Exercising academic freedom (see section 2.11.1, BOR 6.5, and https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure for discussion of academic freedom) with good judgment and ethical integrity;

14. Meeting deadlines to facilitate efficiency in the operation of the University;

15. Sharing equally in the responsibility of preparing students to be academically successful. Within the mission, goals and needs of the department, at this Campus, and of the University, the particular skills, talents and inclinations of each faculty member will be respected, subject to the overall fulfillment of aggregate responsibilities.

16. Utilizing the University-approved learning management system (e.g., Brightspace D2L) for disseminating information, course content, and assessment (including grading);

17. Providing students with at least two progress reports in each semester of the academic year; at least once in the summer semester as required by the University.

In fulfilling these obligations, faculty members are expected to have a substantial presence on campus during the academic year, beginning with freshman orientation and ending with commencement, which they are expected to attend.

A member of the faculty with research projects or other commitments requiring a lengthy absence from campus during the academic year should apply for Educational and Professional Leave for the period in question if the project is not part of a sponsored project or otherwise accounted for in terms of time and effort.

2.2.1 Syllabi

Syllabi are required for all courses in compliance with USG Academic and Student Affairs Handbook Section 02.08 - Posting of Public Syllabi and Curriculum Vitae. Any changes to the syllabus and/or course schedule shall be communicated to students immediately.

2.2.2 Office Hours

All full-time faculty are expected to be physically present on campus at least three days each week. This applies to faculty who are teaching fully online, fully face-to-face, or some combination of the two. A three-day commitment from faculty is the minimum commitment of time and on-campus engagement expected from individuals on track for tenure or of those who are not on tenure-track, but who are engaging in the requisite teaching, research, and service required of full-time faculty.

a. Academic Year: Faculty are expected to post and maintain regularly scheduled in-person office hours each week during the semester. The number of office hours will be equal to 0.5 hours for every contact hour per the (Human Resources Administrative Manual Classification, Compensation, and Payroll: EMPLOYEE CATEGORIES revised September 1, 2022, found at https://www.usg.edu/hr/manual, accessed 12/15/2023). One contact hour is equivalent to one credit hour. Full-time faculty (12 credit hours) will be responsible for a minimum of six (6) office hours per week. Faculty members will arrange office hours that are convenient and meet the needs of students. An instructor's office hours and email address should be communicated to students by a sign on the instructor's office door, in the syllabus, and electronically (e.g., email signature, D2L News). Virtual office hours are optional, may be conducted in the faculty member's office or offsite, and must not exceed 25% of the total number of office hours, except for fully online courses. Faculty must indicate how they can be reached to make up for office hours they are unable to accommodate for any in-person session on a particular day with a sign on the door or an out-of-office message.

b. Summer Session: Faculty who teach during the summer semester will maintain a minimum of 0.5 hours per one contact hour. For example, a faculty member will hold 1.5 office hours per three-credit hour course.

2.2.3 Non-Attendance Reporting

Accurate attendance reporting is required from all faculty for all students during the attendance verification period at the beginning of each semester/part-of-term. Faculty reporting of non-attendance begins the first day of class and ends after the first week of class in the regular semester and three days in a mini-mester. Please refer to the Academic Calendar for specific dates. Any student who has participated at least once during the attendance verification period should be marked as 'Attending'. Only students who have never participated during the attendance verification period should be marked as 'Not Attending'. All students marked as not attending after the Attendance Verification deadline will be dropped from the class. The instructor should not allow the student to attend after being dropped until the student has properly requested reinstatement.

The mandatory attendance verification period is required to comply with Federal Financial Aid regulations, Savannah State University developed a procedure for reporting students who do not attend classes in the first week of classes. At issue are financial aid recipients who become ineligible for funds the institution has awarded them, if they do not attend and participate in at least one class meeting. Such students are not entitled to keep the financial aid award for which they are otherwise eligible. When these students do not attend are not reported in a timely manner before financial aid refunds are sent to disburse to students, both the institution and the student may incur fiscal liability for the portion of the award that the student is no longer eligible to receive. The non-attendance reporting procedure better positions Savannah State University to adjust financial aid awards before remaining balance funds are issued; thereby eliminating liability for both the institution and the student.

The non-attendance reporting process is performed in PAWS for all classes including online classes, independent study, thesis, labs, etc. All faculty are required to verify attendance of each student enrolled in all classes daily through the first week of the semester. Each class meeting – resubmit verification Online/Asynchronous classes – daily submission

What can be considered as attending?

- physically attending a class with direct interaction between the instructor and students. In this case, faculty are encouraged to circulate a sign in sheet for verification.
- submitting an academic assignment
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
- attending a study group that is assigned by the instructor
- participating in an online discussion about academic matters
- initiating contact with a faculty member to ask a question about the academic subject studied in the course

What cannot be considered as attending?

- living in institutional housing
- participating in the university's meal plan
- participating in academic counseling or advisement

Procedure for Reporting Non-Attendance

1. Check the Academic Calendar for due date
2. Log in to PAWS
3. Scroll down to select: Attendance Verification
4. Select Term from the dropdown menu, click SUBMIT
5. Use dropdown, select course to be verified, click SUBMIT
6. Place a checkmark next to the student's name who has NOT attended/participated.
7. NOTE: Not checking the box, verify that the student is attending class
8. Do Not Save Just Yet! Scroll to the top of the screen and underneath Current Attendance Verification Counts, Click the box that says Click Here to Verify Completion of Attendance Verification Data Entry.

9. Click SAVE at the bottom of the screen
10. If Section Verification shows: “VERIFIED”, course attendance verification is complete for this course. Select the Faculty Services tab at the top of the page and click on CRN selection to select another course.
11. If Section Verification shows: “NOT VERIFIED”, return to the verification page, click on the Faculty Services tab at the top of the screen, click on CRN selection and redo attendance verification for that course.

2.2.4 Learning Management System (LMS)

Faculty are expected to utilize the University-approved learning management system (e.g., Brightspace D2L). Minimally the LMS should be used for publishing the syllabus and recording scores on assessments in the gradebook.

2.2.5 Online Instruction

Faculty are eligible to teach online who have the most recent and university-approved training for online instruction provided by the institution and who adhere to current standards. Certifications or, credentialing confirmation of training must be kept on file with the department.

2.2.6 Progress Reporting

Faculty are required to provide students with at least two progress reports (to include midterm grades) in each semester of the academic year; at least once in the summer semester.

2.2.7 Final Examinations, Final Project or Final Assessment

All faculty must require final assessments, e.g. final exam, final project or final assessment, in all courses they teach. This does not include non-traditional courses such as internships, independent studies, clinicals, etc. For take-home exams, projects or assessments that require more than two hours to complete should be provided prior to the last day of class. Faculty are expected to inform students of the date and time of the final exam at the start of the semester, preferably in the course schedule, and communicate that the final exam is a part of the class. At registration, the student registers for the scheduled final examination period as well. Faculty or their proctor are expected to administer final exams during the designated times as final exam period. It is the student's responsibility to be available during the final assessment(s). If students have situations that prevent them from taking the exam at a designated time, they must use the conflict day or follow the Incomplete Grade Policy. For courses that do not conform to the standard meeting times, the exams will be administered on the “conflict” day designated in the final exam schedule; care should be given to ensure a student does not have a final exam in another course at the same time.

In online classes, the type of final assessment and its delivery is at instructor's discretion. For example, the

instructor may require a final proctored exam or a final project or a final presentation. When students have difficulty accessing and using a Lockdown browser for the proctored exams, faculty and student should arrange the test to be taken at a local testing center location for the student. The local location can be a nearby testing center at a university or a library. Faculty should set a deadline for students to confirm their testing location for the exam.

2.3 Definition of Faculty Status

2.3.1 Regular Faculty

The term "regular faculty" applies to those faculty members who have been selected through university defined search procedures and who are employed full-time on an academic year or fiscal year contract, to serve as faculty members on a tenure-track appointment as instructors, assistant professors, associate professors, or professors. (The term "full-time" is used to denote service on a 100 percent workload basis for two semesters.)

2.3.2 Non-tenure Track Faculty

Non-tenure track faculty members are employed in teaching or research programs that are anticipated to have a limited lifespan, or which are funded, fully or partially, through non-system sources. Faculty members employed in non-tenure track positions shall not be eligible for consideration for the award of tenure. Probationary credit toward tenure shall not be awarded for service in non-tenure track positions. Notice of intention to renew or not to renew contracts of non-tenure track faculty who have academic rank shall follow the schedule required for tenure track faculty. Non-tenure track faculty may apply, on an equal basis with other candidates, for tenure track positions that may become available. The transfer of faculty from tenure track positions to non-tenure track positions shall be affected on a voluntary basis only.

2.3.3 Lecturers and Senior Lecturers

Full-time lecturers and senior lecturers are appointed by institutions on a year-to-year basis.

Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

1. For lecturers with less than three (3) years of full-time service, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.

2. For lecturers with three (3) or more years but less than six (6) years of full-time service, institutions must provide non-reappointment notice at least thirty (30) calendar days prior to the institution's first day of classes in the semester.

3. For senior lecturers or lecturers with six (6) years or more of full-time service, institutions must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the institution's first day of classes in the semester.

Lecturers or Senior Lecturers who have served for six (6) or more years of full-time service at an institution and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with published procedures developed by the institution. The procedures must be

approved by the Chancellor or his/her designee prior to implementation. Additional appeal procedures are contained in Section VIII of the Bylaws of the Board of Regents of the University System of Georgia.

In no case will the service as lecturer or senior lecturer imply any claim upon tenure or reappointment under other conditions than those above. Please refer to Section 8.3.4.3 of the Board of Regents' Policy Manual for additional information.

2.3.4 Visiting Faculty

Visiting faculty, similar to temporary faculty and non-tenure track faculty, are employed for a specified period of time, ordinarily one academic year at a time. While visiting faculty may be reappointed for subsequent years, they are limited to three consecutive academic years. Service as a visiting faculty member at Savannah State University may count toward the award of tenure should the visiting faculty member subsequently receive an appointment as a regular faculty member.

2.3.5 Part-Time Faculty

Part-time faculty, as defined by the Board of Regents of the University System of Georgia, may be temporarily employed on a less than full-time basis during an academic year. Part-time faculty members are entitled to the same rights as full-time faculty members with respect to academic privileges, except that they do not have the right to a year-to-year appointment. Persons holding part-time appointments shall not be considered members of the faculty. Part-time faculty shall be employed only for the term specified in Part-Time Faculty Contract and subsequent or future employment shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Service as a part-time faculty member does not count toward an award of tenure, and faculty with part-time appointments shall not acquire tenure. Part-time faculty may be offered employment on a per course basis.

Part-time faculty shall not teach more than two courses per semester (no more than half time in an academic year). They may be reappointed for service during subsequent years. Although part-time faculty members are excused from service on committees, they are expected to meet classes regularly and to maintain adequate office hours to meet the needs of their students. They are also expected to undergo evaluation of their teaching effectiveness in the same manner as regular faculty. Compensation for part-time faculty members is based upon the number of courses taught per semester.

Part-time faculty employment cannot exceed more than one-half time for the year at a single USG institution. Part-time faculty teaching at more than one USG institution shall limit his/her employment to less than half-time employment across all USG institutions.

Departments are responsible for developing a handbook for part-time faculty. This responsibility may be delegated to area coordinators or a committee. As a minimum, this handbook shall contain the following information: job description; paydays; expectations concerning such matters as course syllabi, office hours, and administration of examinations; record keeping; procedures for submitting grades; availability of secretarial assistance and computer facilities; laboratory use and scheduling; library use and hours; faculty identification cards; parking regulations; and institutional policy regarding rehiring and termination.

Department chairs and students will evaluate part-time faculty in the same manner as they evaluate full-

time faculty members. The department chair and the part-time faculty member shall discuss this evaluation and use the results to improve the faculty member's teaching effectiveness.

2.3.6 Adjunct (Courtesy) Faculty

Adjunct faculty, as defined by the Board of Regents of the University System of Georgia, shall be appointed to serve according to the professional needs of the department and the University. As such, they form the collaborative link in the professional activity of scholars and the work of practitioners in their respective fields. This linkage serves students and faculty in bringing realism to educational experiences, while allowing professional observation of student work within the community. Adjunct faculty members are entitled to the same rights as full-time faculty members with respect to academic privileges, except that they do not have the right to year-to-year appointments. Persons holding adjunct appointments shall not be considered members of the faculty.

Adjunct faculty shall be appointed only for the term specified in a letter or memorandum of understanding or other contractual agreement and subsequent or future appointment shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Service as an adjunct member of the faculty does not count toward an award of tenure, and faculty members with adjunct appointments shall not acquire tenure.

Adjunct faculty members are an invaluable part of a university community and may be appointed to work with students, participate in collaborative research, supervise field experiences, i.e., social work, student teaching, health delivery services, business internships, etc. They may be reappointed for service during subsequent years. They are excused from service on departmental and university committees and are not required to maintain office hours. The service of adjunct faculty should be evaluated according to services rendered. Adjunct faculty members serve in courtesy appointments and shall not receive compensation.

Departments are responsible for developing a handbook for adjunct faculty. This responsibility may be delegated to area coordinators or a committee. As a minimum, this handbook shall contain information concerning mutually agreed upon expectations; procedures for submitting grades, if applicable; and other matters, such as availability of secretarial assistance and computer facilities, laboratory use and scheduling, library use and hours, faculty identification cards, and parking decals and regulations.

2.3.7 Temporary Faculty

Temporary faculty members are employed on an emergency basis. Ordinarily, they are not selected through defined search procedures and are not on a tenure track. Temporary faculty members hold rank for the period of their contract, but for no more than one academic year at a time. Service as a temporary faculty member cannot exceed three one-year appointments.

Temporary faculty members are eligible to apply for a regular faculty position when one for which they are qualified becomes available (See Section 2.5). One year of service as a temporary faculty member at Savannah State University may be credited toward the award of tenure.

2.3.8 Additional Faculty Appointment

Regents' Professorships may be granted by the Board of Regents to outstanding faculty members of the Georgia Institute of Technology, the University of Georgia, the Medical College of Georgia, Georgia State University, and, in special circumstances approved by the Board, other USG institutions. A Regents' Professorship shall be awarded by the Board only upon the unanimous recommendation of the President, the Chief Academic Officer, the appropriate academic dean, and three (3) other members of the faculty to

be named by the president, and upon the approval of the Chancellor and the Committee on Academic Affairs.

A Regents' Professorship shall be granted by the Board for a period of three (3) years. Consideration of the renewal of the professorship for a second three-year period shall be given by the Board upon recommendation of the president of the institution, the Chancellor, and the Committee on Academic Affairs. After a period of six (6) years the Regents' Professorship shall automatically become coincidental in term with the regular professorship.

2.3.8.1 Regents' Researchers

Regents' Researcher titles may be granted by the Board of Regents to outstanding full-time principal researchers of the Georgia Institute of Technology, the University of Georgia, the Medical College of Georgia, Georgia State University, and in special circumstances approved by the Board, other USG institutions. The Regents' Researcher title shall be awarded by the Board only upon the unanimous recommendation of the President, the Chief Academic Officer, and three (3) members of the faculty to be named by the President, and upon the approval of the Chancellor and the Committee on Academic Affairs.

A Regents' Researcher title shall be granted by the Board for a period of three (3) years. Consideration of the renewal of the title for a second three-year period shall be given by the Board upon recommendation of the President of the University, the Chancellor, and the Committee on Chief Academic Officer. After a period of six (6) years, the Regents' Researcher title shall automatically become coincidental with the term of his/her employment.

2.3.9 Administrative Positions with Faculty Status

Administrative officers having faculty status are the following: the President, the Provost and Vice President for Academic Affairs, academic deans, associate deans, , and the University Librarian. Additionally, the Vice President of Student Affairs and the Vice President of Business and Finance serve as *ex officio* members of the faculty (See Section 1.7.1.1).

2.3.10 Qualifications for Appointment to Rank

Minimum qualifications for employment as a faculty member at Savannah State University are the following:

1. Academic preparation consistent with the Southern Association of Colleges and Schools' requirements for institutional accreditation.

2. Evidence of ability as a teacher.

3. Evidence of scholarly competence and activity.

4. Successful experience (waived in the case of beginners who meet all other requirements).

5. Desirable personal qualities judged on the basis of personal interview, complete biographical data and recommendations.

These minimum qualifications are also considered in awarding the ranks of instructor, assistant professor and associate professor. The rank of professor requires that the faculty member has a doctor's degree or

other terminal qualifications appropriate for the discipline in addition to numbers two through five above.

2.3.11 Full Graduate Faculty

A Full Graduate Faculty member is one who has demonstrated scholarly competence, professional achievement and experience with graduate education. Full Graduate Faculty members enjoy the following privileges: Directing theses and dissertations as well as serving on thesis and dissertation committees, teaching graduate courses, chairing and serving on terminal examination committees, standing for election to the Graduate Council, voting for members of the graduate faculty to serve on the Graduate Council.

Requirements for initial appointment and reappointment to Full Graduate Faculty are contained in the Graduate Council Bylaws.

2.3.12 Associate Graduate Faculty

An Associate Graduate Faculty member is one who has demonstrated ongoing research and scholarly activity which should lead to publication and who possesses the potential for making contributions to graduate education. Associate Graduate Faculty members enjoy the following privileges: teaching graduate courses, serving on terminal examination committees, serving on thesis committees, serving on reading committees for theses, voting for representatives on the Graduate Council but may not serve on the Council. An Associate Graduate Faculty member does not have voting privileges and cannot serve on the Graduate Council. Exceptions for directing or chairing theses and/or dissertation committees may be made upon approval of the Graduate Administration Officer. Requirements for initial appointment and reappointment to Associate Graduate Faculty are contained in Graduate Council Bylaws

2.3.13 Temporary Graduate Faculty

A Temporary Graduate Faculty member is one who serves for a limited period of time in order to teach graduate courses (one year or less). A Temporary Graduate Faculty member has the following privileges: teaching graduate courses. A Temporary Graduate Faculty member does not have voting privileges and cannot serve on the Graduate Council.

2.3.14 Adjunct Graduate Faculty Status

An Adjunct Graduate Faculty member is one who possesses the professional expertise needed to enhance graduate education. An Adjunct Graduate Faculty member has the following privileges: teaching graduate courses, serving on thesis committees, serving on reading committees for theses, and serving on terminal examination committees. An Adjunct Graduate Faculty member does not have voting privileges and cannot serve on the Graduate Council.

2.4 Types of Faculty Contracts

2.4.1 Regular

Regular faculty members, both tenured and non-tenured, are members of the corps of instruction who have been selected through proper search procedures (See Section 2.5). Regular faculty members, both tenured and non-tenured, are offered annual contracts. Contracts are offered to four ranks of faculty: instructor, assistant professor, associate professor, and professor. Contracts are ordinarily offered for an academic year (a nine-month period, generally beginning in August and ending in May). Regular faculty members will ordinarily be expected to teach full time, document assessment data that indicates evidence of student learning, engage in research, and perform public service.

2.4.2 Temporary

In an emergency, the University may offer a temporary contract to a faculty member, without conducting

a search (See Section 2.4). A temporary contract may be issued to a faculty member for a period of one year and may be renewed twice. Temporary full-time faculty are expected to teach full time and to document and submit assessment data that indicates evidence of student learning. One year of temporary service may count toward the award of tenure.

2.4.3 Part-Time

Part-time faculty members may be offered employment on a per course basis. They shall, however, not teach more than two courses per semester. They may be reappointed for service during subsequent years, but their service as part-time faculty members does not count toward the award of tenure. Although part-time faculty members are excused from service on committees, they are expected to meet classes regularly and to maintain adequate office hours to meet their students' needs. They are also expected to document and submit assessment data and to undergo evaluation of their teaching effectiveness in the same manner as regular faculty (See Section 2.8).

2.4.4 Locus of Appointment

Employment rights, including tenure, reside at the institutional level.

2.4.5 Contract Forms

The University issues the appropriate official contract form approved by the Board of Regents of the University System of Georgia.

2.4.6 Timely Issuing of Contracts

The administration is responsible for mailing (physically or electronically) contracts in a timely manner to the address on file in their official personnel records for each faculty member. Members of the faculty are responsible for address changes that should be filed through the Office of Human Resources. First year faculty shall receive a letter of appointment followed by a contract the next academic year.

2.4.7 Timely Response to a Contract Offer

Failure to sign and return annual contracts within the time period specified on the contract form may be construed as an abandonment of employment rights.

2.5 Faculty Search/Appointment/Orientation

2.5.1 Search Procedures

Candidates for all faculty and administrative positions must be located through a proper search procedure as defined in the approved monograph titled Recruitment Procedures: Administrators, Faculty, and Staff, which is on file in both the Office of Human Resources and the Office of the Affirmative Action Officer. All search committee members must receive recruitment and search committee training from the Office of Human Resources prior to initiating search procedures. All searches for faculty and administrative staff must begin with the completion of an "Approval to Recruit" form available in the Office of Human Resources. The purpose of this form is to allow prior administrative approval for all searches. Usually, the search process will begin no later than October of any academic year and will be completed by May 30 of that academic year. The Provost and Vice President for Academic Affairs will be responsible for the time frame of all faculty searches.

When a position becomes available in any academic department, the department chair must secure the permission of the President to initiate a search through normal channels. Once permission has been obtained, the department chair will identify a tenured member of the department, holding associate or full academic rank, to serve as the chairperson of a search committee constituted of at least three tenure-track

departmental faculty and two students. The department chair shall provide the names of the search committee members to all faculty members within the department. Other members of the search committee should be in at least the second year of appointment. In instances where a department consists of fewer than five faculty members, the entire department (excluding those in the first year of appointment) augmented by three faculty members from within the college/division shall constitute the search committee. The committee, in consultation with the department chair, shall formulate a description of the position available. The description shall include: (1) the minimal academic credentials required, (2) the minimal experience required, (3) the probable appointment rank, (4) the duties, (5) the type of the contract (i.e., term or probationary), and (6) salary range available for the position.

The description shall identify the application procedures and shall note that all application materials are to be submitted to the Office of Human Resources for initial processing. Following the deadline for applications, the director of human resources shall forward all application packages to the chairperson of the search committee.

When the description of the position is complete, the chairperson of the search committee shall forward a copy of the description to the Office of Human Resources, which shall be responsible for advertising copy including the equal employment opportunity and affirmative action notices required by state and federal law, and which shall then publish the notice of the vacancy in appropriate professional journals, The Chronicle of Higher Education, The Applicant Clearing House, and campus bulletin boards. The search committee must give final approval to the job description copy before publication.

When completed applications have been received and reviewed by the entire search committee, the committee shall determine which of the applicants to invite to campus for a personal interview and shall notify all applicants of their status in this regard. The minimum number of candidates to be interviewed for a single faculty position is three (3). The committee shall then schedule the necessary interviews, conducting them all within the same calendar week if at all possible. All interviews for faculty positions shall afford the departmental faculty the opportunity to meet with each of the applicants. The search committee should seek input from the faculty members individually and collectively regarding appraisal of the applicants. Applicants also should prepare and deliver a classroom presentation to students from the department. The search committee chairperson must afford students the opportunity to evaluate this presentation and report their evaluation to the search committee.

When the interviews are completed, the committee shall forward to the department chair (or dean for those colleges without a department chair) its recommendation of at least two (2), preferably three (3), ranked nominees for the position in question. The department chair, in consultation with the members of the search committee shall select the best qualified candidate and forward a hiring recommendation which details starting salary, probationary credit toward tenure (if applicable) and rank to the dean. The department chair’s recommendation shall include the selected applicant’s entire application file and the reports of the actions of the search committee.

Should none of the interviewees prove acceptable to the committee, the committee shall declare the search null and void and shall begin the search process anew. In its report to the department chair, the committee shall indicate, in writing, its compliance with all affirmative action and equal employment opportunity guidelines and criteria.

2.5.2 Membership on Search Committees

The chair of all faculty search committees shall be a tenured faculty member holding associate or full professor rank. All other members must also be tenure-track. In departments without tenured faculty, the

chair shall be a non-tenured faculty member in at least the third year of employment. In the case of departments with fewer than five faculty members, all members of the department, excluding those in the first year of appointment, shall serve on the search committee. Additionally, three faculty members from within the college shall serve. These additional faculty members must be tenure-track. Additionally, faculty serving in the following administrative positions: department chair, assistant/associate dean, academic dean, assistant/associate Vice President, Vice President, and any other position in which the individual serves in a line position and makes administrative recommendations regarding faculty shall not serve on personnel or faculty search committees. Recommendations from faculty search committees and personnel committees are submitted to those serving in these positions.

2.5.3 Appointment Procedures

When an applicant has been selected by the department chair in consultation with the search committee, the department chair shall forward the individual's name to the dean who shall, in turn, review the recommendation and forward a recommendation to the Provost and Vice President for Academic Affairs.

The Provost and Vice President for Academic Affairs shall forward a recommendation to the President for approval. Upon approval by the President, the Provost and Vice President for Academic Affairs shall prepare and mail a letter offering a faculty position to the approved applicant. That letter shall specify the term of the anticipated contract, the rank, the salary, and the probationary credit toward tenure (if applicable). The letter shall also state the procedures and time frame for the applicant to respond to the offer of a position. The appointment letter shall serve as the contract for the first year. Any subsequent contracts will be offered by the Provost and Vice President for Academic Affairs.

If the President, the Provost and Vice President for Academic Affairs, or the dean shall fail to approve the recommended candidate, the officer shall forward immediate notice to the department chair and the chair of the search committee. The department chair, in consultation with the members of the search committee, shall determine whether to recommend another candidate or to begin the search anew.

Upon accepting the appointment, the candidate shall be deemed an employee of the University, under the aegis of the Board of Regents, beginning in the academic year specified in the appointment letter. Should the first nominee not accept the position, the Provost and Vice President for Academic Affairs shall notify the President and the dean of that fact. The dean shall notify the department chair and the department chair, in consultation with the search committee shall determine whether to offer the position to another of the applicants or to begin the search process anew. At no time shall any applicant not recommended by the search committee be offered a permanent position.

2.5.5 Orientation

All new faculty members shall participate in the Fall Faculty Assembly/Institute. The Provost and Vice President for Academic Affairs shall provide at least one session during that time to be designated exclusively for new faculty. New faculty will be given a copy of the Faculty Handbook which will be reviewed with them.

2.5.6 Temporary/Part-time/Adjunct Faculty Handbook

Each college is responsible for developing a handbook for temporary/part-time/adjunct faculty. This responsibility may be delegated to a committee representing each of academic units to ensure consistency of university policy.

As a minimum, this handbook shall contain the following information: job description; paydays; college or division expectations concerning such matters as course outlines and syllabi, office hours, and

administration of tests; record keeping; procedure for submitting grades; availability of secretarial assistance; availability of computer facilities; lab use and schedules; library use and hours; faculty identification cards; parking regulations; and institutional policy pertaining to rehiring and termination.

2.6 Equal Employment Opportunity/Employment of Relatives

2.6.1 Equal Employment Opportunity/Affirmative Action Policy

Savannah State University is an equal opportunity employer which assures that no person shall, on the grounds of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, gender identity or veteran status, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity the institution conducts. Savannah State University complies with all state and federal affirmative action guidelines and criteria in its employment and hiring procedures and practices.

2.6.2 Employment of Relatives

Savannah State University subscribes to and adheres to the policies of the Board of Regents regarding the employment of persons related by family or marriage. Thus, for appointment and promotion relationship by family or marriage shall constitute neither an advantage nor a disadvantage. No individual shall be employed in a position which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority extending vertically through one or more organizational levels of supervision or management.

For the purposes of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing. These regulations do not apply to temporary or part-time employment of children under age twenty-five (25) or to any individual employed as of February 14, 1990, in such a position so that a relative then holds a superior position at least one level of supervision removed from such individual in any line of authority.

The Board of Regents may make exceptions upon the recommendation of the Chancellor if these are clearly in the best interest of the institution and the University System. See Board of Regents' *Policy* Section 8.2.3.

2.7 Personnel Records

2.7.1 Pre-employment

The pre-employment file, consisting of the application for employment and all supporting documents, shall be returned to Human Resources. All files for both successful and unsuccessful applicants shall be so filed. The chairperson of each search committee will be responsible for assuring that these files are secure. After a period of three years, these files shall be destroyed.

2.7.2 Personnel/Business

Each individual's employment file will include employment and business matters. The former is understood to include salary, performance, position, and the like. The latter is understood to patent and royalty information pertaining to campus work, and the like.

The University will keep each employee's file pertaining to such matters as leave time, health, retirement, and insurance and beneficiaries, in the Office of Human Resources.

The department chairs shall maintain routine professional files, including information about the faculty

member's professional activities, publications, presentations, courses taught, evaluations, and other professional matters.

The Provost and Vice President for Academic Affairs shall maintain as complete a file as possible on each faculty member's professional activity and performance. The file shall be understood to be each faculty member's official file. The individual faculty member, the appropriate department chair, the appropriate dean, the Provost and Vice President for Academic Affairs, or the President may insert information into this file. This file will also include the record of any action taken as the result of any grievance procedure in which the faculty member was either plaintiff or respondent.

Faculty members shall be notified whenever new material is inserted in their file and shall be given the opportunity to respond within ten (10) business days. Their response shall be included in the file.

2.7.3 Access to Public Records

Public records (all documents, papers, letters, maps, books, tapes, photographs, or similar material prepared and maintained or received in the course of the operation of the University except those exempt by federal or state law) shall be open for personal inspection by any citizen of the state at a reasonable time and place; and those in charge of such records shall not refuse this privilege to any citizen.

The individual in control of such public records shall have a reasonable amount of time to determine whether or not the records requested are subject to access under this article. In no event shall this time exceed three business days (Article 4, Chapter 18 of Title 50 of the Official Code of Georgia Annotated). Requests for this information should be made to the keeper of university records.

2.7.4 Grievance Files

During the course of a grievance hearing, all of the materials, including taped proceedings, shall be under the control of the chairperson of that hearing. When the hearing has reached some on-campus resolution, all hearing-related materials shall be placed on file in the office of the faculty secretary. Only those directly involved in a case, or their legal representatives, may have access to this information (except as provided for in Section 2.7.3). The findings and action taken by the grievance committee shall be noted in the official files of the parties thereto, but all other materials shall be deposited as noted for a period of three years. The exception is cases involved in the appeal process. In these instances, the material shall be kept for a period of three years beyond the end of the appeal. These materials should be forwarded to the office of the Internal Auditor.

2.7.5 Promotion/Tenure Files

Each faculty member shall be responsible for assembling a portfolio when applying for either promotion or tenure. Once decisions regarding such applications have been made, the action taken will be recorded in the applicant's official file, while the application portfolio will be returned to the applicant. The compilation of this file should begin at the date of employment.

2.8 Faculty Evaluation

The primary purpose of the evaluation of faculty performance is to improve the overall effectiveness of the faculty. The secondary purposes are to determine merit pay and to make promotion and tenure decisions. All faculty members will be evaluated annually by their department chairs and a peer as identified in Section 2.8.2. This evaluation will include at least one classroom observation.
The annual evaluation will encompass teaching and instruction; student success activities; scholarship/creative activity or academic achievement; professional service to the institution, profession,

or community; and continuous professional growth. The overall evaluation must indicate whether the faculty member is making satisfactory progress toward the next level of review appropriate to their rank, tenure status, and career stage as noted in the following Likert scale in accordance with USG Academic and Student Affairs Handbook (ASAH) 4.4 Faculty Evaluation Systems:

1 – Does Not Meet Expectations
2 – Needs Improvement
3 – Meets Expectations
4 – Exceeds Expectations
5 – Exemplary

Each faculty member will complete the Faculty Annual Review form to report activity for the academic year in the following areas of evaluation related to effort:

1. Effectiveness in teaching and instruction (2.9.1.1);
2. Involvement in student success activities (2.9.1.5);
3. Service to the institution, profession, or professional service to the community (2.9.1.3);
4. Scholarship/Creative activity or academic achievement appropriate for their position (2.9.1.2); and
5. Professional growth and development (2.9.1.4).

Annual evaluations are conducted on the academic calendar with Faculty Annual Review submissions due to supervisors by close of business one week after the date grades are due for the spring semester per the Academic Calendar.

- The faculty member is responsible for providing documentation and materials for the annual evaluation. The appropriate supervisor will discuss with the faculty member in a scheduled conference the content of that faculty member's annual written evaluation and his/her progression towards achieving future milestones.
- The faculty member will sign a statement to the effect that he/she has been appraised of the content of the annual written evaluation.
- The faculty member will be given a specific period (e.g., 30 working days) to respond in writing to the annual written evaluation, with this response to be attached to the evaluation.
- The appropriate supervisor will acknowledge in writing the receipt of the 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. The specific time period for this response is 30 working days from the faculty member's rebuttal/response. This acknowledgement will also become a part of the official personnel records.
- If the performance in any of the categories is judged to be a 1 – Does Not Meet Expectations or a 2 – Needs Improvement, the faculty member must be provided with a Performance Remediation Plan (PRP) to remediate their performance during the next year. The appropriate supervisor will develop the PRP in consultation with the faculty member. This will become part of the official personnel records.

(*Section revised January 2023, approved by Senate, President, USG*)

2.8.1 Faculty Evaluation Criteria

The evaluation of faculty shall include several areas, but the majority of weight shall be given to teaching effectiveness including ability, materials, presentation, classroom management, assessment of student learning, data collection and submission, and out-of-class activities with students (see section 2.9.1.1 for other examples). Student evaluation of an individual faculty member's effectiveness will be included in

this area also. Other criteria are scholarship/creative disciplinary activities/academic achievement (which includes things like publication, research, academic honors and recognition, achievement of or work toward additional relevant academic degrees, and participation in professional conferences and meetings—see section 2.9.1.2 for other examples), service (which includes the institution, profession, and community—see section 2.9.1.3 for examples), and professional growth and development (to include trainings to enhance teaching capabilities, assessment practices, or skills in the discipline—see section 2.9.1.4 for further examples). Student success is incorporated in teaching, scholarship/creative disciplinary activity/academic achievement, and service, as appropriate. Each department/unit will develop a rubric outlining expectations that would be seen as typical of noteworthy or acceptable levels of achievement in these areas (teaching, scholarship/creative disciplinary activities, and service). As rubric expectations change, faculty will be allotted a reasonable period to adjust to any revised expectations; with the expectation that departments/units review and revise performance rubrics regularly.

While SSU is a teaching-focused institution, all faculty work through a balance of teaching, scholarship/creative disciplinary activities, and service. The Faculty Workload Matrix is intended to allow individual faculty members, in consultation with their supervisors, to select a track that appropriately weights faculty efforts, expectations, and priorities for annual reviews. This matrix describes a teaching track, a research track, and a service track for several annual teaching loads. Regardless of which track a faculty member follows, each faculty member will be expected to perform and be evaluated on teaching, scholarship/creative disciplinary activities, and service. All of the tracks, regardless of the amount of annual teaching conducted, weight teaching most heavily, as is appropriate to a teaching-focused institution. The tracks for faculty, teaching a standard annual teaching load of 24 credits allow for a higher weight to be given to teaching than do the tracks for faculty who are doing less teaching. All tracks assume that each faculty member will be doing at least some scholarship/creative disciplinary activities and some service. Student success and professional development activities are embedded with teaching, scholarship/creative activity/academic achievement and are expected to be undertaken in at least one category each year. Tracks that focus on scholarship/creative disciplinary activities afford higher weighting of performance in these areas, while tracks that focus on service afford higher weighting of performance in this area. In each case the tracks establish a set of ranges meant to define effort and priorities for the year to come.

Department chairs will be responsible for establishing Faculty Performance Agreements (FPAs) that specify the expected annual teaching load and the faculty's focus of the effort within that load (the track emphasizing teaching, or scholarship/creative disciplinary activities, or service). FPAs may change from year to year and even be re-negotiated from semester to semester as needs and opportunities change. Consistent with the University's culture of shared governance, the details of an individual FPA are worked out in consultation between the chair and the faculty member and are subject to final approval by the dean. If the faculty member and the chair cannot reach agreement on the FPA, the dean will make the final determination.

FACULTY WORKLOAD MATRIX

	24 Credits Annual Teaching				**21 Credits Annual Teaching**				**18 Credits Annual Teaching**		
ACTIVITY	**Teaching Track (min – max)**	**Scholarship Track (min – max)**	**Service Track (min – max)**		**Teaching Track (min – max)**	**Scholarship Track (min – max)**	**Service Track (min – max)**		**Teaching Track (min – max)**	**Scholarship Track (min – max)**	**Service Track (min – max)**
Teaching	**70% - 90%**	**60% - 80%**	**60% - 80%**		**70% - 85%**	**55% - 70%**	**55% - 70%**		**70% - 85%**	**50% - 65%**	**50% - 65%**

Scholarship/ Creative Activity	**5% - 15%**	**15% - 35%**	**5% - 10%**		**5% - 20%**	**25% - 45%**	**5% - 15%**		**5% - 20%**	**30% - 45%**	**5% - 20%**
Service	**5% - 15%**	**5% - 10%**	**15% - 35%**		**5% - 20%**	**5% - 15%**	**25% - 45%**		**5% - 20%**	**5% - 20%**	**30% - 45%**

Some examples of possible FPA workload combinations appear below. The examples reflect various percentages of effort in the three faculty performance areas. The examples given are merely illustrative. Individual FPAs can vary, using the matrix above as an example, as agreed by the faculty member and immediate supervisor. Each college may develop their own workload matrix, relative to the accreditation and disciplinary considerations of the unit, but that instrument should fall within the guidelines provided above.

Illustrative examples of FPA combinations (*these are only illustrations—actual FPA percentages for each faculty member will be negotiated with the department chair as part of annual review):

Teaching Track, 24 credits annual teaching*
Teaching.....80
S/CA.....10
Service.....10
Total 100

Service Track, 24 credits annual teaching*
Teaching.....70
S/CA.....10
Service.....20
Total 100

Scholarship Track, 24 credits annual teaching*
Teaching.....70
S/CA.....25
Service.....5
Total 100

Scholarship Track, 18 credits annual teaching*
Teaching.....60
S/CA.....55
Service.....5
Total 100

(*Section revised January 2023, approved by Senate, President, USG*)

2.8.2 Teaching Evaluation Methods

The evaluation shall consist of a department chair evaluation, a student evaluation and a peer evaluation, and shall include the following methods:

Faculty portfolio – Annually each faculty member will prepare supporting documents for the criteria identified above (See Section 2.8.1) and assemble these in a portfolio for submission to the department chair.

Classroom evaluation – Each year the department chair will observe at least one complete class of each tenure-track faculty member. Non-tenure track faculty may be observed by the program coordinator. The program coordinator, department chair, dean, or director shall review with the faculty member his/her strengths and weaknesses in the classroom and make concrete suggestions for improving performance in those areas identified as weak during the annual performance review meeting with the faculty member. No later than three days after the evaluation conference, the faculty member shall forward to the evaluator a written growth plan addressing those areas identified as weak or needing improvement.

Student evaluation (Teaching Effectiveness Survey) – Faculty are expected to have course evaluations for courses taught at SSU. A written system of faculty evaluation by students, with the improvement of teaching effectiveness as its primary goal, will be part of the overall evaluation of the faculty. By the fifth

week of each semester (the fourth week for summer sessions and short courses), the Director of Institutional Research, Planning and Assessment will enable the electronic evaluation tool. Faculty members will then require students to complete the evaluation during the period between midterms and final exams. In order for the student evaluation of instruction to be used in meeting its primary goal, the Director of Institutional Research, Planning and Assessment will distribute the results from the previous semester to the members of the faculty and their administrators. This is to be done by the first week of the semester or summer session immediately following each administration of the student evaluation of instruction. Information from the student evaluation shall be incorporated into the faculty member's growth plan.

Peer evaluation – A system of peer evaluation, with improvement of teaching effectiveness as its goal, shall be conducted simultaneous to the department chair evaluation. The instrument shall be the same as that used by the department chair. The faculty member, with the approval of the department chair, may select from among his/her colleagues one faculty member (either within the discipline or outside of the discipline) to complete the peer review. Ideally, the faculty member will supply the peer reviewer with an overview of the course being reviewed, including a statement of course objectives and teaching philosophy before the classroom visitation. This peer evaluator will observe one complete class conducted by the faculty member. Within one week of the visit, the peer evaluator shall review with the department chair and the faculty member his/her strengths and weaknesses in the classroom and make concrete suggestions for improving identifiable areas of weakness. The results of the peer evaluation should be considered along with the department chair's classroom evaluation and may be modified to fit specific and unique need of different departments and disciplines.
(*Section revised January 2023, approved by Senate, President, USG*)

2.8.3 Instrument for Peer Evaluation of Teaching

The evaluation instrument is not to be regarded as a rigid measuring instrument, but simply an aid in the fair, impartial, and meaningful evaluation of the faculty member. The instrument shall be reviewed by the faculty every three years for reconsideration. The Faculty Affairs Committee shall be responsible for reconsidering the evaluation instrument.
(*Section revised January 2023, approved by Senate, President, USG*)

2.8.4 Instrument for Student Evaluation of Teaching

The evaluation instrument is not to be regarded as a rigid measuring instrument, but simply an aid in the fair, impartial, and meaningful evaluation of the faculty member. The instrument shall be reviewed by the faculty every three years for reconsideration. The evaluation shall measure teaching effectiveness. The Faculty Affairs Committee shall be responsible for reconsidering the evaluation instrument.
(*Section revised January 2023, approved by Senate, President, USG*)

2.8.5 Evidence

Each faculty member is responsible for maintaining a current faculty portfolio with supporting documents attesting to his/her professional development and service to the institution and community. Documentation of teaching effectiveness should include the department chair's evaluation and teaching effectiveness surveys (student evaluations). It is the responsibility of the department chairs, deans, and directors to verify the contents of the portfolio. All documents included in the portfolio should be current. If the portfolio is to be submitted as part of an application for promotion and/or tenure, all documents should relate to the last five years of work. Each year faculty members should remove materials predating the five-year span.
(*Section revised January 2023, approved by Senate, President, USG*)

2.8.6 Professional Growth Plans

Professional growth ought to be a constant concern of every faculty member. The University will facilitate professional growth as much as possible. Written, concrete growth plans ought to be formulated annually at the beginning of the academic year as part of goal setting for the annual review process. Achievement of these yearly goals will be part of the annual performance review process. In the event of the need for an improvement plan, department heads shall have ten (10) business days to submit the written plan following faculty evaluation, and faculty members should be monitored and encouraged in pursuit of these plans.
(*Section revised January 2023, approved by Senate, President, USG*)

2.8.7 Evaluation of Adjunct Faculty

Adjunct faculty will solicit student evaluations each term and will be periodically evaluated for performance by a supervisor. The department chair and the adjunct faculty member shall discuss this evaluation and use the results to improve the faculty member's effectiveness in the classroom.
(*Section revised January 2023, approved by Senate, President, USG*)

2.8.8 Faculty Evaluation of Administrators

Senior administrators and department chairs shall be evaluated by the administrator's supervisor annually on a 1-5 Likert scale, using a performance management instrument which emphasizes:

1. Leadership qualities;
2. Management style;
3. Planning and organizing capacities;
4. Effective communication skills; and
5. Success at meeting goals and objectives.

All senior administrators and department chairs shall be evaluated by their subordinates (one level down) at least once every five (5) years on a 1-5 Likert scle. This process will be coordinated through Academic Affairs. Evaluation results will be the basis for the senior administrator's development plan.

Department Chairs Evaluation

Department Chairs will be evaluated annually in the spring. The goal is to provide constructive, professional feedback to the chairperson to help him/her become an even more effective leader and to improve performance. Faculty and staff will participate in an anonymous survey as outlined in section 2.8.8 of the SSU Faculty Handbook as a way to express their feelings about the manner in which the chair is performing his/her assigned duties. Because anonymity is guaranteed, respondents are strongly encouraged to answer the survey honestly when considering how effectively their Chairs are performing their assigned duties.

Institutional Research staff will aggregate the responses and provide a summary report for the Dean. The Dean will schedule the annual review session with each chair and provide a written report to the Provost. The review is a critique of the past year, the current status of the department, the development of plans and the identification of needs for the future that will strengthen the department. It's also an opportunity for the Dean and Chair to discuss goals, policies and priorities for the department to improve.

Academic Deans Evaluation

Deans will be evaluated annually in the spring. The goal is to provide constructive, professional feedback to help academic Deans in their endeavors to become more effective and high performing leaders. The Provost will evaluate the Deans annually. Faculty and staff will participate in an anonymous survey of the Dean as outlined in section 2.8.8 of the SSU Faculty Handbook as a way to express their feelings about the manner in which the Dean is performing his/her assigned duties. Because anonymity is guaranteed, respondents are strongly encouraged to answer the survey honestly when considering how effectively their Deans are performing their assigned duties.

Institutional Research staff will aggregate the responses and provide a summary report for the Provost. The Provost will schedule the annual review session with each Dean and provide a written report to the President. The review is a critique of the past year, the current status of the college, the development of plans and the identification of needs for the future that will strengthen the college. It's also an opportunity for the Provost and Dean to discuss goals, policies and priorities for the college to improve.
(*Section revised January 2023, approved by Senate, President, USG*).

2.9 Promotion and Tenure

2.9.1 Criteria for Promotion and Tenure

Board of Regents' *Policy* sections 8.3.6.1 and 8.3.7.3 prescribe criteria for promotion and tenure as including: 1) academic achievement, 2) teaching and effectiveness in instruction, 3) research, scholarship or creative disciplinary activities, 4) outstanding service to the institution, profession, and/or community, 5) professional growth and development, and 6) involvement in student success activities. Promotion requires that a faculty member's performance must be noteworthy in three of these areas and tenure requires noteworthy performance in two areas. However, each college or discipline-specific accrediting body may require more stringent standards. Activities related to professional growth and development and student success may be embedded within the pillars of teaching, research and professional service.

Colleges will define criteria for equivalent training, ability or experience in their respective manuals.

Board of Regents policies are, by intent, general in nature, with flexibility so that each institution within the system may establish criteria suitable to its circumstances and mission. Savannah State University's expectations of faculty in the areas of evaluation are elaborated in subsequent sections.
(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.1.1 Teaching Effectiveness

Throughout its history, Savannah State University has identified effective teaching as its first priority. High-quality instruction and educational services with attention to student success comprise the primary element of the University's mission. Effective teaching is expected of all faculty members. Effective teaching requires that faculty members remain current in the content, expertise, and techniques of their disciplines.

Teaching involves the range of activities in the classroom environment (face to face and online), including effectively presenting material, facilitating discussions, group work and projects, and other methods of engaging students in the learning process. Teaching includes things like laboratory supervision and training, research project/thesis supervision, directing independent studies and internships, academic advising and mentoring, and conducting clinical supervision and training. Further, teaching encompasses active engagement in curriculum development and assessment of learning at the course and program levels. Evaluation of teaching effectiveness takes into consideration the following criteria: classroom presentation methods, course preparation, classroom management strategies, timely feedback and evaluation of assignments, student-professor working relationships, use of pedagogical best practices, knowledge of current disciplinary research as it applies to the classroom setting, effective methods of evaluation, inclusion of student success activities and measurable assessment activities that document student learning.

The departmental evaluation of faculty teaching effectiveness should occur within the perspective of the goals of the program, college, and university. Departments should foster a healthy range of pedagogical approaches, disciplinary perspectives, and methods of student evaluation in their faculty. Departmental review of teaching effectiveness should discern both strengths and areas for growth, keeping in mind that individual faculty members have varied and unique strengths that should be recognized. Methods of evaluation of faculty teaching should be diverse, including perspectives of students, peers, and supervisors, and utilizing both qualitative and quantitative approaches.

Teaching evaluation should pay particular attention to the types of courses a professor teaches, whether it be core-curriculum, advanced level courses in a major, labs, fieldwork supervision, clinicals, or studio training. Evaluations should also consider the basic requirements of professorial duties, including but not limited to attending class on time, monitoring attendance and attendance verification, holding regular office hours, administering evaluations, grading and submitting mid-term and final grades on time, and meeting administrative deadlines associated with course and program assessment. Further, professors should be evaluated on participation in continued course development, whether it be construction of new courses or revision of old courses; further development of their knowledge of their discipline(s); and developing and implementing new and creative pedagogical methods. Finally, the evaluation must consider the quality of the professor-student relationship outside of the classroom, taking the form of activities such as individual meetings for advisement or mentoring, co-curricular intellectual group discussions, accompanying travel to conferences or fieldtrips, direction of individual student research

projects or independent studies, and other creative and/or intellectual pursuits that support student success.

The types of documentation to demonstrate teaching and learning effectiveness include (1) Teacher Effectiveness Surveys performed by students, including the rate of completion of such surveys; one way of demonstrating teaching excellence is by presenting student evaluations of teaching in which the candidate's evaluation is equal to or greater than the average of his or her college (or equivalent unit); (2) peer evaluations of course materials, classroom performance, and other activities to enhance student learning, (3) department supervisor/chair evaluations of achievements in teaching, based on the supervisor's observations of classroom performance, advising and mentoring of students, other interactions with students outside of the classroom, participation in pedagogical workshops and conferences, production of scholarship of teaching and learning, and other indicators of the faculty member's efforts to improve student achievement, and (4) self-evaluations of the teacher that factor in the professional goals of the professor, both in and outside of the classroom.

Additional documentation of effective student learning and student success might include samples of student projects, awards won by students, assessment artifacts, student self-assessments of their learning in the course, or other documents that attest to the faculty member's role in effective student learning. The strongest evidence will be framed in relation to the evaluations made by the faculty member, by peers, and by supervisors.
(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.1.2 Scholarship, Creative Disciplinary Activity, Academic Achievement

Academic tradition and accreditation standards indicate that scholarly activity and commitment to a professional field are the responsibilities of each faculty member. Savannah State University expects some scholarship/creative disciplinary activities/academic achievement including student success activities as appropriate for all faculty members and recognizes noteworthiness may be demonstrated in different ways throughout the institution, relative to the contexts of each discipline.

The purpose of evaluating scholarship/creative disciplinary activities/academic achievement is to ensure that faculty are maintaining a high-quality engagement with the developments in their respective fields so that they may share those developments with students and professional audiences, critically engage those developments, and forge new intellectual paths. Considerable items in this category must be some verifiable outcome or product resulting from the expertise of the faculty member in their academic field, or as a scholarly contribution to the enterprise of teaching and learning in higher education.

Broadly construed, the Boyer model of scholarship recognizes four types of scholarly activities: a) discovery – building of new knowledge and theory development through traditional research; b) scholarship of integration – involves interdisciplinary or interpretive activities or writing, and research across disciplines into a larger context, c) scholarship of application (engagement) – applying one's content expertise and knowledge to the betterment and service of the academy and society, and d) scholarship of teaching, learning and assessment (SoTLA) – centers on activities designed to improve teaching and advising of students, the development and publication of materials to use in teaching, and the theoretical and practical works that extend the range of knowledge about the pedagogical process. Academic achievement may also include professional and clinical applications, consulting in one's discipline, and as relevant, service learning (an engaged pedagogy). It advances the knowledge production through practices like developing new insights and theories, achieving new discoveries, or challenging current ways of thinking and acting, or contributing academic knowledge to public or private

organizations, which in turn, provide esteem to the academy. The advancement of the discipline or the academic enterprise is what distinguishes scholarship/creative disciplinary activities/academic achievement from the categories of service or professional growth and development.

Scholarship/creative disciplinary activities take many forms such as publishing in peer reviewed journals, trade journals, publication of articles, book chapters, conference proceedings, textbooks, reviews and monographs, producing multimedia materials, presenting work at professional meetings and conferences, engaging in the scholarship of teaching, learning and assessment (SoTLA), writing grant proposals, managing funded research projects, receiving scientific patents, aesthetic creations, and conducting artistic performances, displays, and exhibitions. It may also take the form of serving as a public intellectual or consultant in one's area(s) of expertise. Interdisciplinary scholarship is encouraged and recognized in this area.

Evidence of scholarship/creative disciplinary activities/academic achievements including student success activities may include, but not limited to, evidence of undergraduate or graduate students' scholarly achievements (e.g., publications, exhibitions, awards, grants).

The evaluation of scholarship/creative activities/academic achievement should occur as the result of the creation of guidelines at the college and/or departmental level that are appropriate for the discipline(s). (~~*section revised*~~*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.1.3 Service to the Institution, Profession, Community

Savannah State University considers professional service to be integral to its mission. Such service may be internal or external to the institution. Service is constituted by faculty use of professional standing or disciplinary expertise to serve the academic institution, a profession, or the external community. It can take the form of applied research, service-based instruction, program and project management and technical assistance, and student success activities, as appropriate.
All full-time faculty members have an obligation of internal institutional service. Full-time faculty members whose internal service is performed primarily within the structure of formal administrative positions, such as department chairs, are expected to make significant contributions to the University through their administrative roles.

Service to the institution can occur at all levels: program, department, college, university, or university system. It can take the form of teaching course overloads at the request of an administrator, working with student organizations, recruitment of students, serving on committees, mentoring junior faculty, and participating in an array of extracurricular activities or other administrative or support functions.
Service to profession involves membership and active involvement in professional organizations at any level, from local to international. Service on committees, boards, and in academic conference steering committees are some of the forms that service to profession can take.
Service to community can take myriad forms, including but not limited to serving government institutions like schools, public agencies, and non-profits, volunteering consultation services, educating the public in one's area of expertise through various public forums, or providing artistic training or goods. Participation in charitable or civic organizations also constitutes service to the community. Identifying the specific nature of service to the community will depend on departments developing guidelines appropriate for their discipline(s). External service must be professional in nature and related to the goals of Savannah State University to be considered notable.
(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.1.4 Professional Growth and Development

Professional development may include professional enhancement as well as skill expansion or specialization. Professional growth and development may include trainings, workshops, certifications, conference attendance, and other proficiency development pertinent to the discipline or needs of the institutional unit.

Development of specialized teaching and learning activities can also fall within this area. Maintaining a high level of competency in one's discipline and in the craft of pedagogy is critical to the mission of Savannah State University. Professors are expected to participate in the array of activities that spur growth and development as an academician and a teacher. Attendance at seminars and lectures on- an off-campus, acquiring training for new digital formats for teaching, assessment, and service, and training in new methods for engaging one's academic discipline are all additional types of professional growth and development. Demonstration of professional growth and development on an annual basis is expected. Professional growth and development activities are also embedded within the areas of teaching, research/scholarship, or service.
(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.1.5 Student Success Activities

Student success is a multi-dimensional construct; a complex abstraction that encompasses numerous dimensions that comprise students' matriculation and attainment of a degree. Student success involves the faculty member's involvement in activities inside and outside of the classroom that deepen student learning and engagement. It is more than just the retention, progression, and completion measures that have become the hallmarks of student success metrics in higher education. It consists of numerous interrelated concepts that can be viewed from several perspectives across the university and our definition of student success captures this breadth in the context of SSU's mission, vision, resources, and demographics.

Student success activities are those which employ effective advising and/or mentoring, use high impact pedagogical practices like undergraduate research and experiential learning, develop student success tools and curricular materials, promote and support career readiness – from a faculty purview, engage in faculty development opportunities, participate in established strategies/initiatives that improve student graduation metrics and other activities identified by the institution to deepen student learning. Examples include, but are not limited to, Centers for Teaching and Learning, Chancellor's Learning Scholars, Faculty Learning Communities and MomentumU@USG. Getting students career-ready would happen by: - 1) ensuring that faculty are current in their own fields; 2) developing curricula to support current trends in the field; and 3) mentoring/ advising students on early-career professional processes that are discipline-specific

Student success activities, therefore, should span the work of the professor in all aspects of their work and are thus incorporated in teaching, scholarship/creative activities/academic achievement, and service where applicable. Demonstration of involvement in student success activities on an annual basis is expected of faculty at SSU.
(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.2 Qualifications for Promotion

Savannah State University, the University System of the State of Georgia, and the Southern Association of Colleges and Schools | Commission on Colleges generally expect full-time faculty members to hold the terminal degree—usually the earned doctorate—in the discipline, or the equivalent of the terminal degree in their respective disciplines or related fields. The Commission on Colleges of the Southern Association of Colleges and Schools does indicate, however, that an institution may employ faculty members who do not hold terminal degrees when their professional and technical experience is more valuable than their academic preparation. This is particularly the case in the various fields of the visual and performing arts, where training and experience other than graduate study provide excellent preparation for college teaching (See Criteria for SACSCOC Accreditation, pp. 18-19, Section 4.4.2.2).

Full-time faculty members without the terminal degree in the area or related discipline/field in which they teach may be promoted to the rank of assistant professor only if their professional or academic achievements or their contributions to the University or community are judged to be consistently substantial and distinguished enough to offset the lack of a terminal degree. Promotions to the rank of associate professor or full professor require the appropriate terminal degree in the field or related area or the equivalent in academic or artistic achievement or in professional experience.

The following general guidelines for promotion or tenure decisions are based on the understanding that review committees and university administrators have different expectations of faculty at various levels or professorial ranks. What is expected of an instructor, for example, is not the same as what is expected of an associate professor. The faculty member's length of service with the University is also considered when determining whether a faculty member should be recommended for promotion; longevity of service, however, is no guarantee of either promotion or tenure.
(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.2.1 Promotion from Lecturer to Senior Lecturer

Full-time lecturers, senior lecturers, and principal lecturers are appointed by institutions on a year-to-year basis in non-tenure track positions to teach 15 credit hours per semester. Following six years of employment as a lecturer at Savannah State University, a lecturer may seek promotion to the rank of senior lecturer (BOR Policy 8.3.8.3). The portfolio submitted should demonstrate effective teaching in the same manner as is described in section 2.9.1.1 for promotion from assistant to associate professor and show engagement in student success activities (e.g., mentoring). Although each of the six years of employment as a lecturer under consideration should be documented, the six years need not have been consecutive.

Promotion applications will be evaluated on the following Likert scale: 1 – Does Not Meet Expectations; 2 – Needs Improvement; 3 – Meets Expectations; 4 – Exceeds Expectations; 5 – Exemplary, where noteworthy achievement is indicated by a 4 or 5 (per BOR policy) in

1. Teaching and effectiveness in instruction (2.9.1.1);
2. Involvement in student success activities (2.9.1.5);
3. Academic achievement, appropriate to the institution's mission (2.9.1.2); and,
4. Continuous professional growth and development (2.9.1.4).

(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.2.2 Promotion from Instructor to Assistant Professor

An instructor's primary responsibility is to develop an effective teaching style and involvement in student success activities. Both student and administrative evaluations of teaching should be included in the portfolio for each of the years of service considered.

An instructor expecting promotion to assistant professor must, at a minimum, have a master's degree in his/her field. Continuing academic or scholarly development is encouraged.

Promotion to the rank of assistant professor requires a minimum of five years of service at Savannah State University as an instructor. Except for the approved suspension of the probationary period due to a leave of absence, the maximum period of time that may be served at the rank of full-time instructor shall be seven years (BOR Policy 8.3.7.6). The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be ten years (BOR Policy 8.3.7.6). If an instructor is not promoted to assistant professor until their sixth year of service, they must be reviewed and approved for tenure within four years. Instructors are not eligible for tenure, but upon being promoted to the rank of assistant professor, credit toward tenure (typically one or two years) may be allowed for their service as an Instructor at Savannah State.

2.9.2.3 Promotion from Assistant to Associate Professor

Promotion
Promotion applications will be evaluated on the following Likert scale: 1 – Does Not Meet Expectations; 2 – Needs Improvement; 3 – Meets Expectations; 4 – Exceeds Expectations; 5 – Exemplary, where noteworthy achievement is indicated by a 4 or 5 (per BOR policy) in

1. Teaching and effectiveness in instruction (2.9.1.1);
2. Involvement in student success activities (2.9.1.5);
3. Professional service to the institution or the community (2.9.1.3);
4. Research, scholarship, creative activity, or academic achievement (2.9.1.2); and,
5. Continuous professional growth and development (2.9.1.4).

At minimum, a faculty member's performance must be noteworthy in three areas. In accord with Board of Regents policy, promotion at Savannah State University requires noteworthy performance in teaching, noteworthy involvement in student success activities, and either noteworthy performance in scholarship/creative disciplinary activities/academic achievement or service —and meets expectations in the area of professional growth and development.

The appropriate terminal degree in the discipline or related field, or its equivalent in training, ability, and/or experience, is expected for promotion from assistant to associate professor.

An assistant professor is expected to have refined an effective teaching style. To be eligible for promotion to associate professor, the assistant professor must demonstrate notable performance in teaching and student success.

Section 2.9.1.1 reviews examples of items considerable for effective teaching.

To be considered for promotion, the assistant professor must also demonstrate notable achievement in either scholarship/creative disciplinary activities or professional service. Professional growth and development should be demonstrated.

Examples of scholarship/creative disciplinary activities can be reviewed in section 2.9.1.2.

With respect to institutional service, the applicant for promotion should demonstrate service on at least one institutional (program, department, college, University level) committee for each year that applies to his/her promotion review.

Additional contributions in the area of institutional service can be either internal or external as identified on the University's evaluation instrument and in section 2.9.1.3 of this handbook.
Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion to associate professor.
(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.2.4 Promotion from Associate to Full Professor

An applicant's promotion from the rank of associate professor to full professor requires an earned doctorate degree in the discipline or a related field in which he/she teaches from an accredited institution. An exception may be permitted in cases where the master's degree is the terminal degree that is prevalent in the field (e.g., MFA), or in special cases where the applicant has sufficiently superior training, ability, or experience to warrant consideration as doctorate level achievement. Such a candidate for promotion must provide the reviewers with documentation that demonstrates doctoral level achievement based upon superior training, ability, or experience.

An associate professor at Savannah State University is expected to be a highly competent teacher who works to enhance the quality of their instruction. The associate professor should undertake leadership roles and expand activities in service and in scholarship/creative disciplinary activities in order to be eligible for promotion. Candidates for full professor must be noteworthy with regard to teaching (see section 2.9.1.1) and student success (2.9.1.5) and should demonstrate contributions in both scholarship/creative disciplinary activities (see section 2.9.1.2) and service (see section 2.9.1.3), with one of these two latter categories evincing notability. It is expected that candidates will show sustained performance and professional growth and development in the five-year evaluation period.

Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion to full professor.
(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.3 Tenure Policy

Tenure applications will be evaluated on the following Likert scale: 1 – Does Not Meet Expectations; 2 – Needs Improvement; 3 – Meets Expectations; 4 – Exceeds Expectations; 5 – Exemplary in

1. teaching and effectiveness in instruction (2.9.1.1);
2. involvement in student success activities (2.9.1.5);
3. professional service to the institution or the community (2.9.1.3);
4. scholarly activity, creative activity, or academic achievement (2.9.1.2); and,
5. continuous professional growth and development (2.9.1.4).

At minimum, a faculty member's performance must be noteworthy in two of these areas. As a State University in the University System of Georgia, in addition to the minimum criteria above, tenure requires the terminal degree in the appropriate discipline or related field or its equivalent in training, ability, or experience. Tenure at Savannah State University requires noteworthy teaching effectiveness, and either noteworthy research/scholarly activity/academic achievement or service (to the institution, profession, or community) and meets expectations in student success activities and professional growth and development.

It is expected that the standards for tenure change over time. Current standards for tenure are those that the faculty has accepted as appropriate and desirable for this stage in the history of Savannah State University. All applications for tenure at Savannah State University shall meet currently adopted standards.

Academic tenure constitutes one of the important protections that supports the academic freedom of members of the teaching profession and provides a means of making the profession more attractive to persons of ability. Tenure is a condition of employment that is accorded to members of the Savannah State University faculty who have met the requirements established by the University.

Tenure is granted to faculty through procedures established by the Board of Regents and Savannah State University. Tenure may be awarded upon completion of a probationary period of at least five (5) years of fulltime service at the rank of Assistant Professor or higher and upon approval by the President. Faculty members holding these professorial ranks who are employed by or on the staff of a USG institution on less than a full-time basis, and who are assigned by the USG institution to or hold an appointment at a non-USG corporate or governmental entity shall, subject to the approval of the Chancellor, be eligible for promotion and/or the award of tenure by the institution president (BOR 8.3.7.2). Candidates may apply for tenure during their fifth year of full-time tenure-track service. Faculty members with part-time, temporary, or adjunct appointments do not earn probationary credit toward tenure. The term full-time denotes service on a 100 percent workload basis for an academic year.

The five-year period must be continuous, unless the interruption is for a leave of absence or for part-time service, which must not, in either case, exceed two years. No probationary credit for the period of interruption shall be allowed.

As much as three years credit toward the minimum five years of service may be given for service at other institutions or for full-time service at the rank of instructor at Savannah State University provided such credit has been defined in writing by the President at the time of the initial appointment to one of the professorial ranks. A copy of such an agreement must accompany the application for tenure if a review for tenure is desired prior to the five-year minimum service requirement. The application of all or part of such credit toward tenure is, however, optional.

Notwithstanding anything to the contrary in the *Board of Regents' Policy*, in exceptional cases an institution's president may approve an outstanding distinguished senior faculty member for the award of tenure upon the faculty member's initial appointment; such action is otherwise referred to as tenure upon appointment.

Each such recommendation shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at a prior institution, and brings a demonstrably national reputation to the institution. If the person is being appointed to an administrative position and has not previously held tenure, the award of tenure must be approved by the Chancellor.

Except for the approved suspension of the probationary period due to a leave of absence, the maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven (7) years, but a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the President. Ten (10) years is the maximum time for any combination of full-time instructional appointments (that is, at the rank of instructor, assistant professor or other professorial rank) without the award of tenure, provided, however, that a terminal contract for the 11th year may be

proffered if a recommendation for tenure is not approved by the President. (See Board of Regents' *Policy*, Section 8.3.7.6.)

Except for the approved suspension of the probationary period due to a leave of absence, the maximum time that may be served at the rank of full-time instructor shall be seven (7) years.

Tenure or probationary credit toward tenure is lost upon resignation from Savannah State University, or written resignation from the tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

Institutional responsibility for employment of a tenured individual is to the extent of employment on a 100 percent workload basis for an academic year until retirement, dismissal for cause, or release because of financial exigency.

The President shall notify successful applicants in writing.

The criteria for tenure are similar to those for promotion (see sections 2.9.1.1, 2.9.1.2, 2.9.1.3, and 2.9.1.4). Notable teaching effectiveness, as demonstrated through student evaluations, letters from students, and reports of classroom observations by supervisors or peers, receives highest priority. An applicant whose teaching is not consistently judged to be better than meets expectations should not be recommended for tenure. The candidate should also demonstrate significant academic or professional activity, along with substantial service to the University or community. Candidates should demonstrate outstanding professional or academic achievements as described above and they must have a terminal degree in the discipline or related field or its equivalent in the field in which they teach in order to receive tenure. In addition to the expectations listed above, the assessment of annual evaluations should be taken into consideration in the overall decision and evaluation. Candidates must also demonstrate involvement in student success activities and professional growth and development.
(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.4 Procedures for the Application for Promotion/Tenure

Faculty members applying for both tenure and promotion should write one letter of application and submit one portfolio following the timetable specified below. Members of the personnel committee shall consider both requests at the same time.

When being considered for promotion or tenure, each faculty member is responsible for preparing a portfolio of achievement. A submission is preferred with sections for each area of performance—academic achievement, teaching effectiveness, scholarship/creative disciplinary activities, and service. Professional growth and development and student success activities should be featured in each area with a narrative indicating which activities are considered student success and professional growth and development, when applicable. The title page should contain the name of the faculty member, current rank, and number of years of service to the institution at that rank.

The section on academic achievement must include an official copy of a transcript indicating the successful completion of a terminal degree or a letter from the faculty member's major professor

indicating his/her progress toward the completion of the degree and/or relevant coursework, training, or ability.

In the section on teaching effectiveness, the faculty member must provide copies of the summaries of all relevant student, peer, or department chair evaluations relating to teaching. These may include letters from peers regarding the faculty member's teaching expertise. Department chairs seeking promotion or tenure should include teaching evaluations conducted annually by instructional faculty from outside the departments they chair and/or by chairs of other departments. Section 2.9.1.1 also suggests other examples of items that can be documented for teaching effectiveness.

Evidence of scholarship/creative disciplinary activities should include copies of all papers, publications, and other materials that provide proof of scholarly/creative activity, which may include photographs of fine arts exhibits and/or audio or video recordings of performances in the fine arts. Section 2.9.1.2 also suggests other examples of items that can be documented for scholarship/creative disciplinary activities.

The section on service should contain letters from committee chairs, department chairs, or other administrators concerning the quality of committee participation. In the event that service external to the institution is being considered as a component, the portfolio should contain letters of recommendation or accommodation from the chair of the board, president, or other organizational executive. Department chairs applying for promotion or tenure should include, along with documentation of their service, a dossier demonstrating their effective work as an administrator. This dossier shall include annual evaluations from the dean of the college. Section 2.9.1.3 also suggests other examples of items that can be documented for service.

Professional growth and development (examples described in section 2.9.1.4) should be noted in each category (teaching, scholarship/creative disciplinary activities, and service), where applicable.

Student success activities should be noted in each category (teaching, scholarship/creative disciplinary activities, and service), where applicable.

All materials should refer to the five (5) years previous to the application for tenure and/or promotion. Faculty members who elect to apply for promotion/tenure shall do so in writing to their respective department chairs. A portfolio, verifying the criteria met, shall accompany each faculty member's application. Department chairs send their letters of recommendation to the dean/director of their college/unit.

Department chairs who elect to apply for promotion shall submit their written applications to the dean/director of their college/unit. Department chairs' portfolios shall be transmitted by the dean/director to the department's personnel committee for review (where applicable). The dean/director is responsible for maintaining the Department chair's portfolio in a secure, central location where each committee member is able to examine the material before the committee convenes to discuss the applicant's qualifications and make recommendations. In its deliberations, the committee should consider the qualifications relevant to the criteria stated above. Only material in the portfolio or additional materials provided upon request should be considered; decisions must not be based on rumor, hearsay, or questions of popularity. The committee shall make its decisions by secret ballot and return each portfolio to the dean with a written recommendation and rationale. The dean/director shall include this letter in the portfolio and move it to the college personnel committee who will abide by the same regulations given above.

The dean shall transmit each applicant's portfolio to the unit's personnel committee for review. The department chair's recommendation should be included in the portfolio, but without any attachments that the chair may have included from the candidate's personnel file. If the applicant is a department chair, then the department committee's letter of recommendation should be included in the portfolio in place of the department chair's recommendation (when applicable).

The chair of the personnel committee is responsible for keeping portfolios in a secure, central location, where each committee member is to examine the material before the committee convenes to discuss the applicant's qualifications and make recommendations. In its deliberations, the committee should consider the qualifications relevant to the criteria stated above. Only material in the portfolio or additional materials provided upon request should be considered; decisions must not be based on rumor, hearsay, or questions of popularity. The committee shall make its decisions by secret ballot and return each portfolio to the dean with a written recommendation and rationale.

All applications shall be forwarded to the Provost and Vice President for Academic Affairs with recommendations of the department chair, college personnel committee, and the dean/director (or, in the case of applications by department chairs, the departmental committee's recommendation, where applicable).

In instances where the dean chooses to override or to veto the committee's recommendation, the dean shall provide the Provost and Vice President for Academic Affairs and the committee with written rationale. The dean, with the support of the personnel committee, shall transmit positive recommendations, along with each portfolio and previous recommendations, to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs, in turn, shall make recommendations regarding promotion to the President and shall transmit the complete portfolio to the President for review.

A letter acknowledging or denying recommendation shall be sent immediately to each applicant and each personnel committee at each level of review (department chair, personnel committees, dean, Provost and Vice President for Academic Affairs, and President).

The faculty member shall have the right to appeal a negative decision at any level of review to the next level of review within ten (10) working days of receipt of the notification of the negative decision. This negative review recommendation of the Personnel Committee may be appealed to the administrator to whom the Personnel Committee forwards its recommendation. The appeal may continue through the departmental level (depending on the organization of the college), to the dean of the college. The recommendation of the dean may be appealed to the Provost and Vice President for Academic Affairs and that of the Provost and Vice President Academic Affairs may be appealed to the President. Any faculty aggrieved by a final decision of the President may apply to the Board's Office of Legal Affairs according to procedures found in BOR Policy 6.26 – Application for Discretionary Review.

Timeline and Procedures for Tenure and Promotion (all ranks)

Should a date listed below fall on a weekend or holiday, the deadline rolls over to the next official business day.

Previous April 30	Academic Affairs notifies faculty members who are eligible for tenure and/or promotion during the upcoming academic year in writing by e-mail or letter. Academic Affairs provides the faculty member with the approved portfolio and a table of contents with suggested review items
September 10	The applicant delivers his/her completed portfolio and letter of application to his/her department chair or the dean's office where there are no department chairs.
September 11	If a departmental personnel committee is used in the candidate's department, the department chair passes the portfolio materials to the departmental personnel committee.
October 1	The department personnel committee (if used) submits a letter to the applicant and the department chair, by e-mailed PDF for timely notification and by confidentially delivered original, justifying affirmation or denial of the tenure and/or promotion application.
October 10	The department chair submits a letter to the candidate and dean, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying affirmation or denial of the application for tenure and/or promotion. If the candidate chooses to respond to a negative decision by the chair, the response memo will be delivered to the department chair and should be included in the portfolio when the department chair delivers the portfolio materials to the dean (the deadlines for the candidate to deliver the letter and for the chair to deliver the portfolio are below). If the department chair positively recommends an applicant for promotion to full professor, the promotion portfolio serves in lieu of a post-tenure review. If the department chair denies the bid for promotion to full professor, the applicant must submit a post-tenure review file in the spring.
October 20	If the applicant chooses to respond to a negative decision by the department chair, the response memo is due to the chair to be included in the portfolio when it is transmitted to the dean for his or her delivery to the college personnel committee.
October 21	The department chair delivers the portfolio materials, including the letters from the departmental personnel committee (if used) and the department chair to the dean to be passed on to the college personnel committee.
November 10	The college personnel committee submits a letter to the applicant and the dean, by e-mailed PDF for timely notification and by confidentially delivered original, justifying affirmation or denial of the tenure and/or promotion application.
November 20	If the applicant chooses to respond to a negative decision by the college personnel committee, the response memo is due to the dean at this time and should be included in the portfolio.

December 1	The dean submits a letter to the applicant, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying affirmation or denial of the tenure and/or promotion application. In instances where the dean overrides the recommendations of the college personnel committee, the dean provides written rationale to the committee and to the Provost/Vice President of Academic Affairs. If the candidate chooses to respond to a negative decision by the dean, the response memo will be delivered to the dean and should be included in the portfolio when the dean delivers the portfolio materials to the Provost/Vice President of Academic Affairs (the deadlines for the candidate to deliver the letter and for the dean to deliver the portfolio are below).
December 11	If the applicant chooses to respond to a negative decision by the dean, the response memo is due to the dean at this time to be included in the portfolio when it is transmitted to the Provost/Vice President of Academic Affairs.
December 12	The dean passes the portfolio materials, including all evaluative letters of recommendation and any candidate response memos, to the Provost/Vice President of Academic Affairs.
January 31	The Provost/Vice President of Academic Affairs submits a letter to the applicant, by e-mailed PDF for timely notification, justifying affirmation or denial of the tenure and/or promotion application. In instances where the Provost/Vice President of Academic Affairs overrides the recommendations of the dean, the Provost/Vice President of Academic Affairs provides written rationale to the dean and to the President. If the candidate chooses to respond to a negative decision by the Provost/Vice President of Academic Affairs, the response memo will be delivered to the Provost/Vice President of Academic Affairs and should be included in the portfolio when the portfolio materials are delivered to the President. The deadlines for the candidate to deliver the letter and for the Provost/Vice President to deliver the portfolio are below.
February 10	If the applicant chooses to respond to a negative decision by the Provost/Vice President of Academic Affairs, the response memo is due to Provost/Vice President of Academic Affairs at this time to be included in the portfolio when it is transmitted to the President.
February 11	The Provost/Vice President of Academic Affairs passes the portfolio materials, including all evaluative letters of recommendation and any candidate response memos, to the President.
March 10	The President submits a letter to the applicant, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying affirmation or denial of the tenure and/or promotion application.

(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.5 Pre- and Post-Tenure Review

2.9.5.1 Pre-Tenure Review Policy Purpose

The Pre-Tenure Review Policy is designed to ensure that, during their third year of employment, all tenure-track faculty members who were hired with no probationary credit toward tenure will receive a clear idea of the adequacy of their progress toward the award of tenure. This cumulative review will provide an opportunity for colleagues to (1) review the accomplishments of non-tenured faculty members at Savannah State University, (2) determine the adequacy of those accomplishments, and (3) provide timely assistance to the non-tenured faculty members prior to their formal application for tenure. Details

of the implementation of this policy will be the responsibility of the deans, department chairs, and tenured faculty members within each unit.

Organization for Pre-Tenure Review
Pre-tenure reviews will be conducted by the department chair, peers, and a committee of at least three tenured faculty members elected by the tenured faculty members of each unit, and the dean; however, the Post-Tenure Review Committee may be employed for pre-tenure reviews, and the Dean. At least one of the three members of the Pre-Tenure Review Committee shall be current member of the Post-Tenure Review Committee. The committee members shall elect a chair within one week of their election. The committee chairs shall notify the deans of their election.

Reviews will address the faculty member's accomplishments in teaching, professional development, involvement in student success activities, scholarly/creative activity/academic achievement and service as defined by the unit faculty, by the University's *Faculty Handbook* and by the Board of Regents' *Policy* Manual. In addition to the expectations listed above, the assessment of annual evaluations should be taken into consideration in the overall decision and evaluation.

At the time of employment, the policy on pre-tenure review will be discussed with new faculty members at their orientation, and the new faculty members will be given a copy of the University's Tenure Policy. The department chairs will offer guidance in the preparation of materials for the review to the new faculty members. The faculty members' mentors will also offer assistance in the preparation of materials.

Pre-tenure reviews will be based on readily available information; e.g., annual evaluations, student and peer evaluations of teaching effectiveness, curriculum vitae, publications, and any additional materials that the faculty member wishes to present to the reviewers. The focus of the review will be on the faculty members' contributions while at Savannah State University.

Faculty members who are beginning the second semester of their third year of employment should submit for review. Appropriate timing adjustments should be made for those faculty members who were hired with probationary credit towards tenure in order that these faculty members will be reviewed at the mid-point of their progress toward application for tenure.

Accountability
Following each review, the committee chair shall provide a written finding to the faculty member with copies to the department chair and the dean. The department chair shall meet with the faculty member to discuss findings to suggest any performance improvements that may have been recommended, and to offer appropriate assistance. A written report of the faculty members' progression towards achieving future milestones of tenure will be provided to the faculty member after the conference. The faculty member will sign a statement to the effect that he/she has been apprised of the content of the third-year pre-tenure evaluation.

The department chair shall list the names of faculty members who were reviewed as part of the annual report to the dean.

Copies of the findings shall become a permanent part of the faculty members' personnel records.

If the performance in any of the categories is judged to be not successful/not satisfactory the faculty member must be provided with a Performance Remediation Plan (PRP). The appropriate supervisor will develop the PRP in consultation with the faculty member with feedback from any committee that

participated in the third-year review. The PRP must be approved by the Dean of the academic unit. The faculty member will have one year to accomplish achievable goals/outcomes of the PRP. This will become part of the official personnel records.

Timeline and Procedures for Pre-Tenure Review

Should a date listed below fall on a weekend or holiday, the deadline rolls over to the next official business day.

Previous April 30	Academic Affairs notifies faculty members who are expected to submit portfolios for pre-tenure review during the upcoming academic year in writing.
January 10	The applicant delivers his/her completed portfolio and letter of application for review to his/her department chair. If a departmental personnel committee is used in the applicant's department, the department chair passes the portfolio materials to the departmental personnel committee.
February 1	The department personnel committee (if used) submits a letter to the faculty member and the department chair, by e-mailed PDF for timely notification and by a confidentially delivered original, describing the strengths and any needed improvements in the applicant's demonstrated performance.
February 10	The department chair submits a letter to the faculty member and dean, by e-mailed PDF for timely notification and by a confidentially delivered original, describing the strengths and any needed improvements in the applicant's demonstrated performance.
February 20	The department chair delivers the portfolio materials, including the letters from the departmental personnel committee (if used) and the department chair to the dean to be passed on to the college personnel committee.
March 10	The college personnel committee submits a letter to the faculty member and the dean, by e-mailed PDF for timely notification and by a confidentially delivered original, describing the strengths and any needed improvements in the applicant's demonstrated performance.
April 1	The dean submits a letter to the faculty member and the department chair, by e-mailed PDF for timely notification and by confidentially delivered original, describing the strengths and any needed improvements in the applicant's demonstrated performance. The dean also returns the portfolio to the candidate.

(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.5.2 Post-Tenure Review (PTR) Policy

Purpose

The Board of Regents requires that all institutions conduct post tenure reviews of all tenured faculty members (BOR *Academic Affairs Handbook*, Section 4.7) in addition to regular, annual faculty performance evaluations.

The primary purpose of post-tenure review (PTR) is to examine, recognize, and enhance the performance of all tenured faculty members, thereby strengthening the quality and significance of faculty work. In addition to the expectations listed above, the assessment of annual evaluations should be taken into consideration in the overall decision and evaluation. Post-tenure review serves to highlight constructive and positive opportunities for all tenured faculty to realize their full potential of contributions to SSU and the USG. It also serves to identify deficiencies in performance and provide a structure for addressing such

concerns. The review may also be used in consideration of salary raises, promotion and providing critical information for dismissal. Post tenure review will be conducted by the department chair [assistant/associate dean, where necessary] and PTR, as needed.

Procedures to Establish Unit Post-Tenure Review Committees
By February 1, faculty of each college shall establish a PTR committee populated initially by that year's college personnel committee members who have also been through PTR. In the event that additional members are needed, the college will elect faculty members who have been through PTR to bring the committee up to a minimum of three members. By January 10, departments that make use of a personnel committee for promotion and tenure review shall similarly make use of that committee for PTR. The committee must be populated in the same manner as prescribed for the college personnel committee (Section 1.8.6.1.2) for PTR. The PTR committee members shall elect a chair from among themselves. All members of PTR committees must hold tenure within the unit.

In no instance shall department chairs, deans, vice presidents, or presidents appoint members to the PTR committees.

Applicability and Timeframe
All tenured faculty who have rank and tenure with an academic unit will be expected to undergo post-tenure review by the department chair [or assistant/associate dean] and college PTR committee in the spring semester five years after the award of tenure and subsequently in the spring semester every five years unless it is interrupted by a further review for promotion to a higher academic rank (Associate/Full Professor) or academic leadership promotion (e.g., department chair, Dean, Associate Provost), or as part of a corrective post tenure review. Faculty members who successfully apply for promotion from associate to full professor will be considered to have had a concurrent successful post-tenure review and will next be scheduled to undergo PTR five years later.

Tenured faculty members whose reviews fall while they are on leave shall be reviewed during the year of their return to the University. Faculty on leave fall into two basic PTR categories:

1. Tenured faculty who are on paid leave from the University will be reviewed on the same five-year schedule as those faculty not on leave.
2. Tenured faculty on un-paid leave from the University will have the clock stopped while they are on unpaid leave. Upon returning to the faculty, the clock will then resume so that they are reviewed after five years' service at SSU.

Professional librarians who hold rank and tenure must affiliate themselves with one of the colleges of the University for post-tenure review. Such declarations must be made in writing to the appropriate dean with a copy to the Provost and Vice President for Academic Affairs.

Administrators who have been awarded tenure as faculty members shall not be subject to PTR unless they return to full-time faculty positions; i.e., ten-month, academic year contracts. Such former administrators are of two types:

1. Those who return to the faculty who are without prior service as SSU faculty members will be reviewed in the spring of the fifth year following their return to the faculty.

2. Those with faculty experience at SSU will be reviewed after five years of accrued service as a tenured faculty member. (For example, a faculty member successfully completed Post-Tenure Review and three years later served as an interim department chair for a year and then returned to

instructional faculty. According to this policy, the faculty member would next be reviewed when the remaining two years had elapsed).

Should the situation arise where a faculty member scheduled for review chooses not to submit the required materials during the spring semester when his/her review is scheduled, that faculty member will still be reviewed and the faculty member's refusal to participate will be considered in the review. Should this review result in a negative post-tenure review, the process described in this document for an "unsatisfactory review" will be initiated.

A tenured faculty member may voluntarily elect to go for a post-tenure review before the five-year term limit. This enables a faculty member to take full advantage of the feedback and insight provided by their colleagues at a strategic moment in their career, rather than having to wait for the usual 5-year cycle. Early post-tenure reviews should include a review of the faculty member's accomplishments since they were last evaluated for tenure or a previous post-tenure review, whichever was most recent. If the faculty member has a successful review, the next post-tenure review will be five years from the voluntary PTR post-tenure review date. If the faculty member is unsuccessful, the 5-year PTR review date remains in place.

Criteria for Post-Tenure Review

The University's policy shall ensure that post-tenure review will cause no infringement of generally accepted standards of academic freedom. The college policy shall ensure that reviews will be conducted without prejudice or bias based upon race, age, gender, religion, sexual preference, ethnicity, national origin, or handicap.

The criteria for post-tenure review must include consideration of the following: (1) teaching and effectiveness in instruction, (2) scholarship/creative disciplinary activities, (3) service to the University, (4) professional growth and development and (5) student success. If the faculty members of the units develop weighted criteria, then the highest weight must be given to teaching effectiveness.

Post-tenure at Savannah State University requires noteworthy in teaching effectiveness and meeting expectations in the remaining areas. Ratings include 5- exemplary, 4 - exceeds expectations, 3 - meets expectations, 2 – needs improvement, and 1 - does not meet expectations. Annual reviews encompassing the previous five years for the 5-year span must be incorporated in the post-tenure review process. Tenured faculty members are expected to document successive contributions to furthering the mission of the institution through their teaching, student success activities, scholarship/service, professional growth and development, and service. Contributions should be dated from previous tenure and promotion milestones and encompass the previous five-year period.

Procedure and Timeline for Post-Tenure Review (PTR)

Should a date listed below fall on a weekend or holiday, the deadline rolls over to the next official business day.

Previous April 30	Academic Affairs notifies faculty members who are required to undergo post-tenure review during the upcoming academic year in writing. A copy of the notification shall be sent to the appropriate dean and department chair.
January 10	All faculty members who are scheduled for PTR review shall transmit to the chair the required documentation: 1) a letter of application that includes

	language that demonstrates teaching effectiveness and accomplishments in scholarship/creative disciplinary activities and in service, any involvement in student success activities, and any professional growth and development activities for the period; (2) a complete record of annual chair evaluations; (3) a complete record of peer and student evaluations during the evaluation period
January 11	If a departmental PTR committee is used in the candidate's department, the department chair passes the documentation to the departmental PTR committee.
February 1	The department PTR committee (if used) submits a letter and PTR Evaluation form (see Appendix) to the faculty member and the department chair, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying a satisfactory or unsatisfactory post-tenure review. The departmental review conclusions shall be determined by secret ballot within the PTR committee. A simple majority is sufficient for a conclusion to have validity, and it is acknowledged that those in disagreement may file a minority report. A copy of the findings (including the minority report if present) with a recommendation for approval shall be sent to the faculty members' department chair. If the review of performance results in a rating of does not meet expectations or needs improvement, the PTR committee shall prepare a report identifying areas of weakness and suggestions to strengthen performance. In the event of a post-tenure review that does not meet expectations or needs improvement, the faculty member's appropriate supervisor(s) and faculty member will work together to develop a formal Performance Improvement Plan (PIP) in consultation with the PTR committee based around the deficiencies found by the committee. The plan must include next steps with appropriate timeline, due process rights, and the potential ramifications if the faculty member does not remediate or demonstrate substantive progress towards remediation in the areas identified as unsatisfactory.
February 10	The department chair [assistant/associate dean] submits the chair's review (see PTR evaluation form in Appendix) to the faculty member and dean, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying a satisfactory or unsatisfactory PTR review. For departments having a departmental committee, faculty members receiving a satisfactory review from their department chairs will have completed the review at this point; an unsatisfactory review by the department chair may appeal for a college level review (see Appeals section). Departments without a departmental PTR committee will transmit the chair's review in the portfolio to the dean for review by the college PTR committee. The department chair is responsible for making recommendations for outstanding performance reviews (e.g., merit pay increases for the faculty member, opportunities for research leave of one semester (or longer) with pay, etc. In the case of an unsatisfactory PTR review, the department chair's letter will include a recommendation for a performance improvement plan for the faculty

	member to follow, which shall include review of the performance improvement plan in the following academic year. If the faculty member chooses to respond to a negative review by the departmental PTR committee (if used) or the chair's negative review or proposed PIP, the response memo will be delivered to the department chair and should be included with the review materials when the department chair delivers the materials to the dean (the deadlines for the candidate to deliver the letter and for the chair to deliver the materials are below).
February 20	If the faculty member chooses to respond to a negative decision at the departmental level, the response memo is due to the chair and is to be included in the portfolio when it is transmitted to the dean.
February 21	For faculty members negatively reviewed, the department chair delivers the materials, including letters from the departmental PTR committee (if used) and the department chair to the dean to be passed on to the college PTR committee.
March 10	The college PTR committee submits a letter to the faculty member and the dean, by e-mailed PDF for timely notification and by confidentially delivered original, justifying a satisfactory or unsatisfactory review. The personnel committee will return the PTR Evaluation Form (see Appendix) to the candidate. The review conclusions shall be determined by secret ballot within the PTR committee. A simple majority is sufficient for a conclusion to have validity, and it is acknowledged that those in disagreement may file a minority report. A copy of the findings (including the minority report if present) with a recommendation for approval shall be sent to the faculty members' department chair.
March 20	If the faculty member chooses to respond to a negative decision by the college PTR committee, the response memo is due to the dean at this time and should be included in the portfolio. The faculty member can provide a written rebuttal that will be attached to the final document however no action is required by the committee.
April 1	The dean submits a letter to the faculty member, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying a satisfactory or unsatisfactory review. Faculty members receiving a satisfactory review from their deans will have completed the review at this point; an unsatisfactory review will result in the development of a performance improvement plan (PIP): In the case of a dean's concurrence with an unsatisfactory review, the faculty member's appropriate supervisor(s) and faculty member will work together to develop a formal Performance Improvement Plan (PIP) in consultation with the college PTR committee based around the deficiencies found by the committee. The PIP must include next steps with appropriate timeline, objectives/goals to be met over the next year, due process rights, and the potential ramifications if the faculty member does not remediate or demonstrate substantive progress towards remediation in the areas identified as unsatisfactory. The dean's letter will affirm or revise the PIP proposed by the department chair. If the faculty member chooses to respond to a negative review by the dean, the response memo will be delivered to the dean and should be included with the

	review materials when the dean delivers the materials to the Faculty Senate PTR Appeals Committee (see section 1.8.2.4—the deadlines for the candidate to deliver the letter and for the dean to deliver the materials are below).
April 11	If the faculty member chooses to respond to a negative review by the dean, the response memo is due to the dean at this time to be included in the portfolio when it is transmitted to the Faculty Senate PTR Appeals Committee. The faculty member can provide a written rebuttal that will be attached to the final document however no action is required by the dean.
April 12	The dean passes the materials, including all evaluative letters of recommendation and any response memos by the faculty member, to Faculty Senate PTR Appeals Committee. If the faculty member chooses to respond to a negative decision by the dean, the response memo should be included in the materials when they are transmitted to the Faculty Senate PTR Appeals Committee. The faculty member can provide a written rebuttal that will be attached to the final document; however, no action is required by the Senate PTR Appeals Committee.
April 26	The Faculty Senate PTR Appeals Committee submits a letter and the PTR Evaluation Form (see Appendix) to the faculty member and the Provost/Vice President of Academic Affairs, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying a satisfactory or unsatisfactory review. In the event that it is an unsatisfactory review, this committee will also approve or recommend modification to the PIP.
May 1	The Provost/Vice President of Academic Affairs submits the PTR Evaluation Form (see Appendix) to the faculty member, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying a satisfactory or unsatisfactory review. Faculty members receiving a satisfactory review from the Provost/Vice President of Academic Affairs will have completed the review at this point. In the case of the Provost/Vice President of Academic Affairs' concurrence with an unsatisfactory review by the Faculty Senate PTR Appeals Committee, the letter by the Provost/Vice President of Academic Affairs will affirm or revise the proposed PIP, which shall include post-tenure review in the following academic year.

The personnel committee will return the PTR Evaluation Form (Post Tenure Review Evaluation Form - approved by USG January 2023.pdf) to the candidate per the PTR timeline.

Outcomes and Consequences of Post Tenure Review

The results of a positive post-tenure review should be linked to recognition or reward. Faculty members who are performing at noteworthy levels should receive recognition for their achievements. Such accomplishments could include recognition at the University assembly, consideration for merit pay, consideration for faculty development funds, travel funds, educational leave, or other recognitions as deemed appropriate.

Performance Improvement Plan (PIP)

If the evaluation concludes that the faculty member is found to need improvement and "does not meet expectations," then the faculty member begins a one-year formal Performance Improvement Plan, for faculty development. The performance improvement plan (PIP) (see template in Appendix) shall be

created by the applicable department chair [assistant/associate dean, when no department chair available] and dean in consultation with the faculty member and associated faculty committee (see timeline). The PIP will 1) define specific goals or outcomes that are to be achieved; 2) outline the activities that will be undertaken to achieve the goals or outcomes; 3) identify appropriate sources of faculty development, whether they be located on campus, on other campuses of the University System, at the system level, or in other locations; 4) set appropriate times within which the goals or outcomes should be accomplished; 5) indicate appropriate criteria by which progress will be monitored, 6) outline due process procedures, and 7) notice of the possibility of remedial actions if the faculty member does not progress or engage reasonably in the process (see template in Appendix).

The faculty member will meet at regular intervals (once a semester) with the department chair [assistant/associate dean] until the PIP ends. During the spring semester of the first year of a faculty member's performance improvement plan, the faculty member will submit documentation to the department chair demonstrating appropriate progress toward completion of the PIP at the same time as the annual evaluation documents are submitted (see table below). The assessment of the PIP will take place of that year's annual review. PIP performance will be reviewed by the department chair and the appropriate unit personnel committee (departmental or college). Faculty members receiving a satisfactory review will have completed the review at this point. The department chair [assistant/associate dean] will indicate successful completion of the PIP in the annual evaluation, and the faculty member will stand for PTR on the regular 5-year cycle.

Failure to successfully remediate the identified deficiencies, or demonstrate substantive progress towards remediation, within one year subjects the faculty member to disciplinary actions up to and including, but not limited to, reallocation of effort, salary reduction, and tenure revocation and dismissal. The institution will follow appropriate due process mechanisms for a faculty member to appeal the final assessment of their PIP, and the resulting remedial actions as outlined below.

There should be a formal meeting with the faculty department chair in which the chair indicates successful or unsuccessful progress in writing to the faculty member.

Due Process Procedure

If the chair [assistant/associate dean] determines that insufficient progress is being made or that the faculty member fails to make sufficient progress in performance as outlined in the performance improvement plan (or refuses to engage reasonably in the process), the chair will write a letter to the dean outlining the deficiencies and recommendation(s) for remedial actions and copy the faculty member. Remedial actions may include, but are not necessarily limited to, suspension of pay, salary reduction, revocation of tenure, and separation from employment. The faculty member may respond in writing to the dean in rebuttal. The dean will review the chair's recommendation and provide a written statement to the faculty member and chair of his/her decision regarding the chair's recommendation. Provided the department chair and dean agree that the faculty member has failed to make sufficient progress or engage reasonably in the process, the chair and dean will propose appropriate remedial action corresponding to the seriousness and nature of the faculty member's deficiencies and copy the faculty member. If there is no contest to the dean's decision (whether affirmative or refusal), the recommendation will be forwarded to the Provost and Vice President of Academic Affairs.

However, a faculty member may request the college PTR committee review the materials that attest to performance improvement plan progress and the proposed remedial action and make their recommendation to the dean and copy the chair [assistant/associate dean] and faculty member. The dean

will respond with his/her decision to the faculty member and chair [assistant/associate dean]. Further due process will include the following:

1. The college PTR committee will review the recommendation of the department chair and dean. The PTR committee may exercise its judgment as to whether an in-person hearing is necessary. The recommendation of the PTR committee may be based solely on a review of the record. The PTR committee will issue its recommendation to the Provost and the faculty member within 20 business days of the request for review by the faculty member.
2. The faculty member may appeal to the Senate Appeals PTR committee to review the recommendation of the college PTR committee, department chair and dean. The PTR committee may exercise its judgment as to whether an in-person hearing is necessary. The recommendation of the PTR committee may be based solely on a review of the record. The PTR committee will issue its recommendation to the Provost and the faculty member within 20 business days of the request for review by the faculty member.
3. Within 5 business days of receiving the recommendation(s) from the PTR committee, the Provost shall send an official letter to the faculty member notifying him or her of the decision.
4. The faculty member may appeal to the President of the institution within 5 business days of receiving the decision from the Provost. The President's final decision shall be made within 10 business days and should notify the faculty member of his or her decision and the process for discretionary review application as provided for in Board of Regents' Policy.
4. If the remedial action taken is dismissal by the President, the faculty member may complete their faculty assignment for the current semester at the discretion of the institution; however, the semester during which a final decision is issued will be the last semester of employment in their current role.
5. An aggrieved faculty member may seek discretionary review of the institution's final decision pursuant to Board policy on Applications for Discretionary Review (6.26).

Corrective Post Tenure Review

Following the awarding of tenure, a faculty member evaluated as deficient in any one of the elements of teaching, student success activities, research/scholarship, and/or service for two consecutive annual evaluations will participate in a corrective post-tenure review. Note that the deficiency does not have to be in the same area; but could be in a different area from one year to the next (i.e., one can be deficient in teaching in one year and student success in the next). The corrective post tenure review will be conducted by the personnel committee (as it pertains to the PTR process in the faculty member's unit) after two consecutive annual reviews or at the scheduled PTR, whichever comes first. ***[Refer to the section on annual evaluations for guidelines and criteria for performance remediation plan (PRP)]*.**

Performance Remediation Plan (PRP)

The Performance Remediation Plan is used to document faculty deficiencies based on the outcomes from the annual review. The purpose of the PRP is designed to enable the faculty member to correct unsatisfactory performance in some aspect of their role or responsibilities. The plan must be approved by the Dean and submitted to the Office of Academic Affairs or Human Resources wherever the permanent faculty files are housed. Two meetings during the fall and during the spring must be held to review progress, document additional needs/resources, planned accomplishments for the upcoming semester. After each meeting, the academic administrator should summarize the meeting and indicate if the faculty member is on track to complete the PRP.

The consequences for failure to meet the expectations of the PRP must be stated at the conclusion of each meeting and communicated in writing to the faculty member. The purpose of this plan is to scaffold faculty growth and development and strengthen tenure and promotion possibilities.

A faculty member who meets the requirements of the PRP will continue toward the 5-year cycle of a PTR. However, a faculty member who does not meet the requirements of the PRP (or reasonably engage in the process) during the 5-year review period triggers a PTR review by the PTR committee. This review will be initiated prior to the normally scheduled five-year review. The faculty member will follow the institution's guidelines and procedures for post tenure review. If the outcome of the Corrective Post-Tenure Review is successful, the faculty member will reset the post-tenure review clock. If the outcome of a corrective post-tenure review does not meet expectations or needs improvement, the same process for an unsuccessful PTR will be followed. A faculty member may appeal a corrective post-tenure review as outlined below.

Appeals
Faculty members have the right to appeal any rating at any level to the next level of review by submitting a formal letter requesting an appeal and such supporting materials as would be useful to support the faculty members' appeal. Such letters and materials shall be handled as described in the timeline below. An aggrieved faculty member may seek discretionary review of the institution's final decision pursuant to **BOR Policy 6.26: Application for Discretionary Review**.

Accountability
Copies of unit PTR standards must be filed with deans and department chairs and be made available to tenured faculty members. Department chairs shall maintain a record of completed reviews with the names of reviewers. Department chairs shall maintain ballots for a period of five years and include summary data on PTR review for the department in the annual report to the dean. Deans shall include summary data on PTR in the annual report to the Provost and Vice President for Academic Affairs.

Any program reviews conducted shall include a review of the unit's PTR standards and promotion and tenure criteria.

The department chair and the dean are responsible for providing whatever resources are necessary for completion of formal Performance Improvement Plans of faculty development resulting from PTR.

The department chair shall not recommend merit pay raises for faculty members who are initiating a formal Performance Improvement Plan (PIP) or Performance Remediation Plan (PRP). However, the department chair may recommend merit pay for faculty members who satisfactorily complete the PIP or PRP.

The department chair shall review progress on the PIP or PRP at the end of the year and write a progress report that will be attached to the faculty member's annual review.

The department chair shall send a copy of the progress report to the dean.

The department chair and the college PTR committee shall conduct a review of the faculty members' progress. If performance on the PIP is unsatisfactory, then the department chair and dean in consultation with the personnel committee will make a recommendation for remedial action. Failure to successfully remediate the identified deficiencies, or demonstrate substantive progress towards remediation, within one year subjects the faculty member to disciplinary actions up to and including, but not limited to, reallocation of effort, salary reduction, and tenure revocation and dismissal.

The faculty member shall have a right to appeal such recommendation for dismissal consistent with University and Board policies.

Timeline for Unsuccessful PIP or PRP Review (Due Process)

Should a date listed below fall on a weekend or holiday, the deadline rolls over to the next official business day.

March 20	Faculty members who are scheduled for PIP or PRP review shall transmit to the chair the required documentation.
March 30	The department chair submits a letter to the faculty member and dean, by e-mailed PDF for timely notification and by confidentially delivered original, justifying a satisfactory or unsatisfactory review. Faculty members receiving a satisfactory review from their department chairs will have completed the review at this point and will continue progress toward plan completion. In the case of an unsatisfactory review, the department chair's letter will include recommendations for remedial actions. If the faculty member chooses to respond to a negative review by the departmental the chair's negative review or proposed work plan, the response memo will be delivered to the department chair in 10 working days and should be included with the review materials when the department chair delivers the materials to the dean (the deadlines for the candidate to deliver the letter and for the chair to deliver the materials are below).
March 31	The department chair delivers the materials to the dean (the deadlines for the candidate to deliver the letter and for the chair to deliver the materials are below).
April 10	If the faculty member chooses to respond to a negative decision at the departmental level, the response memo is due to the chair and is to be included in the portfolio when it is transmitted to the dean for review by the dean.
April 11	For faculty members negatively reviewed, the department chair delivers the materials, including the letters from the department chair to the dean.
April 21	The dean submits a letter to the faculty member, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying a satisfactory or unsatisfactory review. Faculty members receiving a satisfactory review from their deans will have completed the review at this point. In the case of a dean's concurrence with an unsatisfactory review by a department chair, the dean's letter will affirm or revise the PIP or PRP proposed by the department chair.
April 30	If the faculty member chooses to respond to a negative review (in 10 business days) by the dean and department chair, the response memo will be delivered to the dean and should be included with the review materials when the dean delivers the materials to the Faculty Senate PTR Appeals Committee (see section 1.8.2.4—the deadlines for the candidate to deliver the letter and for the dean to deliver the materials are below)
May 1	The dean passes the materials, including all evaluative letters of recommendation and any response memos by the faculty member, to Faculty Senate PTR Appeals Committee. If the faculty member chooses to respond to a negative decision by the dean, the response memo should be included in the

	materials when they are transmitted to the Faculty Senate PTR Appeals Committee.
May 21	The Faculty Senate PTR Appeals Committee submits a letter (within 20 business days) to the faculty member and the Provost/Vice President of Academic Affairs (VPAA), by e-mailed PDF for timely notification and by a confidentially delivered original, justifying a satisfactory or unsatisfactory review. In the event that it is an unsatisfactory review, this committee will also approve or recommend modification to the remedial action.
May 27	If the faculty member chooses to respond (within 5 business days) to a negative decision by the Faculty Senate PTR Appeals committee, the response memo is due to the Provost/VPAA at this time and should be included in the portfolio.
June 2	The Provost (within 5 business days of receipt) submits a letter to the faculty member and the dean, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying a satisfactory or unsatisfactory review and recommendations for remedial action(s). Faculty members receiving a satisfactory review from the Provost/Vice President of Academic Affairs will have completed the review at this point. In the case of the Provost/Vice President of Academic Affairs' concurrence with an unsatisfactory review by the Faculty Senate PTR Appeals Committee, the letter by the Provost/Vice President of Academic Affairs will affirm or revise the work plan.
June 3	The Provost/Vice President of Academic Affairs delivers the materials, including the letters from the departmental PTR committee (if used), the department chair, dean, Faculty Senate PTR Appeals Committee, and Provost/VPAA and faculty letters of appeal to the President at this time.
June 8	If the faculty member chooses to respond to a negative review by the Provost (within 5 business days) the response memo is due to the President at this time to be included in the portfolio when it is transmitted to the President.
June 20	The President (within 10 business days of receipt) submits a letter to the faculty member and the Provost/VPAA, by e-mailed PDF for timely notification and by a confidentially delivered original, justifying a satisfactory or unsatisfactory review and recommendations for remedial action(s). An aggrieved faculty member may seek discretionary review of the institution's final decision pursuant to Board policy on Applications for Discretionary Review (6.26).

(*Section revised, approved by Senate, President, University System of Georgia, January 2023*)

2.9.6 Emeritus/Emerita Title

Policy

Any retiring tenured or non-tenured professor, associate professor, or assistant professor; any retiring administrative officer holding faculty rank, at the time of his/her retirement, having 10 or more years of honorable and distinguished service at Savannah State University, may be considered for the award of the

title “Emeritus/Emerita” (Board of Regents’ *Policy*, Section 2.11). In considering such an award the following procedures shall govern:

Procedures

1. The person to be considered for the title of Emeritus or Emerita, conferred at the faculty or administrative rank at the time of retirement, must either apply or be nominated within a five (5) year period of the date of retirement.

2. A letter of application or letter of nomination, not exceeding five (5) pages in length, together with a curriculum vita, must be submitted to the Chair of the Personnel Committee in the unit from which he/she retired.

3. The letter of application or nomination must recite, with reasonable specificity, the activities which demonstrate the qualifications set forth in the “Minimum Qualifications / Criteria” Section below. The Personnel Committee may request additional information from the applicant, the nominator, or any constituent of the University, if needed.

4. The recommendation (either for or against), from a majority of the Personnel Committee, shall be forwarded through the structure established for the consideration of tenure and promotion within the colleges, then with the recommendation (either for or against) to the Provost and Vice President for Academic Affairs for consideration. The recommendation of the Vice President (either for or against) shall be forwarded to the President for consideration. The awarding of the title emeritus/emerita is at the discretion of the President. The recommendation of the President shall be forwarded to the Chancellor for the Board of Regent’s consideration.

5. A favorable recommendation must articulate the specific exemplary activities relied upon by the Personnel Committee.

6. Information about conferral of emeritus/emerita status shall be readily available on the institution’s website, in print publications, and in information generally provided to eligible persons planning for retirement.

Minimum Qualifications / Criteria

The conferral of emeritus/emerita status is considered a distinctive honor, not a right, and is not automatic. In order to be considered for the title emeritus/emerita, the candidate must have a record of honorable and distinctive service, above and beyond normal expectations, which is directly linked and supportive of the mission of Savannah State University, in one or more of the following areas:

1. Teaching, i.e., evidence of innovative teaching and student learning, evidence of technology usage, student testimonials, peer acknowledgements, awards in teaching, curriculum development, etc.

2. Service, i.e., awards, recognitions or competitions which bring favorable recognition to Savannah State University, evidence of student mentoring, consulting and fund-raising activities.

3. Research, i.e., local, regional, national or international publications: recognitions, notoriety or reputation as an expert in a particular field or area; grantsmanship, etc.

[**NOTE:** Longevity of service to the University, in and of itself, will not guarantee emeritus status.]

Benefits Bestowed With Emeritus Title
Those individuals who are awarded the title emeritus/emerita shall be entitled to the following benefits and privileges at Savannah State University, without cost, when available:

1. Certificate showing emeritus/emerita award and rank
2. Inclusion in faculty/administrator listing on institutional emeritus/emerita web pages, in print publications, and in information generally provided to eligible persons planning for retirement, and the catalog
3. Emeritus/emerita institutional photo identification card
4. Continued use of institutional email, contingent upon participation in the same cybersecurity trainings as active employees
5. Use of institutional software and technology resources, contingent upon participation in the same cybersecurity trainings as active employees
6. Full library access (the same as active faculty), including remote access to electronic resources
7. Eligibility to serve on graduate thesis or doctoral dissertation committees, project committees, or as non-voting members of institutional committees as appropriate.
8. Continued use of institutional office and/or laboratory space as appropriate when available.
9. Parking privileges in designated areas, at selected functions
10. Use of institutional fitness facilities at no charge
11. Invitations to participate in public ceremonies of the institution
12. Invitations to certain departmental, college, and institutional events.
13. Complimentary copies of institutional publications
14. Ability to enroll and attend classes at no charge, subject to space availability and approval of the instructor and institution

(Section revised, approved by President November 7, 2023)

2.10 Separation

2.10.1 Resignation
Tenured faculty members or those on a tenure-track who have decided to resign at the end of their contract period shall give written notice of their intention to the President or to his/her authorized representative no later than October 15.

2.10.2 Retirement
Regular faculty members and administrative officers employed at least one-half time are eligible for membership in the Teachers Retirement System of Georgia or Regents' Retirement Plan. New faculty and administrative officers choose to become members of one of the system's approved optional retirement plans. Details are available in the Office of Human Resources. The Age Discrimination in Employment Act eliminated the mandatory retirement age for faculty after December 31, 1993.

Faculty members who have decided to retire at the end of their contract period shall give written notice of their intentions to the President or his/her authorized representative no later than October 15.

2.10.3 Non-Reappointment of Non-Tenured Faculty
Each year immediately preceding the expiration of a contract period, the President or his/her authorized representative, shall advise all non-tenured personnel employed under contract in writing whether a contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand or certified mail, to be delivered to the addressee only. A hand-delivered notice may be carried by the Office of Public Safety, the department Chair with a witness or by the Dean of the College in which

the faculty appointment resides with a witness. All involved with the hand-delivered process must sign the receipt assuring the delivery of the document. All notices must show to whom and when delivered and the address where delivered.

Notice of the intention not to renew a non-tenured faculty member shall be furnished, in writing, according to the following schedule:

1. At least three months before the date of termination of an initial one-year contract;

2. At least six months before the date of termination of a second one-year contract;

3. At least nine (9) months before the date of termination of a contract after two or more years of service to the institution.

Non-tenured faculty members and other non-tenured personnel employed under written contract shall be employed only for the term specified in their contract. Subsequent or future employment shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

2.10.4 Layoff (Termination)

The Board of Regents may exercise its authority to modify programs offered by the system generally or by various institutions of the system. Such modification may be a part of a change of institutional mission and may result in discontinuation of programs or reduction in size thereof. A program modification of such magnitude that requires the termination of tenured faculty members will be implemented only after completion of a study, with institutional administrative and faculty participation, by the Chancellor's staff. The Chancellor will report the results of that study to the Board of Regents along with recommended guidelines under which program modification will be affected.

2.10.5 Discharge for Cause (Tenured and Non-Tenured)

The President may, at any time, remove any faculty member or other employee of the institution for cause, provided that the institution has complied with procedural due process requirements. Cause or grounds for dismissal from the University are the same as those set forth in the tenure regulations of the policies of the Board of Regents:

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment or prior thereto if the conviction or admission of guilt was willfully concealed;

2. Professional incompetence, neglect of duty, or default of academic integrity in teaching, research, or scholarship;

3. Unlawful manufacture, distribution, sale, use, or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia law; teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his/her responsibilities to the institution or to his/her profession (Board Minutes, 1989-90, pp. 384-385);

4. Conviction or admission of guilt in a court proceeding of any criminal drug offense (Board Minutes, 1989-90, pp. 384-385);

5. Physical or mental incompetence as determined by law or by a medical board of three or more

licensed physicians and reviewed by the Faculty Affairs Committee;

6. False swearing with respect to official documents filed with the institution;

7. Disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity; and

8. Unsatisfactory progress towards completing a development plan approved following a negative post-tenure review.

2.10.6 Dismissal Procedure

This dismissal procedure shall apply only to the dismissal of a faculty member with tenure or a non-tenured faculty member before the end of the term specified in his/her contract. Whenever the words "president" or "administration" are used in these procedures, they shall be construed to include the designated representative of the President.

1. The President shall give the faculty member written notice of intention to dismiss, specifying the charges clearly, and proposing discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement.

2. Pending a final decision on the case, the faculty member will be suspended or assigned to other duties, only if immediate harm to him/her or others is threatened by his/her continuance.

3. When a mutual settlement is not reached, the faculty member has recourse to the Board of Review as provided for in the grievance procedure (See Section 2.20.1).

2.10.7 Suspension for Violation of State or Federal Laws

When a faculty member is charged with a violation of a state or federal law or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the President and the Chancellor. In the event a faculty member is temporarily suspended, the administration shall immediately convene an *ad hoc* faculty committee or utilize the service of the Board of Review for the purpose of hearing an appeal by the faculty member. This committee shall be composed of tenured faculty and shall represent the various units equally. The appeal shall be submitted in writing in accordance with procedures to be established by the hearing committee, which shall render its decision within ten (10) days from the conclusion of the hearing. Thereafter, any further appeal by the faculty member shall be in accordance with the procedures set forth in Article VIII of the Bylaws of the Board of Regents.

2.11 Faculty Conduct

2.11.1 Academic Freedom

Inside the classroom, faculty members are free to express their opinions on matters that fall within the fields of knowledge they are employed to teach, subject to those restrictions that are imposed by their professional ethics, fair-mindedness, common sense, accurate expression, and generous respect for the rights, feelings, and opinions of others (See 1940 AAUP statement on academic freedom which is available at http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm).

Faculty members may exercise their rights as citizens free from institutional censorship or discipline, but their special position in the community imposes special obligations. They should at all times exercise

appropriate restraint and demonstrate respect for the opinions of others. They should make every effort to indicate that the opinions they express are personal and not institutional. They should refrain from involving the University in partisan politics, controversies, and harmful publicity. Faculty members have the right to dissent in meetings. Their rights in this matter shall not be infringed upon (See Savannah State University Faculty Minutes, October 23, 1997).

2.11.2 Plagiarism

Any faculty member whose published or presented work includes plagiarism, unacknowledged use of another's work, or falsified or manipulated data shall be subject to immediate dismissal as provided in Section 2.10.5.

2.11.3 Sexual Harassment

Savannah State University, through its sexual harassment policy, guarantees its employees and students an environment free from sexual harassment of any kind. Sexual harassment refers to behavior, either direct or indirect, which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with the University's effectiveness and mission. Consenting sexual relationships between faculty and students or between supervisors and subordinates are actively discouraged and may be deemed sexual harassment. Sexual harassment is not tolerated at the institution.

2.11.4 Discrimination

Savannah State University neither practices nor condones discrimination on the grounds of race, color, sex, sexual orientation, gender identity, age, handicap, creed, or national origin.

It is Savannah State University policy not to discriminate against any employee or applicant for employment because he/she may have AIDS, is perceived to have AIDS, belongs to a group to be particularly susceptible to AIDS, is perceived to be particularly susceptible because he/she is related to or resides with someone who has AIDS, or has tested positive for the HTLV-III antibody.

Savannah State University is also committed to providing a safe work place for all employees that meets or exceeds federal, state, and local regulations. Every precaution will be taken to ensure that an employee's condition does not present a health and/or safety threat to other employees, to students, to patrons, or to the community. This policy applies to all areas of personnel administration including but not limited to hiring, job assignment, opportunities for training and development, pay, benefits, promotion and demotion, layoff and termination, ethics and standards of personal conduct.

2.11.5 Alcohol and Drug Policy

The unlawful manufacture, distribution, sale, use, or possession of marijuana, a controlled substance or other illegal or dangerous drug as defined by Georgia law, the use of alcohol on college premises, or reporting to work under the influence of alcohol or illegal drugs is strictly prohibited. Violation of this policy will result in disciplinary action up to and including termination and may have legal consequences. The University recognizes drug and alcohol abuse as a potential health, safety, and security problem that affects job performance, productivity, and quality of work. Employees needing help with alcohol and drug abuse problems are encouraged to use professional assistance as outlined in the University's *Alcohol and Drug Abuse Program Manual*. Conscientious efforts to receive treatment under a drug and education program will not be noted in any personnel record. Satisfactory completion of the program shall be a condition of retention of such an employee.

2.12 Faculty Development

2.12.1 Leave With or Without Pay (Educational and Professional Leave)

The President may, with the approval of the Chancellor and the Board of Regents, grant leave of absence, with or without pay, to members of the faculty or administrative staff. Leave of absence of one semester or less, with or without pay, may be granted by the President, with notification to the Chancellor. Such leave may not be renewed or extended without the approval of the Chancellor and the board. The requirement of continued service at the institution for a period of at least one year after the termination of the leave continues unabated (See Board of Regents' *Policy*, Section 8.2.7.4).

In considering a request for leave with pay, the President should bear in mind that it is the policy of the board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The President should examine carefully the program or project on which the applicant for a leave proposes to work, and he/she should also consider the likelihood of the applicant's being able to accomplish the purposes for which leave is requested (See Board of Regents' *Policy*, Section 8.2.7.4).

2.12.2 Long-Term Educational Leave without Pay

Institutions may grant educational leave without pay to full-time employees for periods not to exceed one year at a time for the purpose of encouraging professional development. Such approved leave shall allow the employee the right to elect to continue group insurance benefits with institutional participation (See Board of Regents' *Policy*, Section 8.2.7.4).

2.12.3 Short-Term Educational Leave with Pay

Consistent with the leave policies above, the University may extend to a full-time, tenured faculty member leave of less than one year in duration when the faculty member agrees to pursue a defined course of study which shall enhance the goals and purposes of the institution and which shall enable the faculty member to extend his area of expertise into a field of which the President has determined the University has need. Such mid-career adjustments ought to be carefully developed by the President through the advice and counsel of the President's cabinet and the Chancellor and the Board of Regents (See Board of Regents' *Policy*, Section 8.2.7.4).

2.12.4 How to Apply for Leave

A faculty member may initiate a request for leave by applying, in writing, to his/her department chairperson by October 15 of the academic year preceding the requested year of leave. For an educational leave, the request shall specify the course of study to be pursued, the institution where it will take place, and the purpose the faculty member hopes such a course of study will achieve. A copy of the letter of request shall also be transmitted to the chairperson of the Faculty Development Committee and to the dean of the appropriate college. The dean, as well as the department chair, shall forward to the Faculty Development Committee his/her affirmation of or opposition to the request, constructing a reasoned position in either case. The committee shall then deliberate the potential of the request, add a letter expressing either its support of or opposition to the request, and forward the set of letters to the Provost and Vice President for Academic Affairs by March. The Vice President's recommendation shall be transmitted to the President for his/her decision. The President shall notify the faculty member of his decision regarding the request. No leave may be taken without board approval.

2.12.5 Conferences

Attendance at and participation in professional conferences and meetings of professional organizations is recognized as a major element in faculty development. All faculty members are encouraged to be

regularly engaged in on-going scholarship and to participate in conferences whenever they are able.

Conferences, workshops, and seminars are also recognized as major resources in mid-career adjustment programs; and, when the institution has deemed such adjustments necessary, the University shall actively support faculty members who participate in such meetings as will broaden and enhance their areas of expertise.

The institution allows flexible scheduling of teaching in order to accommodate pursuing development activities. Department chairpersons and the departmental faculty should confer in mapping flexible scheduling.

2.12.6 Special Programs (Grants and GFIP)

The Office of Sponsored Research Administration (OSRA) routinely gathers information on grants, contracts, and foundation support and distributes this to faculty. OSRA staff will also assist faculty members in the pursuit of external funding (See Section 6.3).

Faculty and staff are eligible to apply for funds through the Georgia Faculty Incentive Program (GFIP). This program provides fellowship support at the University of Georgia for faculty and staff of units of the University System. Additional information on these programs is available in the office of the Provost and Vice President for Academic Affairs.

2.12.7 Free Course Enrollment

The University System and Savannah State University encourage full-time faculty, staff, and administrators to participate in development activities and study by remitting or reimbursing tuition for those activities that have been authorized by the institution and are clearly related to the employee's career. Full-time employees, who meet the applicable admission standards and have received appropriate prior authorization from the University, may register without tuition or fees for up to two academic credit courses per term on a space available basis at Savannah State University. Full-time faculty, who have met applicable admission standards and received prior authorization from the University, may register for up to two academic credit courses per term at any other university system institution. Unless other arrangements have been made with the receiving institution, the employee will be reimbursed for tuition and fees by Savannah State University upon successful completion (a grade of C or better depending on course requirement to receive credit) of the course. If the course or program of study needed by the faculty member is not available at an institution within the University System, a full-time employee may be granted permission to register for courses offered by a private institution, Technical College System of Georgia (TCSG), formerly known as the Department of Technical and Adult Education (DTAE) institution, or a private vendor. The employee will be reimbursed for tuition and fees by Savannah State University upon successful completion of the course. See BOR website for more information.

2.12.8 Savannah State University Faculty Professional and Educational Leave Policy

(*Section approved with revision by President, April, 2025*)

Purpose

The primary consideration in granting a Professional and Educational Leave is to give faculty members an opportunity to conduct research, engage in scholarly or creative work, to develop or acquire new teaching techniques in their discipline, or in a new area relevant to their needs, or to complete a manuscript.

Professional and Educational Leave are limited to the availability of funds during the year of application and to substantive evaluation of the significance of the Professional and Educational Leave proposal.

Eligibility

Faculty applying for Professional and Educational Leave must be tenured and have completed, by the time of the leave, six (6) years of full-time teaching at Savannah State University or six (6) years of full-time teaching after the completion of previous Professional and Educational Leave. Failure to earn approval for Professional and Educational Leave at a given time does not prevent faculty from reapplying in subsequent years. Fringe benefits shall be continued during the Professional and Educational Leave unless otherwise stipulated, in writing, to the faculty member.

Term and Compensation of the Educational and Professional Leave

In general, a Professional and Educational Leave is granted to the eligible faculty member, starting on the beginning date of the fall contract, for the usual teaching terms (August - May) of one academic year, at 50% of the faculty's annual base salary. However, as an alternative, a faculty member who has qualified for a full year of Professional and Educational Leave at 50% of their salary may apply for:

a Professional and Educational Leave to be divided into two terms falling within the next two subsequent years.

a Professional and Educational Leave that is funded above 50%, up to being fully funded at 100%, with the remaining personnel funds supplied by extramural funds awarded to the applicant.

Procedure for Granting a Professional and Educational Leave

Discussion with the department chairperson should occur during the year prior to the desired Professional and Educational Leave.

Application for Professional and Educational Leave should be made in writing by the faculty member and submitted to the department chairperson during the preceding academic year. The Professional and Educational Leave proposal must clearly state if the proposed Professional and Educational Leave requires extramural funding that is already awarded and available, applied for and under review, or if application is planned.

The department chairperson must forward the application with an accompanying recommendation to the appropriate dean within one month after receiving. The recommendation shall include a statement of the proposed method of managing the normal duties of the faculty member while on leave, including any financial adjustments within the departmental budget to fund the faculty on Professional and Educational Leave and any adjunct or temporary personnel used to cover that faculty's responsibilities while absent.

The dean must forward each application and the accompanying recommendation of the department chairperson, together with the dean's own recommendation, to the Office of the Provost within one month of receipt. The Office of the Provost, after consultation with the dean if required, will communicate the determination in writing to applicant, chair, and dean.

Funding

The University shall budget adequate funds to provide for the number of Professional and Educational Leave anticipated for the upcoming year.

Criteria

Professional and Educational Leave may be comprised of professional development, courses of study, creative or scholarly projects, or other experiences that are not normally a part of the faculty's standard-workload assignments and/or activities. Assignments and/or activities that faculty are engaged in during Professional and Educational should stimulate more effective student learning or lead to better mastery of the faculty's field or advancement of a new area of concentration.

Employment

Faculty shall remain employed by Savannah State University for two (2) years after the Professional and Educational Leave or return the funds provided for the Professional and Educational Leave. A faculty member is encouraged to seek supplementary funding while on Professional and Educational Leave with the exception of a tenure track appointment at another institution. A faculty member on Professional and Educational Leave may accept additional employment that does not interfere with the stated purposes of a faculty member's Professional and Educational program.

Conditions

Professional and Educational Leave may be awarded for two semesters or 9 months or 12 months (if applicable) at 50% pay. Additional pay may be awarded if supplied by extramural funding to the faculty applicant. The year structure of the Professional and Educational Leave shall be determined by the academic or annual base of the faculty member at the time of the faculty member's appointment. For those on Professional and Educational Leave, the existing retirement annuity arrangements and insurance benefits will continue unchanged. The retirement program for faculty on Professional and Educational Leave is as follows: the individual will be classified as a full-time employee at a full or reduced rate of pay, the university contribution and faculty deduction for retirement contribution will be prorated.

The University will provide support funds for temporary replacement instructional personnel at a rate consistent with the cost for full-year Professional and Educational Leave which cannot exceed the lesser amount of either 50% of the faculty member's nine-month salary (plus associated fringe benefits) or Lecturer pay rates.

Professional and Educational Leave shall not be granted when the faculty's program of instruction or research will be threatened. The unit head or administrator must verify the unit's ability to adjust the responsibilities of the person on Professional and Educational Leave.

A faculty awarded a Professional and Educational Leave may request that leave delay until the next academic or fiscal year. Such requests shall be directed to the Provost for consideration.

A faculty awarded a Professional and Educational Leave remains an employee of the university and is bound by all university policies.

No later than one month after the first day of class of the semester in which the faculty returns to the university, the faculty member must submit a written report of Professional and Educational activities and accomplishments to their department chair. The report must include the following:

Statement of proposed goals and a summary of work completed toward the goals.

Information on how the new knowledge will be utilized in continuing institutional responsibilities and any other benefits to the university as a result of the Professional and Educational Leave.

Continuous Renewal

This policy shall be assessed in five years from its effective date to determine its effectiveness. This policy may be revised, as necessary.

2.13 Classroom Policies

2.13.1 Attendance

Savannah State University endeavors to provide optimum conditions for the intellectual growth and development of its students. With the exception of university approved activities, it is expected that students should attend and be punctual to their classes, laboratories, and officially scheduled class requirements. Students who are absent because of participation in approved University activities will be permitted to make up work missed during their absences, provided that no more than 15% of class hours per course per term are missed and that work is assigned for completion prior to the University sanctioned activity.

All matters related to student absences, including the make-up of work missed, are to be arranged between the student and the instructor. Instructors will publish their guidelines for handling absences in their syllabi. Students are obligated to adhere to the requirements of each course. Faculty are encouraged to take into consideration religious holidays of the student's faith, summons, jury duty, or similar compelling reasons for absences.

Faculty Absence from Class

Faculty members are expected to meet punctually at all regularly scheduled sessions of their classes. Faculty members who must miss one or more of their class sessions shall arrange with their College Dean or Department Chair to have their classes covered (whenever possible). When it is necessary to miss a class at an off-campus site, faculty members shall notify their immediate supervisor in advance, who shall notify the appropriate person at the site. In emergencies, when it is impossible to contact the immediate supervisor, the faculty member shall contact an appropriate person at the site.

2.13.2 Class Record Book

Each faculty member is responsible for maintaining an accurate record of student attendance and performance in class. Such records should be accessible to the department chairperson and/or duly constituted committees in the event of a grade review and/or conference. Electronic record keeping is an acceptable alternative. Faculty are expected to secure backup copies and to make information available on

a flash drive/cloud if requested. Faculty are expected to maintain a record of student scores in the learning management system gradebook.

2.13.3 Student Conduct

No faculty member is expected to tolerate rude, disrespectful, or disruptive behavior in class. A student behaving in such a manner may be dismissed from the class; and, if the behavior recurs, the name of the student may be deleted from the class roll, provided due process rights of the student are followed. Students must be encouraged and expected to conduct themselves with respect for others (See Savannah State University's Student Handbook and Code of Student Rights, Responsibility and Ethics).

2.13.4 Academic Dishonesty

Academic dishonesty on the part of students shall not be tolerated. Such behavior may result in disciplinary action, including suspension and dismissal. Acts of academic dishonesty include cheating and plagiarism; knowingly furnishing false information; forgery, alterations, or unauthorized use of university documents, records, identification, or property to gain an un-entitled advantage; taking or attempting to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books; selling, giving, lending or otherwise furnishing to an unauthorized person material containing questions or answers to any examination scheduled to be given at a subsequent date in any course of study offered by the University; and submitting themes, essays, term papers, tests which include plagiarized materials without attribution of source.

Faculty should report, in writing, cases of academic dishonesty to the department chair and the Provost and Vice President for Academic Affairs. The Vice President shall then make the appropriate charge and submit it to the Vice President for Student Affairs who shall then assure that the case follows the appropriate judicial proceedings as specified in the *Student Conduct Code*.

2.14 Advisement and Student Records

2.14.1 Advisement

Academic advising is an ongoing process across each University System of Georgia (USG) institution to ensure student success from admission to graduation. Each USG institution shall maintain an academic advising framework to develop cognitive and non-cognitive skills in each student that promote a productive academic mindset and result in a clear understanding of educational, professional, and personal goals and a plan to achieve those goals. (BOR Policy 3.9)

Each USG institution shall maintain a collaborative framework for undergraduate academic advising that enables each undergraduate student to establish a clear purpose for the student's college studies by choosing a degree program or one of a small number of affinity groups of disciplines (academic focus areas), and follow a clear course sequence organized into a degree pathway to graduation that is informed by design principles that are aligned with student success and completion.

The academic advising framework shall also include provisions for advising students throughout their undergraduate education, including provisions for monitoring and documenting student progress toward educational goals and providing outreach for students who are at risk of not meeting educational goals. (BOR Policy 3.9, 3.9.1)

All students are required to participate in the advisement system at Savannah State University. Departments should monitor advisement records of each student and assign faculty advisors.

The students' course selections must be approved by their advisors as an integral part of the registration process. Students are responsible for fulfilling the requirements of their degree program and must observe all regulations for admission to courses, including meeting prerequisite requirements. Students are also responsible for ascertaining that their schedules are accurate.

2.14.2 Reporting of Grades

The Registrar's office provides online access to grade reporting systems. The faculty is responsible for the timely submission of mid-semester and final grade reports as well as attendance reports requested by the Registrar. Each instructor is responsible for submitting a copy of the grade report form to his/her departmental office. Faculty should keep all grades confidential.

All midterm and final grades must be submitted by the designated time requested by the Office of the Registrar as indicated in the Academic Calendar. Once grades are submitted by the faculty member, it is highly recommended that the faculty member give him/herself one additional day to review all grade entries to ensure that the correct grades have been forwarded and that there have been no transcription errors.

The Midterm Grades deadline is scheduled prior to the withdrawal without academic penalty deadline (W rather than WF) and helps students identify their progress in classes and assists advisors in reaching out to at -risk student. The final grades deadline is scheduled for Tuesday after final exam week by 5pm.
An accurate last date of attendance required for all Fs. All end-of-term processes depend on final grades.

2.14.3 Class Rolls

Class rolls are placed on-line by the Registrar. In order for a student to be considered a member of a class, his/her name must appear on that class roll.

When a student's name does not appear on a class roll, the instructor should receive evidence (either a registration form with the cashier's stamp, or a drop and add form indicating the appropriate computer sort number and stamped by the cashier and the Registrar) from the student that he/she did register for the course. Professors are responsible for assuring that students are properly registered. Students whose names do not appear on the official roll should not be allowed to remain in class.

At mid-semester, the Registrar must provide faculty members with a correct class roll that reflects all student schedule adjustments. Faculty members must not allow students whose names do not appear on the roll to remain in class.

2.14.4 Reporting of Assessment Data on Student Learning Outcomes

Faculty members are expected to identify and report how their assessment activities each semester connect and feed into review of student learning performance to benefit the program or institution. This is the responsibility of each faculty member, individually, as an educator in an institution of higher education. Even if this information is not ultimately included in a formal program assessment plan or report for the major, it is important information to collect and discuss, nonetheless, for the purposes of improving teaching and for informing conversations about learning in the program and at the university, broadly construed. Assessment information must be entered into the approved assessment management system, adhering to institutional deadlines. Assessment compliance and attendance at mandatory assessment meetings is compulsory.

2.15 Workload

2.15.1 Teaching

A normal teaching load for the academic year of two semesters for faculty teaching undergraduate courses is twenty-four (24) hours, or an average of twelve (12) hours per semester. The normal teaching load for faculty teaching graduate courses is eighteen (18) hours over two semesters or an average of 9 hours per semester. When possible, this load will include no more than two separate preparations.

Laboratory activity that is a regularly scheduled component of a course, shall be counted on the basis of two clock hours as the equivalent of one semester hour. Faculty members, who for whatever reason teach more than the normal load in any academic year, shall be compensated for the overload on a per course basis. All compensation in addition to that specified in one's contract must receive prior approval from the President.

Reassignment of Workload Responsibilities

Reassigned time may be granted for program development, special projects, research, approved graduate study, and administrative assignments, provided the teaching load could otherwise be handled within existing budgetary and personnel limitations. When the workload of committee assignments or research is uncommonly high, a compensating reduction in teaching load may be granted upon recommendation of the College Dean or Department Chair and the approval of the Provost. Faculty seeking reassigned time shall file an application with the appropriate College Dean or Department Chair. If approved, the request shall be forwarded to the Provost for final action. In all cases, it is expected that the time and effort for re-assigned workload must be equivalent to the normal faculty workload. Additionally, when a faculty member is granted reassigned time for a project, the expectation is that the project will be completed within the time specified on the original request for a teaching load reduction. Faculty must demonstrate appropriate evidence of productivity in order by documentation of time, effort, and project outcomes.

2.15.2 Committees

All faculty members are expected to perform conscientiously on whatever department, college or university committees to which they are appointed or elected.

2.15.3 Research

The University shall support and encourage all faculty in research appropriate to their areas of academic expertise and will facilitate the process as much as possible (See Section 6.3).

2.15.4 Curriculum Development

Faculty members have the responsibility for curriculum development. This process--whether involving the development of new courses or new programs, the establishment of new requirements, the deletion of courses, programs, or requirements, or the modification of current courses, programs, or requirements--should ordinarily originate at the departmental level where expertise in the subject area is found. While it may result from forces external to the department, curriculum development remains a departmental responsibility. Proposals for micro credentials or other academic certifications outside the typical degree structure must include faculty workload articulations that explain how much of the annual teaching load would be fulfilled by teaching in the micro credential or certification. All proposals should be in compliance with current Board of Regents policy.

Colleges can, of course, mandate a curriculum review at regular intervals. Such a review may or may not result in significant revamping of offerings. Major changes in any proposal that has been advanced should be the responsibility of the originating department. The faculty approves or rejects these proposals as appropriate to the University's mission and as effective use of its resources. The faculty shall not substantially alter proposals that have come through the development process.

The procedure shall be as follows:

1. Suggestions for changes are referred to a departmental committee, or a departmental committee is appointed to evaluate current curriculum and suggest changes.

2. Departmental faculty votes on the proposed changes; the chair may cast a vote as a faculty member in the unit. If adopted by the department faculty, these are sent to the curriculum review committee of the college.

3. The curriculum review committee examines the proposed changes and votes to approve or reject them. If approved, the proposal then is presented to the faculty of the college for evaluation. If disapproved, the proposal is returned to the department for revision and re-submission if the department so desires. The college curriculum committee may make suggestions regarding revision but not substantive changes to the proposal.

4. The faculty of the college must vote on adoption of the proposed changes; the dean may cast a vote as a faculty member in the unit. If approved by the college faculty, the proposal then is sent to the NPCC of the Faculty Senate. If disapproved, the proposal is returned to the department for revision and resubmission if the department so desires. Members of the committee may make suggestions regarding revision but not substantive changes to the proposal.

5. The NPCC votes on the proposed changes. If approved, the proposal then is presented to the Faculty Senate for acceptance. If disapproved, the proposal is returned to the department for revision and re-submission if the department desires. The committee may make suggestions regarding revision but not substantive changes to the proposal.

6. The Faculty Senate votes on the proposed changes. Approved changes in course name, course content, program requirements that do not exceed system guidelines, and deletion or creation of courses require faculty approval only. Those approved proposals needing approval by the Board of Regents then go to the offices of the Provost and Vice President for Academic Affairs and/or the President for forwarding to the Chancellor's office (See Board of Regents' Policy, Section 3.6). The Provost shall keep the faculty apprised of the status of each proposal in the USG process. If the proposal is rejected, it goes back to the department for revision and resubmission if desired. The Faculty Senate may make suggestions regarding revision but not substantive changes to the proposal.

7. If the Chancellor's office returns proposals with a request for revision, the proposal shall be returned to the departmental curriculum committee for re-examination. The proposal need not go through the entire approval process again at the institutional level. Revised proposals shall be sent to the Provost and the President and then Academic Affairs will return the revised proposal to the Chancellor's office. Creation of new programs requires faculty and board approval. The Senate will be notified of the final version of the proposal.

2.15.5 Core Curriculum Development

The faculty is responsible for developing the core curriculum within the guidelines specified by the Board of Regents (See Board of Regents' *Policy*, Section 3.3.1). Changes in core curriculum may originate in departments or colleges. The NPCC of the Faculty Senate shall then examine these. Once approved, the proposal is submitted to the Core Curriculum Committee. If approved by the committee, they are presented to the Faculty Senate. If approved by the Senate, proposals are forwarded to the Provost and Vice President for Academic Affairs, the President and ultimately the Board of Regents.

2.15.6 Outside Employment

All employees of the University should avoid actual or apparent conflict of interest between university obligations and outside activities (See Board of Regents' *Policy*, Section 8.2.15).

1. Employees shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.

2. All full-time faculty, administrators, and other professional staff members are expected to give full professional effort to their assignments of teaching, research, and service.

3. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the University.

4. For all activities, except single-occasion activities, employees shall report in writing through official channels the proposed arrangements and secure the approval of the President or his designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

2.15.7 Consulting

As teaching, research and public service are the primary responsibilities of faculty members, the institution considers it reasonable and desirable for faculty members to engage in consulting activities. For purposes of this policy, these are defined as any additional activity, professional in nature, beyond duties assigned by the institution, for which the individual receives additional compensation during the contract year. Fiscal year faculty and professional employees may not consult for pay without first taking vacation leave (See Board of Regents' *Policy*, Section 8.2.18.2.3) and as applicable complete the necessary forms including the SSU Outside Employment form prior to any consulting activities begin.

2.15.8 Student Advising/Office Hours

Faculty members are expected to maintain regular, convenient office hours in order to be accessible to their students. The interaction of faculty and students outside the classroom is an important part of the instructional program of the University. Full-time faculty will be responsible for a minimum of six (6) office hours per week, with hours preferably scheduled every day that the professor has classes.

Faculty members are expected to advise students regarding their academic programs. Normally department chairpersons will assign advisors to students entering the University and declaring a major. The faculty view academic advising as essential for successful completion of an academic program. Students, however, must take the responsibility for obtaining academic advisement from their advisors prior to registration each semester. Students required to take learning support courses must be advised in the Center for Academic Success. Students who have not declared a major should also be advised in the

Center for Academic Success.

The institution offers a minority advisement program.

2.16 Working Conditions

2.16.1 Academic Regalia

The University does not provide academic regalia to faculty members. If necessary, faculty can arrange rental of regalia through the university bookstore.

Generally, the faculty members are required to wear regalia for graduation ceremonies at the end of the spring and fall semesters, the Honors' Convocation ceremony during the spring semester and the Founders' Day Convocation in the fall semester.

2.16.2 Offices, Equipment

The University provides faculty members with an office equipped with standard furniture and a telephone. Equipment in the office is the property of the University. Faculty should clearly mark personal possessions.

Office supplies are provided to faculty members through departmental supply budgets. Additional equipment needed by a faculty member for office use may be requested through the department chair.

2.16.3 Use of University Name

The name, Savannah State University, is the exclusive property of the institution and, consequently, should not be used in support of claims or advertisements by any outside organization without permission of the President. Research grants from commercial concerns are given in accordance with a memorandum of understanding that states that the name of the University or any of its departments shall not be used in connection with advertising except by permission.

University stationery may be used only for official university business. No report or statement relating to private consulting or other services may use the name of Savannah State University or be attributed to it. The use of official titles for personal gain or publicity is not appropriate procedure.

2.16.4 Research Policies

Faculty members are encouraged to pursue professional research and study. When possible, university resources may be used for faculty research, and class schedules can be arranged to facilitate research and professional development activities (See Section 6.3).

Staff in the Office of Sponsored Research Administration will assist faculty research efforts. Faculty should understand and adhere to university policy on research misconduct.

2.16.5 Patent and Copyright Policies

The Board of Regents has developed patent and copyright policies which assure that the rights of faculty and the University System of Georgia are protected in the event that patentable inventions or copyrighted materials are developed through research activities of faculty and other employees (See Board of Regents' *Policy*, Section 6.3). These policies are described more fully in Section 6.5 of this handbook. The Faculty Development Committee is responsible for developing the University's patent and copyright policies.

2.16.6 Human and Animal Subjects Policy

The development of a human and animal subjects' policy that is in compliance with federal, state, and local guidelines is the responsibility of the Office of Sponsored Research Administration. A copy of this policy is available through OSRA (See Sections 6.4.1 and 6.4.3).

2.16.7 Biohazardous Waste

The University requires that faculty and staff who order hazardous materials or dispose of hazardous waste first notify the office of logistical services for assistance. Staff of this office will ensure the protection of both human health and the environment and will ensure institutional compliance with federal, state, and local statutes and regulations.

The Institutional Biosafety Committee (IBC) reviews and approves all requests to use bio hazardous chemicals and materials in research, approves handling and waste disposal protocols, and assesses risks to laboratory workers (See Section 6.4.2 and 6.3

2.16.8 Tobacco

Savannah State University is a tobacco free campus, and all forms of tobacco are prohibited on campus. All smoking on its premises is prohibited. This includes e-cigarettes, vapor pens, and all other forms of simulated tobacco or nicotine products. All faculty members are expected to observe this regulation for the safety and health of other faculty.

2.17 Leave

2.17.1 Holidays

Twelve (12) official university holidays will be selected by the Director of Human Resources. The established holiday schedule for each academic year can be found on the Human Resources website http://www.savannahstate.edu/faculty-staff/human-resources/.

2.17.2 Sick Leave

Sick Leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

1. Illness or injury of the employee.
2. Medical and dental treatment or consultation.
3. Quarantine due to a contagious illness in the employee's household.
4. Illness or injury in the employee's immediate family requiring the employee's presence; or
5. Bereavement, an employee may use accrued Sick leave for any absence due to a death in the employee's immediate family.

Paid Sick leave shall not be used until it is accrued. If Sick leave is claimed for a continuous period in excess of one week, a physician's statement or appropriate supporting documentation is required to permit further claim of Sick leave rights by the employee-patient. If an employee is eligible for leave under Family and Medical Leave Act (FMLA) and is using paid Sick leave for an FMLA eligible reason, then FMLA runs concurrently with paid Sick leave. Paid Sick leave may only be taken during the months in which an employee is actively working and receiving compensation. A terminating employee shall not accumulate Sick leave or be entitled to receive Sick pay after the last working day of their employment. Upon the movement of an employee among institutions of the USG, accumulated Sick leave will be transferred if there is no actual break in service.

2.17.3 Military Leave

For the purpose of this policy, ordered military duty shall mean any military duty performed in the service of the State of Georgia or the United States, including but not limited to service schools conducted by the armed forces of the United States. Such duty, performed for a period or periods not exceeding a total of thirty (30) days in any one calendar year, shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee.

Full-time employees shall be entitled to leave with pay while engaged in the performance of military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) work days in any one calendar year and not exceeding eighteen (18) work days in anyone continuous period of absence.

Notwithstanding the foregoing leave limitations of eighteen (18) days, in the event the governor declares an emergency and orders an employee to active duty as a member of the National Guard, such employee while performing this duty shall be paid his/her salary or other compensation for a period not exceeding thirty (30) days in any one calendar year and not exceeding thirty (30) days in anyone continuous period of such active duty service. After an employee has exhausted his/her paid military leave, an institution may pay the employee for his/her accumulated annual leave.

2.17.4 Civil

Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

2.17.5 Bereavement

In the event of a death in the family, Sick leave with pay may be authorized up to a maximum of five (5) working days. Immediate family for this policy is defined as spouse, parent, in loco parentis, child, step child, foster child, and legally placed child.

2.17.6 Maternity

While pregnancy is not per se a disability (ADA), Title IX requires reasonable accommodations be allowed for both pregnancy and pregnancy-related conditions. Title IX Coordinator, SSU Office of Title IX Compliance, Title IX (savannahstate.edu), 912.358.4055, Colston Building, Suite 205.

2.17.7 Leave of Absence

At the discretion of the President, personal professional leave of absence with or without pay for a period not to exceed one year may be approved. Such leave may be granted for study, research, scholarly and creative activity, instructional improvement, retraining or other related activity as permitted. Before being granted leave with pay, the faculty member will have agreed to the stipulations below:

1. For a leave with pay of less than a year, he/she will return to the institution at the termination of the leave for a period of at least one year.

2. For a one-year leave with pay, he/she will return to the institution at the termination of the leave for a period of at least two years.

3. If he/she does not return to the institution for the full amount of time specified in the agreement, he/she will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the University System of Georgia during the leave.

During this personal leave, the employee may elect to continue group insurance benefits.

2.17.8 Family and Medical Leave

In accordance with the federal Family and Medical Leave Act (FMLA) of 1993, an eligible employee may be entitled to up to 12 work weeks of leave during any 12-month period for one or more of the following reasons:

1. the birth and care of a newborn child of the employee;

2. the legal placement of a child with the employee for adoption or foster care;

3. the care of an immediate family member (defined as the employee's spouse, child, or parent) with a serious health condition; or

4. a serious health condition of the employee himself/herself, which renders the employee unable to perform the duties of his/her job.

To be eligible for FMLA Leave, the employee must have worked for the University System of Georgia: (1) for at least 12 months total; and (2) for at least 1,250 hours during the 12-month period immediately preceding the commencement of such leave.

2.17.9 Leave for Organ and Marrow Donation

Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or Sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

2.17.10 Parental Leave

In accordance with the Georgia's Parental Leave law for state employees, Savannah State University provides up to a maximum of 240 hours of paid parental leave, during any rolling 12-month period, to eligible employees for qualifying life events as defined by USG policy. The purpose of paid parental leave is to enable the eligible employee to care for and bond with a newborn or a newly adopted or newly placed foster child of the eligible employee. Such leave must be requested in advance. Employees should seek guidance from the Office of Human Resources should they have questions regarding parental leave.

2.18 Fringe Benefits

2.18.1 Mandatory

The FICA-Social Security Act applies to all employees of Savannah State University except those specifically excluded under the agreements with the employee's retirement system of Georgia providing coverage. There shall be withheld from any salary or compensation due any employee a percentage of salary, wage, or compensation required to be withheld by the Act. Savannah State University, the employer, will make an equal percentage contribution of the salary, wage, or compensation.

TEACHERS RETIREMENT SYSTEM OF GEORGIA (TRS) – All employees of Savannah State University who are employed one-half time or more are required to be members of the Teachers Retirement System of Georgia or one of the available Optional Retirement Plans. TRS is a defined benefit plan, and the retirement benefit is based upon a predetermined formula. Members of TRS currently contribute a percentage of their gross salary to the system by payroll deduction. In addition, the employer contributes a percentage of each member's gross salary up to the maximum allowed by law. If a member ceases employment before becoming eligible for retirement benefits, the employee is able to request a refund of their contributions. Members become eligible to retire with benefits at any age with 30 or more years of creditable service, or at age 60 with 10 or more years of creditable service. Visit TRS for more information concerning current contribution rates and eligibility for retirement, http://www.trsga.com.

OPTIONAL RETIREMENT PLAN (ORP) – is a defined contribution plan. The account balance is based upon employee/employer contributions and accumulated earnings. Employees may be members of the ORP vendors as defined by the University System of Georgia.

WORKERS' COMPENSATION – Employees are covered by the provisions of the Georgia Workers' Compensation Act in the event they are accidentally injured on the job; benefits are determined by the State Board of Workers' Compensation. Savannah State University pays the entire cost of workers' compensation.

Any injury received on the job, no matter how slight, must be reported immediately to the supervisor. The Supervisor's Report of Injury is to be completed and submitted to the Office of Human Resources without delay. If an accident occurs which requires emergency treatment, personnel in the office of campus security must be contacted immediately for assistance. For treatment of all injuries on the job, the employee must go to one of the doctors listed on the workers' compensation panel list.

GROUP LIFE INSURANCE – Group life insurance, with accidental death and dismemberment coverage, shall be made available to regular employees who work one-half time or more. The University System, as employer, shall pay the premium of a basic $25,000 life insurance policy.

PROFESSIONAL LIABILITY – Savannah State University and the Board of Regents participate in a program of self-insurance whereby employees of the University and the board are insured against losses incurred and arising out of, or in the course of their employment.

2.18.2 Optional

SUPPLEMENTAL LIFE INSURANCE – An employee can choose to have supplemental life insurance coverage equal to his/her pay, rounded up to the next $1,000, then multiplied by one, two or three. When salary changes, insurance coverage will also change. The employee pays the premiums due for supplemental coverage. These premiums are based on age. At age 67, supplemental life insurance coverage and premiums are reduced to 65%, and at age 70, they are reduced to 50% with a maximum of $40,000.

DEPENDENT LIFE INSURANCE – Dependent life insurance is equal to $10,000 for spouses and children between the ages of six months and 19 years, or between the ages of 19 and 25 years if they are unmarried, full-time students. Children at least two weeks old but less than six months old may be insured for $2,000. Employees pay the total premium for dependent coverage. After a covered employee's death, a spouse may retain life insurance coverage until his/her remarriage.

GROUP HEALTH INSURANCE – Hospitalization, surgical, medical, and, sometimes, dental benefits

are made available to regular employees of the University working one-half time or more. This insurance is currently available through Blue Cross/Blue Shield. Benefits are also available to dependents of the same employees. The University shall pay that portion of the cost of such insurance as shall be designated from time to time by the board. Employees who do not subscribe to the plan within 31 days after employment are required to wait until the annual enrollment period before coverage can be obtained. Coverage will then begin next January 1. Health and dental benefits may be carried into retirement at the same premiums. Disabled and retired employees remain eligible for group health insurance. Dependents of deceased employees, retirees, or disabled employees, except in the case of spouses who remarry, remain eligible also.

Signing a Section 125 Authorization Form allows the university payroll clerk to deduct premiums on health, dental, life, and supplemental life (not dependent life) from the employee's gross salary, thus providing a pre-tax option. Employees interested in establishing a dependent care or medical expenses flexible account should contact the Office of Human Resources.

The University has an arrangement with St. Joseph's/Candler Hospitals to waive the deductible and coinsurance portion of the hospital bill. The Office of Human Resources also offers a list of preferred providers (doctors and dentists who require no payment in advance other than the 20% co-insurance). Former employees will be offered, upon clearance by the Office of Human Resources, the option to accept COBRA health insurance.

2.18.3 Other

TAX SHELTERED ANNUITIES – The University offers tax-sheltered annuity plans under the provisions of the 1954 Federal Internal Revenue Code, Section 403 (b).

STATE DEFERRED COMPENSATION PROGRAM – The University offers investment options under the State of Georgia Deferred Compensation Program established under authority of Section 457 of the Internal Revenue Code.

2.19 Compensation Policy

2.19.1 Non-discrimination

Consistent with Board of Regents' *Policy* on equal employment opportunity, no person shall be discriminated on the grounds of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, gender identity, or veteran status in recruiting, hiring, and promotion in all categories. All personnel policies and employees benefits will be administered in a nondiscriminatory manner. As a part of this policy, an equal employment opportunity/affirmative action office is maintained on campus.

2.19.2 Payroll Period (Academic Year Contract)

Faculty members with academic year contracts will be paid during the period of August through May. Payday is normally the last working day of the month, except during the months of December and May.

2.19.3 Payroll Period (Fiscal Year Contract)

Faculty members with a fiscal year contract will be paid during the period July through June. Payday is normally the last working day of the month.

2.19.4 Payroll Period (Summer Contract)

Faculty members employed during a summer session will be paid on designated dates in June and July.

2.19.5 Employment Beyond Retirement

Re-employment of retired professors by the University must fall under the following conditions:

1. The reemployment of a retiree must be approved by the President. A copy of his/her hiring and approval procedure must be submitted to the Board of Regents.

2. A rehired retiree must have a minimum break of at least one (1) month between the effective date of his/her retirement and the effective date of his/her reemployment.

3. The work commitment of a rehired retiree must be less than half-time; i.e., less than 49%.

4. The salary that is paid to a rehired retiree must be either:
   a. No more than 49% of the annual benefit-based compensation amount that he/she was earning at the time of his/her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired; or,
   b. No more than 49% of the average compensation for the position into which the retiree is being hired based on the institution's existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents; or,
   c. No more than 49% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional chief human resources officer.

5. The salary that is paid to a rehired retiree must be consistent with his/her work commitment.

2.19.6 Withholding of Pay

The University may withhold paychecks or deduct from paychecks amounts owed by employees for any fine, fee, penalty, or other financial obligation to the University.

2.19.7 Overload Pay

The standard undergraduate faculty teaching load is defined to be 24 hours per academic year, normally divided into two 12-hour semesters (cf. Section 2.15.1). If a faculty member teaches more than 24 hours, determined at the start of the day after non-attendance verification, the extra pay for the overload is to be paid by the end of the spring semester. Overload compensation shall be commensurate with full-time course enrollment numbers and shall be prorated based on the number of students in the course. For example, if an undergraduate course is considered full, with 16 students and there are 10 students registered for the overload course, the faculty member will be compensated at a rate of 10/16.

2.19.8 Research, Saturday Classes, and Off-Campus Continuing Education

Research and Saturday classes will ordinarily be carried out by USG personnel as part of their normal workload without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.

Extra compensation may be paid, however, when all four of the following conditions exist:

1. The work is carried out in addition to a normal full load.

2. No qualified person is available to carry the work as part of his/her normal load.

3. The work produces sufficient income to be self-supporting.

4. The additional duties are not so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation paid for performance of the employee's normal duties.

When off-campus services conducted through a continuing education center can be included in the normal workload of an individual, no additional compensation shall be paid. Extra compensation shall be paid when the off-campus service meets the four conditions stated above.

2.19.9 Summer School Pay

Payment of compensation to faculty members for full-time employment during the summer session shall be at a rate not to exceed 33-1/3% of their regular nine (9) months compensation for the previous academic year (See Board of Regents' *Policy* Section 8.3.12.3).

The pay rate for Summer shall be communicated . Undergraduate and Graduate classes – whether in person or online - must have a minimum number of students enrolled on the last day of the reinstatement period at 5pm to receive full pay. If fewer than the number of students are enrolled in a class, faculty will be compensated based on the fraction of the number of students enrolled. For example, if the number of undergraduate students to consider a class as full is 16 and 15 paid students are still registered after the reinstatement period, then the faculty will be compensated at 15/16 of the full payment amount and so on. Classes under a predetermined threshold will be cancelled or combined with a section that meets the minimum enrollment requirement. The minimum number of students for a class to be offered and the number of students to be considered full will be communicated to faculty by April 15 each year.

The date to determine enrollment for payment determination is 5:00 pm on the last day of the reinstatement period for the extended, first mini-mester part of the session, and second mini-mester, respectively as indicated on the Academic Calendar. Department chairs and deans are responsible for monitoring enrollment through this period and for contacting faculty about final adjustments related to pay. Deans and department chairs will contact faculty and students to inform them of cancelations/combinations.

Faculty may refuse a contract for summer teaching two weeks before the start of classes. Refusals should be conveyed in writing to the dean and department chair. Under extreme circumstances, and with the agreement of the department chair, dean, provost, and the vice president for business and finance, the pay range could be adjusted to provide adequate courses to facilitate student degree progression (i.e. students majoring in a deactivated program or a student who is on track to complete degree requirements either in the summer or fall of that calendar year).

These circumstances must be explained in writing and submitted to the Provost and Vice President for Business and Finance prior to the start of the summer session. Summer pay guidelines will be reviewed in March of each year; changes/updates will be communicated by April 15 of each year.

2.19.10 Merit Pay Raises

It is the policy of the University to award merit raises to deserving faculty members when funds for such raises are appropriated by the Georgia General Assembly and allocated by the Board of Regents. The merit raise awarded each faculty member shall reflect the entirety of the contributions made by the faculty member to the academic endeavor of the University as evidenced by the faculty member's annual report and the assessment of same by the department chair/program director/dean. At the conclusion of the annual assessment conference between the faculty member and the department chair/program

director/dean, the department chair shall inform each faculty member of the amount of the merit raise he/she will recommend for that faculty member. All other administrators who have the responsibility to examine, amend, and approve merit raises shall advise the faculty member in a timely manner if such administrators intend to change the recommended merit pay raise.

2.20 Grievance Procedures for Faculty

The grievance committee at Savannah State University shall be known as the Board of Review.
The Board of Review is established to provide a means to hear the complaints of university employees (faculty members) who have exhausted normal channels, as defined herein, but who have not received satisfaction in the resolution of a grievance. Prior to filing a complaint with the Board of Review, as provided in Section 2.20.4, an aggrieved employee shall have attempted, through normal channels, that is, by appeal to administrative officers through and including one level of authority higher than the grievant' s immediate supervisor, to resolve satisfactorily the grievance.

The chairperson of the Board of Review may deem attempts to achieve satisfactory resolution of the grievance through normal channels sufficient to waive or extend the deadline for filing a request for a hearing beyond the specified period of time after the occurrence of the alleged act causing the grievance (see 2.20.4).
(*Section revised January 2019, approved by Senate and President*)

2.20.1 Jurisdiction

The Board of Review shall have jurisdiction to consider grievances of any faculty member of Savannah State University. Grievances heard by the board shall include, but are not limited to, the following:

1. Complaints reasonably related to terms and conditions of employment, supported by affidavit of the grievant or other credible evidence, when properly and timely filed, in accordance with the procedures set forth in Section 2.20.4.

2. Grievances concerning salary or promotion of any employee or involving the award of tenure or non-renewal of a faculty member, but only when it is reasonably alleged that the action complained of was the result of discrimination based on race, color, sex, religion, creed, national origin, age, disability, sexual orientation, or veteran status.

3. Any grievance referred to the board for hearing by the President or the Board of Regents.

In cases of grievances passed through normal channels to the President, the Board of Review shall not rule if the President has made a final decision. In such cases, the grievant's right of appeal rests with the Board of Regents. Section 8.2.21 of the Board of Regents *Policy Manual* states that "Employee appeals of final decisions of University System of Georgia institutions are governed by the Board of Regents' Policy on Application for Discretionary Review." Such applications are described in section 6.26 of the Board of Regents *Policy Manual*, "Application for Discretionary Review."
In cases of termination (dismissal) of tenured faculty or of non-tenured faculty during their contract term, an application for review may be directed to the Board of Regents as an "Application for Discretionary Review" as described in section 6.26 of the Board of Regents *Policy Manual*. The Board of Review does not have jurisdiction for cases of termination unless these are referred to the board by the President or the Board of Regents.
(Section revised January 2019, approved by Senate and President).

2.20.2 Chairpersons of the Board of Review

The Faculty Senate shall annually elect two chairs of the Board of Review from among the tenured faculty of the institution for a one-year term. The two chairs must be from different colleges or divisions. The term of the chairs is to begin no later than November 30 of each academic year and to continue until the chairs for the following academic year are elected. Terms begin upon election, except that grievances already in process at the time of election will be overseen by the chairs who were in office at the time of submission of the grievance. Chairpersons may be re-elected.

The chairs should be briefed thoroughly on the conduct of the grievance mechanism by a university system counselor or the affirmative action officer of the University.

Upon election, the chairs shall determine between themselves which is to take the lead on the first grievance filed in their term; should a second grievance be filed, the other chair shall take the lead on it; alternation shall continue as necessary throughout the term. (Section revised January 2019, approved by Senate and President)

2.20.3 Duties of the Chairperson

The chairperson of each board shall not vote but shall be responsible for the conduct of the hearing and implementation of the grievance procedures. The schedule for the grievance procedures is in 2.20.10. The duties of the chairperson include:

1. Receiving grievance and determining that:
    a. it is one which is properly heard by a board (if not, the grievant shall be so notified in writing), and
    b. it has been filed as provided in accordance with 2.20.4.
2. Notifying the respondent of the fact of a formal grievance and of the specific charges therein.
3. Assuring that all parties are familiar with the grievance procedures, which are described in 2.20.4 through 2.20.11.
4. Following the grievance procedures, including drawing a panel of potential members of the Board of Review; scheduling and convening meetings as necessary to adhere to the procedures described in 2.20.4 through 2.20.11; and distributing the grievance to the members of the Board of Review.
5. Convening the hearing; conducting and presiding over the hearing; and ruling on motions of the parties and assisting the board during its deliberations.
6. Assuring that an audio recording or transcript of the hearing is made and retained for use in the event an appeal is filed.
7. Forwarding a copy of the written findings of the board to the President; and forwarding a copy of the Board of Review's confidential recommendation(s), (if any), to the President as set forth in 2.20.8.
8. Filing transcripts of the findings and recommendations to be held confidentially with the faculty secretary.
   (Section revised January 2019, approved by Senate and President)

2.20.4 Procedures for Requesting a Hearing

The grievant, within thirty working days after the occurrence of the alleged act causing grievance, shall file a written request for a hearing with the chairperson of the board stating the following:

1. A notarized statement of facts of the complaint, including the date, time, and place where the act occurred and other pertinent facts, verified (sworn to).
2. The names of possible witnesses.
3. A description of the evidence that supports the complaint.

Note that the chairperson may waive or extend the deadline for filing a request under the circumstances described in 2.20.

The chairperson, within the timetable described in section 2.20.10, shall determine whether the grievance is one that has been properly and timely filed, and whether the nature of the grievance is one which may be properly heard by a board. If so, the chairperson will instruct the parties as to the procedures to be followed in drawing up the names of the members of the board and in conducting the hearing, as described in sections 2.20.5 through 2.20.10. If not, the chairperson will notify the parties and the President of the chair's determination and give the reason(s) in writing. The President may, nevertheless, direct that the grievance be heard by a duly constituted board. Either of the aggrieved parties shall have the right to ascertain the progress of the grievance. Deadlines for all of these communications are described in section 2.20.10.
(Section revised January 2019, approved by Senate and President).

2.20.5 Board of Review

2.20.5.1 Drawing of Panel
If the grievance is determined by the chairperson to be within the jurisdiction of the board, the chair shall draw a panel of ten persons as potential members of the board, by lot, or other random process. Deadlines for concluding this process are expressed in section 2.20.10.

The drawing shall be from a list of eligible faculty members or from lists of eligible faculty members, as appropriate to each case. When grievances involve only faculty members, the panel shall be drawn from tenured faculty members. When grievances involve both faculty members and classified personnel, five members of the panel shall be drawn from tenured faculty members. Eligibility shall be determined according to the standards expressed in 2.20.5.1.1.

A new panel shall be drawn up by the chairperson, supervised by the director of human resources or the affirmative action officer, for each grievance over which the Board of Review has jurisdiction. The director of human resources or the affirmative action officer shall certify, in writing, to the President that the panel drawing process has been impartially executed. A copy of the letter certifying the impartiality of the process shall be provided to the chairperson of the Board of Review. Deadlines for drawing the panel and for certifying its execution are expressed in section 2.20.10.

The chairperson of the Board of Review shall notify both parties to the grievance of the names on the duly constituted panel, in accordance with the deadlines expressed in section 2.20.10.

2.20.5.1.1 Eligibility for Service on Board of Review
With the exception of the President, all tenured faculty with at least one academic year (nine months) of continuous service at the University are potential panel members of the board.

Employees' names shall be removed from the pool if employment is terminated, an employee is a grievant, or an employee is named or otherwise directly involved in the grievance. The names of the President, the chairperson of the Board of Review who is acting on the grievance, the grievant, and the respondent or respondents to the grievance shall be removed from the list or lists of those eligible to serve on the Board of Review prior to the drawing of the panel.

2.20.5.1.2 Excusing of Panel Members

Panel members who are drawn as possible board members may be excused if the chairperson determines that: (1) there is a bona fide conflict of interest between the panel member(s) and either of the parties of the grievance; (2) the potential panel member is ill; or (3) service on the board should be excused for reasonable cause shown.

If more than two of the ten panel members are excused from the panel of ten, then the chair shall draw replacements, again supervised by either the director of human resources or the affirmative action officer. The impartiality of any such drawing of replacements shall also be certified, in writing, to the President, with a copy to the chairperson of the Board of Review.

2.20.5.2 Selection of Review Board Members
Each review board shall consist of a chairperson (non-voting) and three voting members. Following the timeline expressed in section 2.20.10, the chairperson shall arrange a meeting for both parties, in the presence of the chairperson, to strike names from the panel constituted as set forth in 2.20.5.1, until four remain. The parties shall alternate in exercising their strikes, beginning with the grievant, until four members remain. The chairperson shall designate one of the four as an alternate; the other three shall serve as voting members of the board.

2.20.5.3 Removal of Review Board Members for Cause
A party may present a request in writing at least three days in advance of any hearing, to the chairperson, to remove any member of the Board of Review for reasonable cause. If the chairperson grants the request, the alternate member shall become a voting member of the board. The chairperson may, on the chair's own motion, remove any member for reasonable cause stated.
(Section revised January 2019, approved by Senate and President).

2.20.6 Notice to Parties and Review Board of Hearing
After the three members of the board and the alternate have been selected, written notice of the time and date set for hearing shall be delivered to the parties and to the members of the board, by the chairperson, no less than three working days in advance of the date set for the hearing.
(Section revised January 2019, approved by Senate and President).

2.20.7 Hearing Procedure
1. The Board of Review shall hold a hearing in all cases unless all parties agree in writing to waive the hearing.

2. A hearing before the board will be conducted in private; however, the parties may each select one person to attend as an observer and one colleague from the institution, other than an attorney, to assist him or her. Neither of these persons selected shall participate in the grievance hearing.

3. An audio recording, transcript, or written summary of the proceedings shall be kept and made available at reasonable cost to the parties concerned. Requests for these materials should be made to the keeper of the university records (faculty secretary) (in agreement with Board of Regents Records Retention Guidelines and SSU Faculty Handbook 1.7.1.2).

4. The parties shall be afforded a reasonable opportunity to obtain and present witnesses and documentary or other evidence except personnel and other confidential records of university employees.

5. The parties shall have the right to cross-examine witnesses against them. Should a witness be unable to appear because of illness or other cause acceptable to the chairperson, a sworn affidavit of the witness may be introduced into the record.

6. An oath or affirmation shall be administered to all witnesses by a notary public.

7. The board will not be bound by strict rules of disputed evidence. It may receive any evidence deemed by the chairperson to be of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other disputed matters shall be decided by the chairperson.

8. The board shall make no decision on the merits but shall state its findings that shall be based on the evidence introduced at the hearing. The chairperson will report the findings to the President, who will decide the case in the manner set forth in 2.20.9.

9. Public statements and publicity about the complaint shall be avoided, and the confidentiality of the hearing shall be preserved.

10. Upon termination of a hearing, the chairperson shall collect all materials including tapes, pertaining to that hearing and deposit them with the faculty secretary for secure keeping.

(Section revised January 2019, approved by Senate and President).

2.20.8 Findings and Recommendations by the Board

The chairperson at the conclusion of the hearings shall write the findings of the majority and confidential recommendation(s) (if any) to the President. Findings shall be sent to the President upon conclusion of the hearing and in accordance with the timeline expressed in section 2.20.10. In addition to its findings, the board may make confidential recommendation(s) (if any) to the President. These shall be advisory only and shall in no way entail a required course of action.

(Section revised January 2019, approved by Senate and President).

2.20.9 Action Taken by the President

In making a decision, the President will not be bound by the board's findings or confidential recommendation(s) (if any). The President shall advise the grievant, the grievant's direct supervisor, and other parties concerned in writing of the President's decision, or the President may refer the matter back to the chairperson of the board for further response and recommendation(s) before rendering a final decision. All employees shall be advised by the President in writing of the right to apply to the Board of Regents for review of the President's final decision in accordance with the provisions of Article IX of the Bylaws of the Board of Regents.

(Section revised January 2019, approved by Senate and President).

2.20.10 Time Requirements of the Review

Noting the chairperson's right to extend or waive the grievant deadline for filing, this procedure contemplates that the grievance will typically be filed within thirty working days of the occurrence of the alleged act causing the grievance (See Section 2.20.4).

Within three working days following the chairperson's receipt of the grievant filing of the application for hearing, the chairperson shall make the determination whether the nature of the grievance is one which may be properly heard by the board and shall communicate with the parties as specified in sections 2.20.3 and 2.20.4.

Within five working days following the chairperson's decision that the Board of Review has jurisdiction over grievance; the panel of ten members should be constituted and the list of names communicated to the parties. The striking of names should be accomplished as soon as possible thereafter, no later than ten working days following the chairperson's decision that the Board of Review has jurisdiction.

By the working day following the striking of names, the chairperson shall communicate to the parties the names of the three members of the Board of Review and the one alternate member of the Board of Review and shall communicate to the three members of the Board of Review and the one alternate member of the Board of Review that they have been drawn for these duties.

Within five working days following the notification to the members and alternate member of the Board of Review that they are to serve, they and the chairperson shall determine a date or dates for the hearing, which the chairperson shall communicate to the parties within one working day of the determination of the date. The date shall be chosen such that the parties are afforded a minimum of three working days' notice of the date, time, and location of the hearing.

Findings and confidential recommendation(s) (if any) should be forwarded by the board to the President within ten working days from the conclusion of the hearing unless a transcript of the evidence is required. If such occurs, these documents should be forwarded to the President within ten working days after receipt of the transcript from the chairperson. The final decision of the President should be made within ten working days thereafter unless the President refers the matter back to the board for further response and recommendation(s).

2.20.11 Prohibition of Retaliatory Action

A grievant shall not be harassed, intimidated, or otherwise penalized for having used the grievance procedures.

(Section revised January 2019, approved by Senate and President)

2.21 Alternative Dispute Resolution

Since 1995, SSU has implemented ADR to resolve disputes at the lowest possible level. The University adopted the Conciliatory Model, commonly known as Mediation. Mediation is where the parties in dispute turn to a neutral third party to listen to their concerns and facilitate communications between them. The neutral mediator assists the parties in identifying interests and needs and then guides the parties in generating options for solutions to satisfy those interests and needs. The process in voluntary, confidential, and allows for self-determination of the parties. The mediator does not render a decision. The parties craft their own resolution to their dispute.

3 Academic Policies and Services of Interest to the Faculty

3.1 Library Policies

Units of the Library include the Library, Archives, and Special Collections.

1. Traditional Interlibrary Loan and GIL Express: GIL Express is a service being offered at the libraries of all 25 institutions within the University System of Georgia (USG). The service is an innovative resource sharing initiative that allows students, faculty and staff access to all eligible circulating material at all USG libraries. GIL Express is available to all eligible patrons through both an on-site (walk up) requesting service and a remote requesting service. Traditional Interlibrary Loan for physical books, other media, and articles is available to all eligible patrons by completing the online form on the library's website.

2. The Academic Department Liaison Program: The academic department liaison program was established as a channel of communication between the library faculty and teaching faculty. The academic department liaison answers questions, resolves problems, interprets library policy, and provides information about library resources; provides workshops on research tools or on topics that are of special interest to faculty; assists faculty with developing high quality collections in their subject areas; provides reference assistance with faculty research; works with faculty to make information literacy an essential component for students' learning.

3. Library Instruction: Library instruction is available to any class offered at Savannah State University. It includes use of GALILEO, the public online catalog; electronic indexes to periodicals and government documents; Internet access as well as World Wide Web searching; and newspaper electronic indexes. Students are taught how to access this information and how to evaluate their findings. The principles of information literacy are also taught based on the ACRL Framework for Information Literacy for Higher Education. Click here to access the framework.

4. Course Reserves: Reserve materials, books, audio visual materials are available at the Circulation Desk for in-library use for 2 hours. Course reserves can be searched using the library's GIL catalog. The library can place journal articles and eBooks on reserve for courses, available 24 hours a day through the library's catalog, GIL-FIND.

5. Purchase of Library Materials: Faculty members are to assist in developing the library collection for the degree program in which they teach. Each of the colleges is allotted funds from the library's budget for collection development. Orders for library materials are honored as long as there are funds. Book orders may be placed via computer from individual faculty offices or submitted directly to a librarian.

Additional information on the library and access to information regarding library holdings are also available by computer from faculty offices by accessing the library's web site.

3.2 FAX Service

FAX service is available to faculty in most academic offices. Faculty should check with the departmental secretary or department chair to determine departmental rules regarding the use of fax service.

3.3 Information Technology Services

Computing support for students, staff, and faculty is controlled and maintained by staff in Information Technology Services (ITS). Information Technology Services staff are responsible for approving all purchases of computer hardware and software.

Faculty offices are equipped with that provide access to the campus network, E-mail, the library's resources, and the Internet. Students have free access to computer laboratories in academic and residential

buildings.

3.4 Artificial Intelligence (AI) Policy

The Board of Regents requires all institutions to develop and implement policies, procedures, and guidance around the ethical, responsible, and secure use of AI in academic contexts. This policy will be posted on the Faculty Senate website for all faculty, staff, and students to be able to view.

3.5 Print and Copy Services

The University provides printing and copying capabilities through individual office and department equipment. The cost of using these services is charged to departmental operating budgets.

3.6 Academic Computing

The Computer Utilization Committee reviews broad recommendations for purchases of computer hardware and software. Decisions of the committee are transmitted to the President as recommendations. The President reviews the recommendations and transmits approved EDP requests to the vice Chancellor for information technology of the University System of Georgia. When the vice Chancellor approves and returns the requests, purchases are completed through the normal procurement process.

3.7 Bookstore

Faculty are responsible for ordering texts through the online ordering system, usually early in the semester preceding the offering of a scheduled course.

3.8 Reserving Meeting Rooms

Rooms on campus may be reserved by means of a space reservation system. The centralized scheduling system is available for students, faculty, staff, and external users. For training, contact the Information Technology Services department.

4 Administrative and Financial Policies of Interest to the Faculty

4.1 Emergency/Closing

In the event of inclement weather or any emergency that requires the emergency closing of the University, the President may declare leave with or without pay. The President will specify who will report to work. In the absence of the President, the Provost and Vice President for Academic Affairs will determine who shall report to work. Information on emergency closings will be available through the the standard emergency protocol.

4.2 Keys

Staff members in physical plant are responsible for issuing and controlling building keys. Key request forms are available in the physical plant office and online under *Forms Online*. Each request must be signed by the building director or the department chair. All requests for master keys and building entrance keys must be approved by the President. Faculty should submit completed forms to the physical plant office. Staff there will telephone the faculty member when the new key is available to be signed out. The key then becomes the responsibility of the faculty member. That responsibility remains until he/she leaves the University. All keys must be returned to physical plant when employment ceases. If lock changes become necessary due to key loss or theft, the faculty member will be charged for the material and labor costs to change the locks.

4.3 Mail

Savannah State University's post office offers full postal services to the campus community. Each

department has been assigned a post office box in which a faculty member may receive mail. Personal boxes are available for a nominal rental fee.

4.4 Bulletin Boards

Students should regularly read bulletin boards in their dormitories and all other buildings which they frequent, as they are held responsible for information and notices posted. All announcements and notices must be approved in the office of student affairs before posting, and those without proper authorization shall be removed. Those posting announcements must remove these announcements within forty-eight (48) hours after the event or activity has taken place. Students or organizations failing to comply with the removal deadline will be subject to disciplinary action by the Vice President for Student Affairs.

4.5 Telephone Services

Telephones are primarily for conducting business of the University. Personal long distance calls shall not be made from faculty offices. Calls to 800 and 888 (toll free) numbers can be made.

4.6 Travel

In requiring certain of its employees to travel in the performance of their duties, Savannah State University expects to reimburse them for approved and necessary expenses as may be incurred while traveling away from their official headquarters and places of residence.

4.6.1 Travel Authorization

Each employee required to travel in the performance of official duties shall have prior authorization from the department head or other designated official (See travel regulations on file in the Business and Financial Affairs office).

4.7 Parking

Traffic regulations on campus have been established for the convenience and well-being of the campus community. Those who park on campus must purchase a decal each year.

4.8 Purchasing on Behalf of the University

Only the President or Vice President of Business and Financial Affairs or equivalent is authorized to contract for services, to purchase materials or equipment, or to make any financial obligation on the University and then only within prescribed budgetary limits. It shall be unlawful for any university employee, or other person, to order the purchase of any equipment, material supplies, or services in the name of the institution. Invoices and bills for unauthorized purchases will not be processed for payment and shall become the personal obligation of the person who initiated the order. Any member of the faculty, staff, or student body who attempts to make purchases or otherwise financially obligate the institution without permission of the President or Vice President is subject to disciplinary action.

4.9 Home or Off Campus Use of Equipment

State property such as portable personal computers or similar items may be removed from the campus to the home of an employee or to an off-campus site when the purpose is for business use only. Such use shall be tightly controlled by the University and documentation as to the location and use shall be available at all times (See Board of Regents' *Policy*, Section 7.11.9).

4.10 Faculty Identification Cards

The office of auxiliary services issues faculty identification cards. One of the uses of these is to check out materials from the library after activating their library account at the library front desk or through the department library liaison.

4.11 Property Transfers

Property inventory records are maintained on the basis of departmental and building location. The person/department on record as custodian will be held responsible for such items. It is imperative that transfers of equipment be recorded by property control.

4.12 Academic Calendar and Final Examinations

In conjunction with Academic Calendar Committee, AVPAA, and Director of Enrollment Services/Registrar, each year the Office of the Provost and Vice President for Academic Affairs prepare an academic calendar and final exam schedule listing specific dates and events. See section 1.8.2.10 for the Academic Calendar Committee membership, procedures and responsibilities. Faculty members are responsible for referring to the calendar and adhering to its deadlines.

5. Student Affairs Policies of Interest to the Faculty

Copies of Student Rules and Regulations, the student handbook, can be obtained through the office of student affairs. More explicit statements on student life regulations are contained in the residence manual and other related documents in the student affairs office.

5.1 Student Records Policies (Buckley Amendment)

In accordance with the provisions of Section 438 of the Family Educational Rights and Privacy Act, commonly known as the Buckley Amendment, students shall have the right of access to their personnel file, whether or not the University maintains a centralized record keeping system. Procedures shall be available in the office responsible for the maintenance of the record and students shall be informed that they may inspect and review the contents of their records and obtain copies, at their own expense, of items in the file. Students also have the right to a response, from the appropriate official of the office, to reasonable requests for explanation and interpretations of their records; students may challenge the accuracy, appropriateness or validity of any item in their file (Such rights, however, do not extend to content placed in the file prior to January 1, 1975).

1. Access to Public Information--Directory information is public information unless specifically ordered withheld. Directory information is limited to name, campus address, phone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Public information shall be released freely unless the student requests in writing that certain public information not be released.

2. Access to Personal information--Access to personally identifiable information which consists of academic or citizenship records, academic standing, academic rank, grade point average, test scores, and other related educational records shall be released only upon written permission by the student. Certain documents may carry waivers, signed by the student, relinquishing to third parties the right of access to personally identifiable information.

3. Faculty and Staff Access for Student Files--Student records are open to members of the faculty and staff who have a legitimate need to know their contents, except where access is prohibited by special policies such as those governing medical and psychological records. The determination of “a legitimate need to know” shall be made by the person responsible for the maintenance of the records. This determination must be made scrupulously and with respect for the individual whose record is involved. Students will be notified in the event a request to review their file is made.

Academic documents inaccessible to students (because the documents have been filed before January 1, 1975, or are segregated by waivers) are to be used only for the purpose for which they were prepared. Detailed guidelines for the use and dissemination of information from student files, with provisions excluding the inspection of certain student records, can be obtained through the student affairs office.

6 External Relations Policies of Interest to the Faculty

The Communications Department, a unit of University Advancement, is responsible for developing and implementing broad-based communication plans that encompass media relations, issues management, crisis communications, marketing, publications, special events and other public relations functions.

6.1 Communication Channels: Policies and Procedures

In order to provide clear and concise communication, all media inquiries, including coordination of media related events and publicity of university programs should be channeled through the communications department.

Reporters may ask to interview a specific member of the faculty or staff about a specific subject or project. The communications director, or a designee, will contact the appropriate dean, faculty member, or other employee to discuss the request. While local reporters are aware of the communication channels, they sometimes bypass the communications department and contact personnel directly. When this happens, personnel are encouraged to verify that the reporter has been in contact with the director of communications.

Verification is not necessary if a reporter is contacting personnel to follow-up on an official media release or advisory from the communications department. A courtesy call to the director, however, would be appropriate.

6.1.1 Procedures for Submission of Press Releases

Information for events to be publicized externally shall be submitted to the director of communications at least three weeks before the event; a four-week notice is preferred for public service announcements. Submissions should include the basic information, i.e., who, what, when, where, why, and a contact name and campus telephone number. The information will be compiled and distributed as a media release, media advisory, public service announcement, and/or weekly calendar item to appropriate media outlets.

6.1.2 Procedures for Use of Marquees

The Savannah State University campus has two digital marquees: front of the King-Frazier Student Union and at the football stadium at the intersection of LaRoche Avenue and Skidaway Road. Employees and student organizations may submit requests to have university-relevant messages posted on the marquees. For more information, contact Marketing and Communications.

Typically, marketing and communications staff posts messages on Monday mornings. Employees and students may submit requests to have messages posted on the marquees.

To make a request:

1. Submit the proposed message in writing to the communications director seven (7) to ten (10) days prior to the desired posting date.
2.
3. Include the name and telephone number of a contact person in case there is a question; message

may be edited for space.

4. Student organization requests should also include the approval of the advisor, along with a daytime telephone number.

5. Specify the King Frazier marquee and/or the stadium marquee.

While every effort will be made to accommodate a request, submission does not guarantee that a message will be posted. Message requests will be evaluated according to the date received, audience, universal appeal and impact, timeliness and validity. Emergency situations may cause scheduled messages to be replaced, i.e., hurricane preparation updates.

6.2 Publicity for Faculty Activities [See Section 6.1.1].

6.3 Sponsored Research Administration Policy

The mission of the Office of Sponsored Research Administration (OSRA) is to facilitate and enhance the University's ability to acquire extramural funding to support the institution's instruction, research, and service programs. Funded programs are an important source of revenues for the University and fund essential activities that directly support the education and workforce development mission of Savannah State by funding faculty and student research and internships, publications, and conference presentations; community service programs; K-12 academic programs; and SSU undergraduate and graduate curriculum and degree program enhancement and development. Grant funded scholarships and graduate fellowships are important means to recruit, attract and retain talented students to SSU. OSRA supports faculty and staff in identifying funding sources, proposal development (narrative and budget), proposal submission, award negotiation and acceptance, post awards management (time and effort reporting, programmatic reporting, rebudgeting, continuation award funding, subaward management), and compliance requirements (responsible conduct of research, research ethics, financial conflict of interest, animal care and use, protection of human subjects in research, etc.) Additional information on SSU funded programs including faculty research, student scholarships/fellowships, and K-12 initiatives, along with OSRA services can be found on the SSU website.

6.4 Institutional Compliance Committees

6.4.1 Animal Welfare

The Institutional Animal Care and Use Committee (IACUC) reviews and approves all requests to utilize vertebrate animals in testing, research, or education, evaluates research protocols, and inspects animal laboratory and housing facilities. Committee members are appointed by the President and must include a veterinarian, two scientists, one non-scientist and one member not affiliated with SSU.

6.4.2 Biohazardous Materials

The Institutional Biosafety Committee (IBC) reviews and approves all requests to use biohazardous chemicals and materials in research, approves handling and waste disposal protocols, and assesses risks to laboratory workers. Committee members are appointed by the President.

6.4.3 Human Subjects

The Institutional Review Board for the Protection of Human Subjects in Research (IRB) reviews and approves all requests to use humans as subjects in research, including the use of educational tests, survey procedures, interview procedures or observation of public behavior, as defined by the Department of Health and Human Services (DHHS) regulations. Committee members are appointed by the President.

6.4.4 Misconduct in Science

Scientific misconduct is defined by PHS as fabrication, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research.

Each institution which receives or applies for a research, research training, or research related grant or cooperative agreement under the PHS Act must submit an annual assurance (42 CFR 50, Subpart A). Institutional procedures are in place for dealing with allegations of misconduct.

6.4.5 Research Approvals

IACUC, 113C and IRB requests should be coordinated with the Office of Sponsored Research Administration. Approval Forms are available in the OSRA.

6.5 Copyright Policy

6.5.1 Definition of Copyrightable Materials

Copyrightable 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, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes, cassettes; (5) live video or audio broadcasts; (6) programmed instructional materials; (7) computer program documentation; and (8) other materials or works which quality for protection under the copyright laws of the United States or other protective statutes whether or not copyrightable thereunder.

6.5.2 Determination of Rights and Equities in Copyrightable Materials

See Board of Regents' *Policy*, Section 6.3.3.

1. Individual Effort–Copyrightable materials produced by employees of the University System shall be the exclusive property of the employee if there is no significant use of university system personnel or facilities (libraries excluded) and the materials are not prepared in accordance with the terms of a contract or grant or as a specified assignment. A faculty member's general obligation to produce scholarly and creative works does not constitute a specific assignment.

2. Institutionally–Assisted Individual Effort--Joint rights of ownership and/or sharing of royalty income shall be insured where the institution provides significant support of an individual's effort resulting in copyrightable material by the contribution of faculty or staff time, facilities (libraries excluded), or institutional resources.

3. Institutionally-Assigned Efforts–Ownership of copyrightable material developed as a result of assigned institutional duty shall reside with the institution; however, sharing of royalty income with the author is authorized as an incentive to encourage further development of copyrightable materials.

4. Sponsor Supported Efforts– The grant or contract between the sponsor and the institution under which copyrightable materials are produced may contain specific provisions with respect to disposition of rights to these materials. The sponsor (a) may specify that the materials be placed in the public domain, (b) may claim reproduction, or other rights, or (c) may assign all rights to the institution or may not require retention of any rights. In those cases where all rights are vested in

the institution or in cases where royalty income is shared between the sponsor and the institution, the author may appropriately share the income. The nature and extent of author participation in royalty income, however, shall be subject to sponsor and institution regulations.

6.5.3 Institutional Procedures

See Board of Regents' *Policy*, Section 6.3.4.

1. Each institution of the system is required to develop policies and procedures for handling copyrightable materials.

2. The Faculty Development Committee, in its capacity as the patent/copyright committee, shall recommend to the President or his designee the rights and equities in copyrightable materials. Division of income from royalties and other use shall be agreed upon by employees and appropriate administrative personnel in accordance with policies of the copyright committee in advance of the use of the institution's personnel or facilities. In the event of a disagreement as to the ownership and use of such materials, the institution's policies shall provide for an appeal procedure within the institution with final appeal to the Board of Regents.

6.5.4 Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at http://www.copyright.gov, especially their FAQ's at http://www.copyright.gov/help/faq.

For a list of legal sources of online content as an alternative to unauthorized downloads, visit http://www.educause.edu/legalcontent.

6.6 Use of Institutional Letterhead, Trademarks, Logos

All trademarks of institutions of the University System of Georgia constitute property of the Board of Regents of the University System of Georgia and all applications for registration under federal and state laws pertaining to trademark registration shall be made in the name of the Board of Regents of the University System of Georgia.

"Trademark" shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by, or associated with the University System or any of its institutions, or not yet registered under federal and state trademark statutes.

Authorization by the Board of Regents shall be required for the private or commercial use by any person, firm, association, corporation, institution, or other entity of any trademark developed by, or associated with the University System of Georgia or any of its institutions.

6.7 Political

As responsible and interested citizens in a democratic society, employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for system personnel to manage or enter political campaigns, while on duty to perform services for the system or to hold elective political office at the state or federal level while employed by the system. Therefore, the following policies governing political activities are hereby adopted:

1. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which they receive compensation from the system.

2. Employees may not hold elective political office at the state or federal level.

3. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.

4. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employees' duties and responsibilities to the institution or the system.

5. The President may authorize the use of institution facilities for political speeches. The use of system materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden (See Board of Regents' *Policy*, Section 9.10.6).

6.7.1 Political Campaign Events and Partisan Political Activities

Savannah State University is a state supported public institution of higher education. The responsibility for educating and training the future leaders of the state and nation carries with it a duty to adhere to the highest ethical standards and principles. In fulfilling its multiple missions as an institution of higher education, Savannah State University encourages the free exchange of ideas. The University will protect the freedoms of speech, expression, petition, and peaceful assembly, while maintaining its right to impose reasonable time, place, and manner restrictions concerning acts of expression and dissent.

Official Rule/ Responsibilities/ Process

1. Institutional Neutrality – In order to maintain its integrity as a public institution, it is critical that Savannah State maintain neutrality in regard to any partisan political activity. Savannah State University cannot endorse, support or promote any political candidate (either incumbents or new office seekers, members of their staffs, or their campaign representatives) or any partisan political activity. Further, it is the intent and expectation of Savannah State University that all faculty, staff, and students avoid any behavior that could reasonably be interpreted as official University endorsement, support, or promotion of political candidates or partisan political activities. Nothing in these rules should be construed to limit the right or ability of any member of the University

community to express personal opinions or to exercise his or her right to engage in political activities outside his or her official capacity or affiliation with the University.

2. Use of University Funds, Services or Facilities – No Savannah State University employee shall expend or authorize the expenditure of any University funds, services, or supplies for the purpose of influencing the outcome of any election, or partisan political activity. Political candidates (either incumbents or new office seekers, members of their staff, or campaign representatives) are not permitted to reserve University facilities for political campaign events. An area on campus may be reserved in accordance with the University Rules on Freedom of Expression.

3. Use of Symbols, Insignia, or Marks – Savannah State University prohibits the use of any of its symbols, insignias, or other identifying marks in association with any activity that involves the endorsement, support, or promotion of political candidates or partisan political activities. For purposes of this rule, the prohibition includes, but is not necessarily limited to, all registered marks and all official insignia, uniforms, landmarks, or licensed songs that may be reasonably identified with Savannah State University. This prohibition also includes any University affiliated organizations that officially represent the institution, such as the band and athletic teams. University affiliated organizations will be determined by the Vice President for Student Affairs.

4. Recognized Student Organization Sponsorship of Campaign Events – In the spirit of maintaining a "marketplace of ideas," officially recognized student organizations may sponsor partisan political activities or events on campus in accordance with all applicable University rules as set forth in the Savannah State University Student Handbook. In sponsoring a partisan political activity on campus, a recognized student organization or group of organizations must be responsible for communicating and collaborating with appropriate university officials about the event and cannot delegate any responsibility for the event to non-student organizations unless mutually agreed upon by appropriate university officials, the sponsoring organization, and the office of the Vice President for Student Affairs.

5. Disclaimer Statement – Savannah State University reserves the right to require that a statement be made prior to the presentation of any speaker that the views expressed are not necessarily those of the institution or the sponsoring group.

6.8 Fund Raising

6.8.1 The Office University Advancement

The Office of University Advancement is the unit of the University that addresses resource development from private sources. The fund-raising policy states:

> *Solicitation of gifts made by anyone for the benefit of Savannah State University, or any agency thereof, shall require the prior approval of the President, through the Vice President for University Advancement.*

A detailed packet of information containing policies and procedures is available to faculty and staff in the institutional advancement office.

7 APPENDIX

7.1 BYLAWS OF THE FACULTY SENATE

PREAMBLE

The Faculty Senate, authorized by the faculty and approved by the Board of Regents, shall be the legislative body of the faculty with responsibility to advise the President and make rules and regulations for all areas under its purview as prescribed in Board of Regents' *Policy* 3.2.4 and in Section IV of Statutes of Savannah State University. The Faculty Senate shall formulate academic policy and rules regarding student affairs. Upon approval of the President, its actions shall be considered policy to be implemented by the administration. The President shall respond to all decisions recommended by the Faculty Senate for approval within 30 days. The recommendations of the Faculty Senate are subject not only o the approval of the President of the University, but may also require approval of the Chancellor of the USG, and the BOR. Should faculty desire to appeal a decision of the President, this same protocol is followed.

DEFINITION: When used in this document, "majority" shall be understood to mean "simple majority" unless otherwise specified.

ARTICLE I: FUNCTIONS OF THE FACULTY SENATE

SECTION 1: The Senate shall serve as the representative body of the University faculty and shall consider issues presented by any member or group from the faculty. Following deliberations of the Senate, matters specified in these Bylaws as requiring ratification by the entire faculty shall be presented to that body for a vote.

A. The Faculty Senate shall serve as the representative body of the University faculty and shall study and prepare recommendations concerning the faculty and the University. The Senate shall:

    1. Have legislative responsibility with respect to academic policies, educational standards, curricula, and academic regulations;

    2. Approve or disapprove curricular changes recommended by academic departments and colleges of the University;

    3. Make rules and regulations for the students of the University regarding admission, dismissal, discipline, scholarship, classes, programs of study, requirements for graduation and other matters as may be necessary or proper for maintaining high educational standards; and

    4. Inform the University faculty of its actions by written communication to be distributed by the Executive Committee; and

    5. Prepare a written annual report developed by the Executive Committee and presented by the chairperson of the Senate to the University faculty at the last regular meeting of each academic year.

B. The Senate shall establish and maintain standing and other committees of the University faculty and shall make rules and regulations for these.

C. The Senate shall consider concerns of the University faculty and academic departments and colleges. It shall make recommendations or express opinions of the faculty to the University president, and, through the President, to the Board of Regents.

SECTION 2: On behalf of the University faculty, the Senate shall act to

A. Recommend general rules and regulations for all academic programs of the University and the conduct of students and student organizations;

B. Recommend actions to be taken for the general welfare of the faculty and for the protection of academic freedom;

C. Advise the President on any matters that may affect any academic area or aspect of the academic image and integrity of the University; and

D. Consider requests or petitions of a unit's faculty (department or college) or an individual faculty member about matters within the realm of legitimate consideration of the entire faculty and make recommendations about same to the President of Savannah State University.

SECTION 3: The Senate, via these bylaws, shall make rules and regulations for its own governance and proceedings.

ARTICLE II: ORGANIZATION OF THE FACULTY SENATE

SECTION 1: MEMBERSHIP

A. Regular (Voting) Members--The elected representatives of the academic units of the University shall be known as senators and shall have voting rights. In order to be elected to the Senate, a faculty member must have completed two years of service as a full-time, tenure track teaching faculty member at the University, or in units in which tenure is not offered, must have completed two years of service, be full-time, and hold faculty rank. Department chairs and unit directors who regularly teach during the course of an academic year may be elected to the Senate. Temporary, visiting, and adjunct faculty are excluded from membership on the Senate. The Provost and Vice President for Academic Affairs shall be a regular member, but shall not be eligible to serve as an officer.

B. Associate Members--The following administrative officers shall be continual, non-voting, associate members of the Senate by virtue of their positions and provision in the Statutes: the Vice President for Business and Financial Affairs, the Vice President for Student Affairs, the Vice President for University Advancement, the academic deans of the colleges, the Director of Institutional Planning, Research and Assessment, the Director of Library Services, the Assistant/Associate Vice President for Academic Affairs, and the assistant and associate deans of the colleges. All associate members shall be ex-officio.

SECTION 2: ELECTION OF SENATORS

A. Colleges that have departments shall elect their representatives by department. Colleges that do not have departments shall elect their representatives by college. The library should also elect their representatives. All shall report on the names of those elected to the Executive Committee at least seven days prior to the last regularly scheduled Senate meeting of the academic year.

B. Senators shall serve for a period of two years.

C. Every academic department or degree-granting program of the University shall have at least one senator.

D. The total number of senators shall be not fewer than 29 elected members and the designated ex-officio members. Minimally, the elected membership shall consist of one-fourth of the total number in the University faculty. The number of senators from each academic department, program or discipline in respect to the total number of elected regular members of the Senate shall be consistent with the ratio of the number of full-time faculty employed in the academic department, program or discipline to the total number of full-time faculty employed in the University faculty.

E. New senators shall be installed at the last regular meeting of the academic year. Installation of new senators shall occur at the beginning of the meeting, which allows all new senators to vote/participate in the process of senate.

F. If a department or program believes it is not being properly served by a senator, then that department or program has a right to recall that senator by majority vote.

SECTION 3: VOTING

A. All powers of the Senate shall be exercised by the affirmative vote of a majority of Senators present.

B. Each senator shall have one vote.

C. Voting may be by (1) voice vote, (2) show of hand, or (3) ballots. Following a non-unanimous voice vote, a senator may request a division of the house which must be conducted immediately by show of hand vote. A senator may request a ballot vote.

D. Given that all actions of the Senate are transmitted to the President as recommendations, the President, who also serves as the Chair of the Senate, may not exercise the usual tie-breaking vote.

SECTION 4: OFFICERS OF THE SENATE

A. There shall be the following officers: Senate President, Vice President, Secretary, Parliamentarian, and Logistics Officer.

B. In accordance with Board of Regents' *Policy*, the President of the University shall preside over the Faculty Senate.

C. All officers, except the University President, shall be senators elected from the Senate membership at the year's final, regularly scheduled meeting, shall take office on the 1st of July.

D. Election of officers shall be by majority vote of the senators present. Each officer shall be elected in an individual motion. The Secretary of the Senate shall be the election teller and shall certify all final vote counts.

E. In the event of an officer abdicating a position, said position shall be filled by majority vote of the senators present during the regular meeting following the announcement of the vacancy.

F. Excepting the University President, an officer may be impeached for failure to perform those duties specified in the Senate's Bylaws. A petition signed by ten (10) percent of the Senate's voting members shall be required for including this action on the agenda. A two-thirds majority vote of senators present shall be required for impeachment.

G. In the event of an impeachment, the vacant position shall be filled at the next regular meeting of the Senate.

SECTION 5: DUTIES OF THE OFFICERS OF THE SENATE

A. University President: The University President shall preside at Senate. shall respond to all decisions recommended by the Faculty Senate for approval within 30 days.

B. Senate President: The Senate President shall be the presiding officer and Chair of the Executive Committee and shall be the official spokesperson for the organization. The President of the SSU Faculty Senate shall be a tenured faculty member elected to serve a two-year term of office or until such time as the position is vacated. The Senate president shall be a sitting senator elected by the Senate at the final meeting of the spring semester preceding the beginning of his or her term. If the president is in his/her final year as a senator, he/she may serve out the term as president; however, may only be re-elected if he/she is a sitting senator at the time of the election. He/she shall preside at all Faculty Senate meetings and be responsible for, among other duties, the following:

   a. Convening the Executive Committee monthly and prior to each meeting of the Senate. The Senate President shall be accountable for carrying out the majority vote of the Executive Committee of the Senate on routine matters;
   b. Preparing, in consultation with the Executive Committee, the agenda for each meeting of the SSU Senate;
   c. Distributing the Senate's agenda and the meeting calendar for the academic year;
   d. Referring all matters submitted for the Faculty Senate's attention to the appropriate committee(s) and/or to the University President;
   e. Serving as liaison to the University President, both keeping the University President informed regarding the concerns of the Faculty Senate and seeking support and advice on behalf of the Faculty Senate;
   f. Representing the Faculty Senate pro-actively before the University administration regarding faculty matters as appropriate;
   g. Reporting the actions of the SSU Senate to the University Faculty via email and at General Faculty Meetings;
   h. Submitting to the President of the University a copy of the minutes of each meeting of the SSU Faculty Senate;
   i. Transmitting the resolution(s) to the University President and ensure a response is provided;

j. Provide support to transition the new Senate President to the office prior to July 1st (the date the new Senate President officially assumes responsibility); and
k. Represent SSU on the University System of Georgia Faculty Council (USGFC). If the Senate President cannot attend a particular meeting of the USGFC, the President must designate another representative from within the Faculty Senate. Assistance for travel will be provided by the Office of the Provost and Vice President of Academic Affairs.
l. It is strongly recommended that, given the extraordinary time commitment involved, the President of the Faculty Senate should be recognized for his/her service as Senate president. Such recognition may be, for example, a course release, additional credit for service contributions in his/her faculty portfolio, or other such methods of recognition as determined appropriate. The Senate president is expected to maintain regular office hours. The position of Senate president is recognized with a re-assignment of 3-4 credit hours (of 12) per term during contract periods for duties relating to Senate activities or representation and is issued a stipend equivalent to at least $500 per month during the non-contract periods in the summer.

C. Vice President: The Senate Vice President is elected for a two-year term, or until the position is vacated. This position is staggered with that of the Senate President. The Senate President and the Vice President shall not be elected in the same year to provide continuity in administration. The Vice President shall be responsible for all communications and correspondence going out from or coming into the Faculty Senate. The duties of the Senate Vice President also include:

a. Serving as the official liaison between the Standing Committees of the Faculty Senate and the Executive Committee, in the absence of the Senate President;
b. Monitoring the Senate email account and requesting Senate agenda items prior to Executive Meetings;
c. Ensuring that the minutes, recommendations and actions of the Senate are archived properly and in chronological order in the University Library for the recorded history of the Faculty Senate and institutional assessments;
d. Coordinating faculty development and enrichment activities sponsored by the Senate on behalf of the faculty;
e. Serve as a faculty representative on the advisory council to the provost and vice president for academic affairs and shall prepare and distribute to the Senate a summary of the issues addressed at those meetings; and
f. Fulfilling the duties of the Senate President in his/her absence and other duties as assigned.

D. Secretary: The Secretary shall be the official record-keeper of the Senate. The Secretary is on a one-year appointment with eligibility for reappointment. The secretary shall be among sitting senators or senators elected by the Senate at its final meeting of the spring semester. The Secretary shall (1) prepare and secure the minutes of the Executive Committee, (2) record, transmit and preserve the minutes of the Senate meetings, (3) reproduce and distribute the minutes of the previous Senate meetings to all senators, associate members, and faculty at least three days prior to the regularly scheduled meeting, (4) act as vote teller at all meetings of the Senate). The duties of this office include:
    a. Preparing and maintaining the official records of the Faculty Senate; receiving committee reports, and he/she shall be responsible for archiving the minutes of the Faculty Senate meetings and the meetings of the Executive Committee in the Senate Library;
    b. Submitting the Minutes to the Faculty Senate President in a manner expeditiously enough to allow the minutes to be disseminated the week prior to the Executive Committee meetings

and the Faculty Senate meeting. Submitting copies of the approved minutes of the Faculty Senate to the Senate archive and Vice President for ensuring that the minutes are published on the university website and Library;

c. Distributing the senate agenda and minutes to the Executive Committee for the upcoming Senate meeting within three (3) working days prior to the regularly scheduled meeting; and

d. Preparing resolution documents, ensuring proper formatting and numbering of resolutions for transmission to University President; the Senate President will transmit the resolution(s) to the University President and ensure a response is provided.

E. Parliamentarian.: The Parliamentarian shall settle matters of debate procedures and protocols. The Parliamentarian is elected for a one-year term or until such time as the position is vacated. The Parliamentarian shall be among sitting senators or senators-elect elected by the Senate at its final meeting of the spring semester. The Parliamentarian shall be guided by Robert's Rules of Order and Senate Bylaws. The Parliamentarian shall an (1) settle matters of debate procedures and protocol of conducting the meetings, and (2) provide orientation on Robert's Rules of Order, Senate structure and Bylaws, etc. to all new senators prior to their service as a senator.

F. Logistics Officer. The Logistics Officer shall be elected to a one-year term with reappointment. The Logistics Officer shall be among sitting senators or senators-elect elected by the Senate at its final meeting of the spring semester. The Logistics Officer shall

a. meet with the appropriate service units of the University to ensure that the meeting site (whether in-person or virtual) for Executive Committee and Senate meetings are scheduled and properly equipped and available prior to the hour scheduled for that meeting.
b. Ensure that the university website is current with the display of Senate documents, meeting minutes and agendas, Senate membership, standing, administrative, and *ad hoc* committee membership, meeting schedule, handbook updates, resolutions, etc.
c. Create paper or electronic ballots, when necessary.
d. Maintain attendance records at Senate meetings and distribute them to the Secretary after each Senate meeting.

G. No person shall be elected to the same office more than two consecutive terms.

H. Officers shall be elected at the year's final regularly scheduled meeting of the Senate and shall take office on the 1st of July.

I. The duties of the PAST PRESIDENT shall be as follows:

a. assists the president as an *ex-officio* member of the Senate Executive Committee;
b. attend meetings with the Senate president as requested;

SECTION 6: COMMITTEES

A. The Executive Committee shall be composed of the Senate's President, Vice President, Secretary, Parliamentarian, and Logistics Officer. The chairperson of the Faculty Affairs Committee is a non-voting member of the executive Committee. The Senate Past President is an *ex officio* member of the Executive Committee.

B. The Senate shall establish and maintain standing and *ad hoc* committees of the University faculty and shall make rules and regulations for these.

C. The terms of membership on standing committees of the Senate shall be two years, beginning in the fall term of the academic year. The terms of membership of special committees shall be as defined by the Executive Committee at the time that such committees are created.

D. The Executive Committee shall require a standing or *ad hoc* committee to report to the Senate as needed.

E. Membership on the standing committees shall include senators but, except as provided in Section 7A, shall not be limited to senators only. As much as possible, membership shall be representative of the various academic units and of the race/gender mix of the faculty population. Membership in all committees shall be for two years with terms of service to be staggered one year for half of the membership of each committee.

F. Chairs of standing committees shall be senators. These persons may be elected by the committee or appointed by the Senate.

G. Any committee (including *ad hoc* committees) dealing with promotion, tenure, retention, and/or dismissal of faculty or with grievances by or against faculty shall consist of tenured and good standing faculty only.

H. Except in situations involving confidential matters, the Senate may require its appointees to administrative committees to submit a report to the Faculty Senate.

SECTION 7: THE EXECUTIVE COMMITTEE

A. The Senate President shall chair the Executive Committee.

B. The Executive Committee shall serve as the executive body of the Senate and shall be responsible for planning and directing the work of the Senate. It shall prepare and distribute, through its Vice President, the agenda for meetings.

C. The Executive Committee shall be the channel of communication between the Senate and the University administration. It shall meet regularly with the President to discuss the issues which are of interest to the faculty and the University.

D. The Executive Committee shall request and receive regular reports from the standing committees of the Senate. It may establish *ad hoc* committees to examine and report on issues which are of interest to the faculty but which do not fall within the domain of a standing committee.

E. The Executive Committee shall coordinate an orientation workshop for incoming senators and alternates on a date determined by the Senate Executive Committee.

SECTION 8: STANDING COMMITTEES

A. The standing committees of the Senate shall be: Executive Committee; Committee on Committees (Senate members only); New Programs and Curriculum Committee (NPCC); Committee on Student Affairs; Library and Education Media Committee; Scholarship Committee; Faculty Development Committee; Committee on Faculty Affairs; International Students Programs and Activities Committee, Committee to Revise the Faculty Handbook; and Evaluation Committee.

B. The chair shall schedule meetings and notify members; prepare the agenda for each meeting (a copy shall be filed with the report submitted to the Senate); preside at committee meetings; present written committee reports to the Faculty Senate, including reports of attendance and participation records; and appoint a recorder, assure that the committee elects a recorder, or accept a volunteer committee member as recorder.

C. An elected, volunteer, or appointed recorder shall take notes at committee meetings, keep accurate attendance records, and prepare and present minutes to the committee and other individuals/groups as requested.

ARTICLE III: PROCEEDINGS OF THE SENATE

SECTION 1: MEETINGS OF THE SENATE

A. The Senate shall meet at least twice each academic term. Summer meetings shall be scheduled if needed.

B. The President of the Senate shall preside at Senate meetings.

C. The President of the Senate shall distribute to all senators and associate members a calendar of regular meeting dates for the academic year. Such distribution must be completed prior to the initial meeting of each year, and the meetings so identified shall be deemed regular meetings.

D. Special meetings of the Senate may be called by the University President, Senate President, or the Executive Committee.

E. A quorum shall consist of one-half the elected senators. All powers of the Senate shall be exercised by the affirmative vote of a majority of senators present.

F. A summary of the minutes of each meeting shall be furnished by the Secretary to all senators, associate members, and faculty not later than three calendar days prior to the next meeting of the Senate.

G. Except as determined by majority vote of senators, all meetings of the Senate shall be open to visiting members of the general University faculty. Such persons may be granted the privilege of the floor on a specific agenda item at the discretion of the presiding officer. Proposals, measures, and resolutions can only be introduced on the Faculty Senate floor by members of the Faculty Senate, standing committees, or those designated by the Executive Committee. Members of the University who are not members of the Faculty Senate may be granted the right to speak, but not to vote, on matters before the Faculty Senate. When a request is made for this privilege, the President of the Faculty Senate will ask the Faculty Senators whether there are objections and, hearing none, will grant permission for the person to speak.

H. Order of Business. The order of business for regular meetings will be as set forth in the agenda, except that the order of business may be altered by general consensus during the meeting. The order of business will include (1) call to order; (2) approval of previous meeting's minutes; (3) committee reports; (4) unfinished business; (5) new business; (6) miscellaneous (comments, announcements, tributes, etc.); (7) adjournment. The agenda will also provide for updates by the

University President or designee, the President of the Faculty Senate or designee, as well as invited guest(s).

ARTICLE IV: AMENDMENT OF BYLAWS

These Bylaws shall be amendable by a majority vote of the elected senators at a regular meeting, provided that the proposed amendment is a part of the written agenda of that meeting and that a quorum has been certified. Said amendment shall then be presented to the general faculty for approval. All amendments shall be submitted to the Senate at least one meeting prior to the meeting at which the vote on the amendment shall be taken.

ARTICLE V: RATIFICATION OF AMENDMENTS

Having already been approved by the Senate, amendments to the Bylaws shall be recommended to the University faculty for approval by a two-thirds vote of the faculty present.

ARTICLE VI: SUBORDINATION TO THE STATUTES

The Bylaws of the Faculty Senate shall be in compliance with the Savannah State University Statutes and the policies and bylaws of the Board of Regents of the University System of Georgia. In case of any conflict between the Bylaws of the Faculty Senate and the University's Statutes, the Statutes shall prevail.