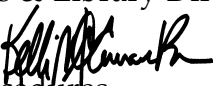




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TO: Academic Deans & Library Director  
FROM: Kelli R. Brown   
RE: Processes & Procedures  
DATE: February 8, 2016  
CC: Department Chairs, Academic Leadership Team

The following is a written follow-up to conversations we have had during the past year regarding a number of topics.

**Department Chairs:** Beginning this past summer (2015), all department chairs are being hired as 12-month leadership positions. Current department chairs not in 12-month positions can continue their roles; however, when they step down the next chair will be on a 12 month leadership contract. Depending on the available resources, all chairs will be selected through a national search. All department chairs will be hired with tenure and professor status on appointment. In all new department chair hires, a provision for step down to a faculty role will be clearly delineated and will be approved by Provost prior to offer letter being shared with candidate.

**Probationary Credit:** Probationary credit toward promotion and tenure will be used judiciously when hiring faculty at Georgia College. Probationary credit toward promotion and tenure will only be allowed with approval from the Provost in advance of hiring, and/or during the negotiation process with a prospective faculty member. This approval must be in writing from the Provost. Credit toward promotion and tenure must appear in the letter of offer.

**Online Teaching:** Fully online undergraduate instruction during regular fall and spring semesters must be approved on a case-by-case basis by both the Dean and Provost. Approval will be reserved for exceptional circumstances (such as a medical leave), or when there is a distinctive pedagogical value added to the online delivery that is unavailable with hybrid or face-to-face instruction. This approval must be in writing from both the Dean and Provost. If courses are being offered fully online in spring 2016 and/or fall 2016, the Dean must notify and request approval from the Provost approval at this time.

**Faculty Search Ads:** All faculty search ads will contain the following statement regarding teaching in the core. *All Georgia College faculty share the responsibility of teaching our core curriculum and providing foundation courses for majors and non-majors alike. To carry out our public liberal arts mission, we seek faculty with the desire and ability to engage students as they launch their intellectual journey.*

**Terminal Degrees:** Effective fall 2015, all faculty hired as either lecturer or tenure earning must have a terminal degree. Preferably all faculty are hired with terminal degree in hand; however, exceptions may occur. In those rare exceptions, faculty must have terminal degrees completed within 12 months of date of hire. These exceptions must be approved by the Provost prior to the letter of offer with an explanation of when the terminal degree will be completed. This will be noted in the letter of offer and if the terminal degree is not earned within the 12 months from date of hire, the faculty will receive a letter of nonrenewal for the following year. It is preferred that all faculty hired as limited term be terminally qualified as well; however, given the temporary and sometimes last minute nature of such hires, this is not necessary but highly encouraged.

**New Faculty Hires without Terminal Degree at Hire:** Salaries for faculty who have recently obtained a terminal degree, and also have a salary withholding as part of their initial hire, will be adjusted to reflect the new annual salary rate. This new salary rate will be prorated based on the salary administration effective date. The salary administration effective date will be based on the degree award date and the first day of the following month. Example: Faculty hired for August 1, 2015 start; degree awarded 12/12/2015; partial salary will be withheld for August 1 – December 31, 2015; the full salary effective date will be January 1, 2016. Letter of offer will be explicit with this language to ensure full understanding by new employee. Amount withheld will be determined by Dean and Provost, typically between \$2500 and \$25,000 depending on the initial salary.

**Faculty Positions:** Effective Spring 2016, all vacant lecturer and tenure-earning and/or tenured faculty positions will revert to the Office of Academic Affairs. To request a new faculty position (tenure earning, lecturer or limited term) or fill a vacant position, the department chair and dean must complete a Faculty Position Request form. See attached form. The Faculty Position Request form will also be used for new budget request positions as well, typically in fall. To improve our hiring process efficiency and to equip Georgia College & State University with talented faculty, all searches will focus on permanent hires whenever possible.

**Faculty/Staff Positions:** Effective fall 2015, all permanent lapse associated with new hires (faculty and staff) will be retained by the Office of Academic Affairs. This will allow Academic Affairs to assess university needs and create new positions as needed within Academic Affairs.

Effective fall 2015, all temporary lapse in unfilled lines (faculty & staff) will be retained by the College and/or unit.

**New Faculty Orientation:** Effective fall 2017, all new tenure earning, tenured and lecturers will receive reassigned time for a single semester long faculty orientation program. The orientation will begin on the Monday and Tuesday before classes begin and will continue through the fall semester for a period of up to 3 hours weekly.

Limited term faculty must only attend the Monday and Tuesday sessions. Each college and library will be responsible for one social event during the fall semester so that the new faculty become acquainted with each college/library, faculty and staff. Faculty who begin in spring 2017 will be required to attend the upcoming fall orientation program. The dates and times for the fall 2017 new faculty orientation will be provided by October 1, 2016.