

Agnes Scott College

Academic Calendar 2002-2003

Fall Semester

Friday, August 23.....	New students arrive
Friday-Monday, Aug. 23-26	New Student Orientation
Sunday, August 25	Returning students arrive
Monday, August 26.....	Registration for returning students
Tuesday, August 27	Registration for new students
Wednesday, August 28	First Day of Classes
Monday, September 2	Labor Day Holiday
Friday & Saturday, October 4-5.....	Black Cat
Thursday-Sunday, October 17-20.....	Fall Break
Wednesday-Sunday, Nov. 27-December 1	Thanksgiving Break
Monday, December 9.....	Last Day of Classes
Tuesday & Wednesday, December 10-11	Reading Days
Thursday-Tuesday, December 12-17.....	Final Exams

Spring Semester

Monday, January 20.....	Martin Luther King, Jr., Holiday
Tuesday, January 21.....	Students arrive
Wednesday, January 22	Registration
Thursday, January 23	First Day of Classes
Monday-Friday, March 10-14.....	Spring Break
Friday-Sunday, April 18-20.....	Easter Break
Tuesday, May 6.....	Last Day of Classes
Wednesday-Thursday, May 7-8.....	Reading Days
Thursday, May 8	Senior Exams Begin at 2:00 p.m.
Friday-Wednesday, May 9-14	Final Exams
<i>(No exams on Sunday. Senior exams end Wednesday, May 15 at noon, others end at 5:00 p.m.)</i>	
Friday, May 16.....	Baccalaureate
Saturday, May 17.....	Commencement

**ADMINISTRATIVE ORGANIZATIONAL CHART
JULY 2002**

I. THE COLLEGE

BYLAWS OF AGNES SCOTT COLLEGE

A copy of the current (1992) Articles of Incorporation and a copy of the current (1992, as revised) Bylaws of the College are on file in the library.

MISSION AND FOUNDATIONS OF AGNES SCOTT COLLEGE

MISSION OF AGNES SCOTT COLLEGE

- Agnes Scott College educates women to think deeply, live honorably and engage the intellectual and social challenges of their times.
- Agnes Scott College provides a dynamic liberal arts and sciences curriculum of the highest standards so that students and faculty can realize their full creative and intellectual potential.
- Agnes Scott College fosters an environment in which women can develop high expectations for themselves as individuals, scholars, professionals and citizens of the world.
- Agnes Scott College strives to be a just and inclusive community that expects honorable behavior, encourages spiritual inquiry and promotes respectful dialogue across differences.

Officially adopted by the Agnes Scott College Board of Trustees, August 2002

FOUNDATIONS

Agnes Scott College honors in its name the integrity and intellectual curiosity of Agnes Irvine Scott, a Scots-Irish immigrant to the United States. Her son Colonel George Washington Scott was the College's primary benefactor, and the Reverend Frank Henry Gaines, minister of Decatur Presbyterian Church, was the founding president. While their leadership extended into the South the Presbyterian educational movement that began with Princeton, Agnes Scott was established with a distinctive mission: to educate women for the betterment of their families and the elevation of their region. Initially named the Decatur Female Seminary in 1889 and renamed Agnes Scott Institute in 1890, the College was chartered as Agnes Scott College in 1906.

The first institution of higher education in Georgia to receive regional accreditation, Agnes Scott College dedicated itself from the beginning to the highest level of "mortal and intellectual training and education."¹ Its emphasis on academic excellence and a rigorous liberal arts curriculum "fully abreast of the best institutions of this country"² has always encouraged independent thinking in an atmosphere for learning. The College's residential campus, now prized for both its aesthetic distinction and state-of-the-art facilities, has given all student generations a sense of place, purpose and responsibility. Student self-government under an honor code has been a hallmark since 1906. A founding member of many national and regional educational associations, Agnes Scott has been a member of Phi Beta Kappa since 1926. This tradition of educational leadership continues in the 21st century as the College models new forms of undergraduate education for women, including innovative science and international programs; language, technology and speaking throughout the curriculum; and linkages to Atlanta's university, business and cultural communities.

¹ Charter, Decatur Female Seminary, August 27, 1889

² Agnes Scott Ideal, Frank H. Gaines, 1889

The Reformed tradition in which the College was created helped shape the intellectual, spiritual and ethical values affirmed to this day: individual inquiry, commitment to the common good, the importance of character formation and engagement with the world. These are reflected in its motto from II Peter 1:5, “Now add to your faith virtue; and to virtue knowledge.” The College’s charter commitment to provide “auspices distinctly favorable to the maintenance of the faith and practice of the Christian religion” has broadened into a commitment to ensure that students, faculty and staff of many faiths and secular persuasions are full participants in the life of the College. While Agnes Scott continues to be related to the Presbyterian Church, (U.S.A.), its Board of Trustees is an independent, self-perpetuating governing body.

Widening the vision of its founders while remaining grounded in its original mission, Agnes Scott College continues to provide women with an edge for achievement. Alumnae distinguish themselves in medicine, science, education, ministry, the arts, law, politics, business, and community service. Since the early 1920s the College has ranked in the top ten percent of American colleges whose graduates complete Ph.D. degrees. The Agnes Scott student body has expanded to include women who represent the diversity that is the United States and the world, women who are returning to college to complete their degrees, and women and men who seek the Masters of Arts in Teaching. The engagement of the Agnes Scott Community in the intellectual, cultural and social issues of its times represents both the proud history and the bright future of the college.

Officially adopted by the Agnes Scott College Board of Trustees, August 2002

AGNES SCOTT COLLEGE VALUES

- **A COMMITMENT TO WOMEN**
 - To a holistic approach to education for women, acknowledging the primacy of intellectual development, with integrating opportunities for physical, social, cultural, and spiritual development.
 - To perspectives within the liberal arts tradition that are particularly significant to women.
- **A COMMITMENT TO TEACHING AND LEARNING**
 - To academic excellence, rigor and creativity that engender the joy of learning.
 - To personal interaction between students and faculty with an emphasis on independent study and mentoring.
 - To the utilization of wide ranging pedagogical techniques and technologies.
 - To an emphasis on collaborative learning.
- **A COMMITMENT TO LIBERAL ARTS**
 - To experience of a broad range of liberal art studies disciplines, including humanities, fine arts, natural and social sciences with significant depth in a disciplinary or interdisciplinary major.
 - To the liberal arts as the indispensable foundation for professional life.
- **A COMMITMENT TO AN APPRECIATION OF DIVERSE CULTURES**
 - To curricula reflecting a wide range of original sources and scholarly critiques.
 - To a student body and a faculty who bring to Agnes Scott the diverse perspectives of their circumstances, cultures and backgrounds.
 - To respectful engagement with divergent ideas, philosophies and perspectives from all members of the college community.
 - To applied learning opportunities in local and international communities.

- **A COMMITMENT TO A COMMUNITY THAT VALUES JUSTICE, COURAGE, AND INTEGRITY**
 - To encourage the development of a spiritual commitment and a set of values that can serve as sources of vitality, meaning and guidance in the lives of students.
 - To support the development of leadership skills and community service experiences needed to become effective contributors to one's family, profession and to society and world citizenship.

Endorsed by the Faculty, April 1995.

Affirmed by the Agnes Scott College Board of Trustees, August 2002.

ADMINISTRATORS

OFFICERS

President

(See the College Bylaws, Section 6.9.)

Vice President for Academic Affairs/Dean of the College

(See the College Bylaws, Section 6.10.)

Vice President for Student Life and Community Relations/Dean of Students

(See the College Bylaws, Section 6.11.)

Vice President for Business and Finance

(See the College Bylaws, Section 6.12, as amended January 27, 1995, and November 1, 1996.)

Vice President for Institutional Advancement

(See the College bylaws, Section 6.13, as amended January 27, 1995, and November 1, 1996.)

Secretary

(See the College Bylaws, Section 6.15, as amended January 27, 1995 and November 1, 1996.)

PRESIDENT'S OFFICE

Director of the Office of the President

The director of the office of the president supervises the work of the office of the president including institutional research, coordinates strategic planning efforts, assists the president in implementing projects of strategic importance to the College, and provides support for the president's senior staff and the Board of Trustees.

Manager of Institutional Research

The manager of institutional research is responsible for collecting, analyzing, and disseminating accurate and consistent data regarding the College to external audiences and to internal audiences in support of institutional planning and decision-making; coordinating and/or completing all institutional survey responses; and coordinating all surveys of Agnes Scott College constituencies.

DEAN OF THE COLLEGE DIVISION

Associate Dean of the College

The associate dean of the college assists the vice president for academic affairs/dean of the college in the overall planning, operation, and administration of academic programs at Agnes Scott College. In addition, the associate dean provides leadership and management of a specific set of academic offices/programs including the Office of Academic Advising, the Office of Registrar, and the Office of Faculty Services.

Assistant Dean of the College and Director of Academic Advising

The assistant dean of the college and director of academic advising has general charge of the monitoring and supervision of all procedures and policies concerning academic standards, and develops and supervises academic advising.

Assistant Dean of the College for Program Development and Grants

The assistant dean of the college for program developments and grants coordinates support for sponsored research and faculty development, and assists in the development of academic initiatives and programs.

Director of Experiential Learning

The director of experiential learning, in collaboration with faculty, initiates and coordinates all academic "for-credit" experiential learning, and serves as a link to area corporations, businesses and non-profit organizations.

Director of International Education

The director of international education plans and coordinates academic international experience programs including Global Awareness and Global Connections, study abroad, international exchange programs for faculty and students, international internships; advises international students on visa issues; and coordinates visits of international faculty.

Director of Information Technology Services

The director of information technology services is responsible for the supervision, direction and operation of all computing and media resources; provides leadership in and support for the incorporation of information technology in all administrative and academic areas of the College; and supervises the delivery of support services.

Director of Library Services

The director of library services is responsible for the McCain Library collection, library policies and activities, and library staffing to meet the information needs of the academic community of the College.

Director of Teacher Education Programs

The director of Teacher Education Programs is appointed by the vice president for academic affairs/dean of the college. The appointee must be a member of the Education department, tenured if possible and other than the chair when feasible.

The director of Teacher Education Programs is responsible for the day-to-day coordination of all programs (graduate and undergraduate), including long term planning, recruitment of Agnes Scott students to undergraduate programs, program assessment, coordination with outside agencies, and certification recommendations. The director maintains certification records, including certification test score information. She/he represents the College at state and national teacher education meetings, and schedules meetings of the Teacher Education Committee, and the Teacher Preparation Advisory Group. The director serves as a member of the MAT in Secondary English Committee and the Teacher Education Committee, *ex officio*. She/he coordinates applications to undergraduate and post-baccalaureate teacher education programs, represents the College at events for prospective students, and chairs accreditation review committees.

Director of the Masters of Arts in Teaching Secondary English Program

The Director of the Masters of Arts in Teaching Secondary English Program is responsible for overall program planning (advertisement, recruitment, coordination of admissions) as well as budgeting for the program. Additional responsibilities include curricular activities (e.g., scheduling of courses and personnel, course design and instruction), and overseeing the advising of MAT in Teaching Secondary English students. The Director also initiates special programs for students and graduates and monitors the evaluation of courses.

Registrar

The registrar establishes and maintains all student academic records; manages all student registrations; coordinates grading procedures, both mid-term and end-of-semester; prepares the schedule of classes twice per year; and schedules classroom usage.

STUDENT LIFE DIVISION

Associate Dean of Students

The associate dean of students designs and implements a comprehensive program of student services, which supports the educational experience of students beyond the classroom. The associate dean directs and supervises primary areas of student life, including residential life, health services, student activities and career planning, and meets emergency situations involving students.

Assistant Dean of Students

The assistant dean of students plans, coordinates and implements a continuing series of activities and events designed to meet the out-of-class needs of Agnes Scott students. The assistant dean also promotes and enhances the campus community's understanding and appreciation of the diverse cultures and heritages of Agnes Scott students.

Special Assistant to the Vice President for Student Life and Community Affairs/Dean of Students

The special assistant to the vice president for student life and community affairs supports the vice president on community and civic initiatives, strategic planning, analysis and research, as well as special projects and assignments.

Director of Residence Life

The director of residence life supervises all housing of residential students, supervises resident directors and resident assistants, meets emergency situations involving students, and coordinates residence hall programming and Sophomore Family Weekend.

Director of Athletics

The director of athletics supervises all athletic and intramural programs; organizes and manages summer athletic programs; manages finances, program promotions, facilities, equipment and compliance with campus and NCAA rules; serves as coach of at least one sport and as a physical education instructor; and coordinates the on/off campus use of College athletic facilities.

Director of Career Planning

The director of career planning manages and develops a comprehensive program in the area of career planning, hires and supervises the staff of the career planning office; and develops and maintains a resource library and an alumnae networking database. The director of career planning collaborates with the director of experiential learning and with faculty to design career services, including intern and extern opportunities, which complement the curriculum.

The Director of Counseling

The director of counseling is responsible for the provision of comprehensive student counseling services including individual and group counseling, crisis intervention and the development of educational and preventative programming in mental health/wellness. She/he supervises the professional counseling staff.

Director of Health Services

The director of health services provides complete and comprehensive health services for the residential students by direct clinical services, as well as limited, well-defined health services to faculty, return-to-college students, day students, and staff through health screening, referral assistance, health education and counseling. The director is responsible for collaborative hiring of health consultants and health center staff; and develops and implements peer education programs.

Julia Thompson Smith Chaplain

The Julia Thompson Smith chaplain, an ordained Presbyterian minister, provides spiritual guidance to a diverse faith community of students, faculty and staff. The chaplain works with the campus community to offer a variety of programs, which emphasizes the vitality of faith and learning, addresses challenging ethical and social issues and fosters greater knowledge and understanding of all religions. The chaplain coordinates community volunteer efforts. The Julia Thompson Smith Chaplain is a faculty member in the department of religious studies.

Associate Vice President for Enrollment and Financial Aid/Director of Admission

The associate vice president of enrollment and financial aid/director of admission is responsible for the admission of first-year, transfer, international, and return-to-college students to the College; and supervises the offices of admission and financial aid. She/he is responsible for the development of recruitment and marketing strategies to enroll a targeted number of new students who meet the academic standards of the College with regard to geographic, ethnic, religious, and socioeconomic diversity. This includes management of the annual recruitment plan, admission activities and programs, and the admission publication series and its appropriate messaging. In addition, she/he oversees the administrations of the College's financial aid program.

Director of Financial Aid

The director of financial aid manages the College's financial aid program, utilizing College resources to maximize enrollment while maintaining full compliance with all federal, state, and College regulations; and develops and recommends policies designed to accomplish institutional goals.

BUSINESS AND FINANCE DIVISION

Associate Vice President for Finance

The associate vice president for finance reports to the vice president for business and finance as the chief operations officer for the financial and business areas of the College. The associate vice president for finance works closely with the vice president for business and finance in planning strategy for the College's financial and business affairs and works within the area to assure close coordination among the several functional units to assure service effectiveness and efficiency. In the absence of the vice president for business and finance, the associate vice president for finance manages the activities of the financial and business operations.

Director of Human Resources

The director of human resources maintains and supervises the staff employee recruitment process; administers employee benefit programs, salary administration, performance evaluation, and workers' compensation; administers and maintains programs for effective employer/employee relations and training and development; ensures compliance with federal and state laws as they apply to employment and benefits; and supervises the payroll process.

Director of Facilities

The director of facilities manages the maintenance functions of the College and is responsible for the management of the rental property programs and maintenance. The maintenance functions include carpentry and paint, electrical and mechanical, landscaping and custodial services.

Director of Public Safety

The director of public safety manages the office of public safety and supervises the provision of safety and security services. These services are designed to provide for and maintain a safe learning, working and living environment for the campus community. This includes the administration of the following programs: police services, traffic and parking services, environmental and occupational safety, fire safety, key control, and the motor pool. The director of public safety also serves as the chief of police and directs all law enforcement matters concerning violations of state law in the College community.

INSTITUTIONAL ADVANCEMENT DIVISION

Director of Development

The director of development serves as chief fund-raising officer for the college through direct contact with donors as well as through strategic planning and implementation of the following programs: Annual Fund, capital gifts, gift planning, corporate and foundation relations, and development services. The director of development works closely with the vice-president for institutional advancement to assure close coordination among the fund-raising, communications, and alumnae relations programs.

Director of Alumnae Relations

The director of alumnae relations coordinates the activities of the volunteer Alumnae Association, organizes Alumnae programs on campus such as Alumnae Weekend and Leadership Conference, develops alumnae chapter programming, works with class officers, and supervises the staff of the alumnae office.

Director of Communications

The director of communications serves as the chief communications officer of the College, acting as its principal spokesperson and directing the functional responsibilities for media relations, advertising, publications, creative services, interactive communications, special events and conferences.

A STATEMENT OF THE DUTIES AND RESPONSIBILITIES OF DEPARTMENT CHAIRS

Department chairs are appointed by the president, with the advice of the vice president for academic affairs/dean of the college. Thus, the duties and responsibilities of department chairs are delegated to them by the president.

The nature of the duties and responsibilities of the department chair is basically one of leadership. This leadership is properly demonstrated in the development and maintenance of the strength and character of the department, of high professional standards and department morale, of clear and equitable procedures for appropriate department participation in department decisions. Department chairs are expected to involve their departmental colleagues in the consideration of departmental matters and in the reaching of departmental decisions and recommendations, but they are not thereby denied the opportunity, or absolved of the responsibility, of expressing their personal judgments and convictions as chairs.

The chair works with the director of academic advising on assigning advisors for majors. The chair is responsible for overseeing the advising of all minors. The chair works with the director of academic advising in placing incoming students in courses at the proper level and in evaluating and interpreting credit from other institutions.

In addition, department chairs' duties include the following: a continuing evaluation of the department's curriculum and its relationship to the overall curriculum of the College; the careful monitoring of the department budget; the care of the department equipment and facilities (where appropriate); the preparation of catalogue material; the initiation of selection procedures and recommendations to the dean and to the president with respect to faculty appointment; the orientation of new faculty into the department and the College; supervision of full-time and part-time faculty, including their submission of reports and grades by the stated dates; the representation of the department on appropriate occasions; the handling of department correspondence; the supervision of student aides; the supervision of library orders and other library business.

Department chairs are thus leaders and administrators of their respective departments, acting in a liaison capacity with the vice president for academic affairs/dean of the college and the president.

In general, a chair is appointed by the president for a term of three (3) years; the appointment is effective July 1 of the year of appointment. Chairs may be reappointed for a second term but shall not serve more than six (6) years consecutively except in unusual circumstances. Professors and associate professors are preferred candidates for appointment as chairs. When a chair is absent from the College during a year or a portion of a year for sabbatical or other leave, an acting chair is appointed. No person serves as chair of a department in the year immediately preceding retirement.

July 1990.

Revised July 1991, June 1992 and July 1993.

FACULTY CONFERENCES

CONFERENCE STRUCTURE

A conference is an organizational structure to facilitate dialogue among faculty of different disciplines. There are four conferences: Creative Arts, Humanistic Studies, Social Sciences, and Natural and Mathematical Sciences. Conferences afford faculty members, as individuals, an opportunity to participate in discussions beyond those that one might normally associate with departmentally based divisional structure.

OPERATION

Each member of the faculty is a member of that conference to which his or her department has been assigned. Faculty who wish to belong to a conference other than the one to which their department has been assigned inform the appropriate conveners of their intent. A faculty member belongs to a given conference for one academic year. Participation in other conferences is optional.

Each conference sponsors a meeting at the beginning of each semester and at the close of the academic year. Conference agendas for the semester are published after the initial meeting.

Each conference has a convener and co-convener.

FUNCTIONS OF CONFERENCES

To maintain an overview of the curriculum offered by departments and programs in the conference, including monitoring overlapping curricula and looking for opportunities for team-teaching and clustering courses.

To discuss important pedagogical issues including, for example, assessment and new opportunities for teaching made possible by technology.

To discuss potential faculty searches in collegial consultation with departments anticipating searches.

To coordinate activities in a broad array of endeavors including securing speakers, providing internships, maintaining library holdings and other undertakings.

RESPONSIBILITIES OF CONVENER

To serve a two-year term.

To call meetings, set and publish agendas, and facilitate the conference's work.

To give periodic reports of the work of the conference to the vice president for academic affairs/dean of the college and the faculty.

To work with the vice president for academic affairs/dean of the college and the other conveners to discuss goals, generate ideas and coordinate activities, participating in meetings and workshops as necessary.

RESPONSIBILITIES OF CO-CONVENERS

To serve a two-year term.

To share in the leadership activities of the convener.

To provide assistance in generating and organizing ideas and activities.

To serve in the event the convener cannot.

SELECTION OF CONVENER AND CO-CONVENERS

Appointments are made by the president upon the recommendation of the vice president for academic affairs/dean of the college. (Prior to making recommendations to the president, the vice president for academic affairs/dean of the college consults with the members of the conference and the Professional Development Committee.)

From Report of the Academic Review Committee to the Board of Trustees of Agnes Scott College

Endorsed by the faculty April 7, 1995

Accepted by the Board of Trustees May 5, 1995

FACULTY CONFERENCES CONVENERNERS AND CO-CONVENERNERS — 2002-2003

CREATIVE ARTS	CONVENER	David S. Thompson ('04) Tracey Laird ('04)
HUMANISTIC STUDIES	Convener Co-convener	Gail Cabisius ('04) Mary Cain ('04)
SOCIAL SCIENCES	Convener Co-convener	Augustus B. Cochran, III ('04) Edward Sayre ('04)
NATURAL AND MATHEMATICAL SCIENCES	Convener Co-convener	Harry Wistrand ('03) Amy J. Lovell ('03)

CHAIRS OF THE ACADEMIC DEPARTMENTS — 2002-2003

Art	Donna L. Sadler ('05)
Biology	Harry Wistrand (<i>acting for F'02</i>) Phil Gibson ('05)
Chemistry	Lilia Harvey ('05)
Classical Languages and Literatures	Gail Cabisius ('03)
Economics	Ed Sheehey ('05)
Education	Lesley Coia ('04)
English	Steven R. Guthrie ('04)
History	Violet M. Johnson ('05)
Mathematics	Myrtle H. Lewin ('03)
Modern Foreign Languages and Literatures	Ingrid E. Wieshofer ('03)
Music	Calvert Johnson ('04)
Philosophy	Richard D. Parry ('04)
Physical Education/Athletics	A. Page Remillard (N/A)
Physics/Astronomy	Arthur L. Bowling ('05)
Political Science/Sociology/Anthropology	Martha W. Rees ('03)
Psychology	Barbara J. Blatchley ('04)
Religious Studies	Dennis P. McCann ('04)
Theatre and Dance	Dudley W. Sanders ('03)

**PROGRAM WITH DEPARTMENTAL STATUS
FOR PURPOSES OF ARPT — 2002-2003**

Women's Studies	Elizabeth Hackett ('03)
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PROGRAM DIRECTORS — 2002-2003

Africana Studies	Willie Tolliver, Jr. ('05)
Center for Writing and Speaking	Christine S. Cozzens (N/A)
Environmental Studies	Phil Gibson ('04)
Experiential Learning	Isa D. Williams (N/A)
International Education	Jennifer Lund (N/A)
International Relations	Feng Xu ('03)
Language Across the Curriculum	Ingrid E. Wieshofer ('03)
MAT Program in Teaching Secondary English	Linda W. Hubert (N/A)

Teacher Education Programs

Lesley Coia ('04)

**MEETINGS OF ACADEMIC DEPARTMENT CHAIRS
AND PROGRAM DIRECTORS**

Fall Meeting

October 11, 2002

3:15 p.m.

Spring Meeting

February 21, 2003

3:15 p.m.

COLLEGE COMMITTEES

ADVISORY COMMITTEE FOR THE ARTS

Membership

The president appoints members of this committee.

Duties

The Advisory Committee for the Arts recommends to the president and the Board of Trustees guidelines for Agnes Scott College's permanent art collection, including acquisition and deaccession policies, advises on the role of art in campus buildings, and develops a long-term sculpture plan for the campus. The Advisory Committee also assists the College in promoting awareness of The Dalton Galleries and the four annual exhibitions.

Advisory Committee for the Arts Members 2002-03

Donna L. Sadler, Co-chair
Marcia Knight, Co-chair
Anne E. Beidler [*on leave fall '02*]
Sally Gladden
James Phillips, Jr.
Louisa McIntosh
Betty Derrick
Director of Library Services, Virginia Moreland
Roger I. Rothman
President of the College, *ex officio*

ATHLETICS ADVISORY BOARD

Membership

The vice president for student life and community relations/dean of students who serves as chair; the vice president for academic affairs/dean of the college; associate vice president of admissions and financial aid; faculty athletics representative; registrar; director of athletics; two students, including the chair of the Student-Athlete Advisory Committee.

Duties

An advisory board which has responsibility for monitoring, reviewing, advising and/or proposing athletics policy.

Faculty Athletics Representative (FAR)

Appointed by the president and shall be a member of the faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department. The faculty athletics representative is designated by the president to represent the institution and its faculty in the institution's relationships with the NCAA and its conference(s), if any.

Duties

The role of the faculty athletics representative includes:

- To evaluate the athletic department's academic integrity.
- To assume joint responsibility with the director of athletics for ensuring compliance with all NCAA and institutional rules.
- To promote a balance between academics, athletics and the social lives of student-athletes.
- To play a central role in discussions of matters related to intercollegiate athletics at committee, athletic advisory board, and faculty meetings.

Athletics Advisory Board Members 2002-03

Vice President for Student Life and Community Relations/Dean of Students, Chair
Vice President for Academic Affairs/Dean of the College
Associate Vice President for Admission and Financial Aid
Faculty Athletics Representative—Lawrence H. Riddle [2002-'03]
Registrar
Director of Athletics
Lauren M. Webb, '04
Chair, Student-Athlete Advisory Committee, Lisha Daniels '03

COLLEGE COMMITTEE ON FAITH AND LEARNING

Membership

Chair of the Board of Trustees appoints a trustee as co-chair of the committee and one other trustee. The college chaplain serves as the other co-chair. The vice president for student life and community relations/dean of students serves as a member of the committee. The president annually appoints one additional staff member and three students. The faculty elects three members, each of whom serves a three-year term.

Duties

To find ways to encourage and maintain an ongoing dialogue on the campus concerning issues of faith and learning with a particular focus on the Christianity, including relations with other world religions. The committee assumes the primary responsibility for the James Ross McCain Faith and Learning Lecture, recommending several potential speakers to the President.

Committee on Faith and Learning Members 2002-03

Kathleen B. Ashe, Co-chair (appointed by chair of Board)
Laura S. Sugg, Chaplain, Co-chair
Ila Burdette, (appointed by chair of Board)
President of the College
Vice President for Student Life and Community Relations/Dean of Students
Julia K. De Pree ('03)
Dennis P. McCann ('03)
George Redmond ('03)
Betsy F. Bilbro
Betty Derrick
Sofia S. Chaudhary, '03
Faith Garlington, '03
Melva Lowry, '03
Eleanor Paynter, '03
Meredith Shelnett, '05

COMMITTEE ON COMMUNITY DIVERSITY

Membership

The president annually appoints staff members, one of whom serves as co-chair, and students. The assistant dean of students serves as a member. The faculty elects four faculty members, one of whom serves as co-chair. The office of the vice president for student life and community relations/dean of students provides staff support and resources to the Committee.

Duties

To support the College's commitment to diversity by offering a campus-wide program of education and recognition and, as needed and appropriate, by discussing with the president matters that affect the capacity of the campus community to realize its commitment. To complement and coordinate, not replace, student-generated activities.

To recommend to the president a program and speaker for the annual tribute to Dr. Martin Luther King, Jr., and to organize and present the program.

To solicit and review campus nominations for the annual College Human Relations Award and to make recommendations to the president.

To organize educational events and to support, perhaps in some cases co-sponsor, educational activities undertaken by campus voluntary groups concerned with matters of diversity (e.g., NCBI programs, Mortar Board activities).

To bring to the attention of the president issues she should consider and opportunities she might advance to promote the college's commitment to diversity.

Committee on Community Diversity Members 2002-03

Rafael Ocasio, Co-chair ('03)
Marlene Collins, Co-chair
Shuronda H. Smith
Gué Hudson
Elizabeth Hackett ('04) [*on leave spring '03*]
Feng Xu ('03)
Faculty Member, TBA
Karen Gilbert, Director of Human Resources
Jennifer Lund, Director of International Education
Marvin McCrary, Sr.
Shakeh Grady '03
Naheed Rahman '05
Khanh (Frances) Nguyen '05
Jeanette Gartman '05
Laura S. Sugg, Chaplain, *ex officio*

CONSTITUENT REVIEW COMMITTEE

Membership

Members include four standing members: the chair of the Faculty Executive Committee; the president of Honor Court; one member of the senior managers who will be appointed annually by the president; and the director of Human Resources.

Duties

The Constituent Review Committee reviews formal complaints under the Sexual Harassment Policy if the appropriate College officer is unable to resolve the issues detailed in the written complaint. (See Sexual Harassment Policy and Process in College handbooks.)

Constituent Review Committee Members 2002-03

Barbara Blatchley, Chair
Jameda Hugh '03
Susan Fitzgerald Carter
Karen Gilbert

CULTURAL EVENTS COMMITTEE

Membership

The president appoints a faculty chair and, if needed, a faculty vice-chair. Three additional members will be elected from the faculty in a rotating schedule of three-year terms. Ex-officio members include the vice president for academic affairs, the assistant dean of students, the director of special events, the director of communications, and two elected student members. (Additional members may be added from time to time.) The committee reports to the president of the College.

Duties

The purpose of the Agnes Scott College Cultural Events Committee is to organize and implement an annual program of College-wide cultural and intellectual events. These events should include lectures as well as musical and cultural performances, and should have the breadth and quality that will appeal to the overall Agnes Scott College community as well as a public audience.

The Cultural Events Committee will solicit programmatic ideas from the faculty, and every effort will be made to link programs to the curriculum. The committee will coordinate planning with other College units.

Cultural Events Committee Members 2002-03

Christine S. Cozzens, Chair
David S. Thompson, Vice-chair
Rosemary Lévy Zumwalt
Mary G. Ackerly
Shuronda H. Smith
Demetrice M. Parks
Rosalyn P. Schenbeck ('03)
Mary C. Cain ('04)
Lilia C. Harvey ('05)
Amy E. Hawkins, '03
1 student, TBA

DONOR RECOGNITION COMMITTEE

Membership

The director of development chairs this committee. Members include the vice president for academic affairs/dean of the college, vice president for student life and community relations/dean of students, representatives of the President's office and the office of Business and Finance, and the manager of stewardship. One Trustee and one faculty member are appointed by the president for a two-year term.

Duties

The Donor Recognition Committee approves donor recognition policies for the College and naming opportunities, has input on dedication events, and has the authority to approve exceptions to standard policies. The committee is chaired by the director of development.

Committee on Donor Recognition Members 2002-03

Susan Fitzgerald Carter, Chair
Rosemary Lévy Zumwalt
Lea Ann Hudson
Gué Hudson
James Boynton
Angela Bailey
Linda L. Hubert ('04)
Mildred L. Petty ('03)

ENVIRONMENTAL ACTION COMMITTEE

Membership

Members are appointed by the president.

Duties

The committee is charged with identifying environmental issues on campus, working to address specific issues including those related to implementation of the campus Master Plan and Landscape Master Plan, increasing the knowledge and awareness of the Agnes Scott community regarding environmental concerns, and coordinating efforts with student environmental awareness groups. The committee works closely with the office of facilities staff and makes its recommendations to the vice president for business and finance.

Environmental Action Committee Members 2002-03

J. Phil Gibson, Co-chair [*on leave fall '02*]
Amy C. Lanier, Co-chair
Ruth E. Riter
Robert A. Leslie
Myrtle H. Lewin, *Co-chair for fall '02*
Timothy B. Blankenship
Janann H. Giles
Thomas McIntire
Calvin Burgamy
Sarah Neal, '05
Elizabeth Jones, '03
Elizabeth Lambert, '04
First year student TBA, '06
William E. Gailey, *ex officio*

JUDICIAL REVIEW COMMITTEE

Membership

Administrative staff members are the president, who serves as chair, the vice president for academic affairs/dean of the college, the vice president for student life and community relations/dean of students, and the registrar. Student members are the president of Student Government Association, the president of Student Senate, the president of Honor Court, and the president of Residence Hall Association. The faculty elects four faculty members, each of whom serves a three-year term.

Duties

To review and act on the recommendations of the Student Senate which affect the powers and philosophy of student government or pertain to major regulations concerning student welfare;

To act upon recommendation by the vice president for academic affairs/dean of the college that a student who has not met the academic standards of the College be dismissed;

To act upon the recommendation of Honor Court that a student be placed on disciplinary probation for violation of academic regulations;

To act upon the recommendation of Honor Court that a student receive disciplinary suspension or dismissal for violation of social or academic regulations;

To require the withdrawal of any student whose presence is thought to be injurious to the interests of the College community; or to impose the penalty of administrative probation, suspension or dismissal in situations involving a student's failure to meet the standards or expectations of the College community.

To assume original jurisdiction in a student-initiated disciplinary action in which the committee feels that justice has not been served.

Judicial Review Committee Members 2002-03

President of the College, Chair
Vice President for Academic Affairs/Dean of the College
Vice President for Student Life and Community Relations/Dean of Students
Registrar
Penny Campbell ('05)
Michael R. Lynn ('03)
David S. Thompson ('03)
Tracey Laird ('04)
President of Student Government Association
President of Student Senate
President of Honor Court
President of Residence Hall Association

KIRK ADVISORY COMMITTEE

Membership

The president appoints four faculty members representing the disciplines of history, music, literature, art, and philosophy. The vice president for academic affairs chairs the committee.

Duties

The Kirk Advisory Committee makes recommendations to the president of the College on the use of the portion of income from the James T. and Ella Rather Kirk Fund designated for use to support academic programs in history, music, literature, art, and philosophy.

Kirk Advisory Committee Members 2002-05

Rosemary Lévy Zumwalt
Roger Rothman
Tracey Laird
Katherine Kennedy
Willie Tolliver, Jr.

PARKING APPEALS COMMITTEE

Membership

President appoints each year one staff member and one faculty member. A student is selected by petition. The committee is chaired by the director of public safety.

Duties

To hear and act on appeals from students and members of the faculty and staff who wish to protest having received parking tickets.

Parking Appeals Committee Members 2002-03

Henry Hope, director of Public Safety, chair
Laura Horne
George Redmond
Sophia Chaudary, '03

PROPERTY LEASING COMMITTEE

Membership

Members include the vice president for business and finance, the vice president for academic affairs/dean of the college, the director of human resources and the assistant property manager in the office of facilities.

Duties

To hear and act on requests to lease College-owned property in accordance with the Leasing Policy for college Properties.

Property Leasing Committee Members for 2002-03

William Gailey, Vice President for Business and Finance
Rosemary Lévy Zumwalt, Vice President for Academic Affairs/Dean of the College
Karen Gilbert, Director of Human Resources
Sharonne Thomas, Assistant Property Manager in Office of Facilities

QUALITY ENHANCEMENT PLAN COMMITTEE

Membership

Members are appointed by the president

Duties

In preparation for the Re-Affirmation of Accreditation review by the Southern Association of Colleges and Schools, the Quality Enhancement Plan Committee is charged with developing a Quality Enhancement Plan to be submitted to SACS by January 2004.

Quality Enhancement Plan Committee Members 2002-03

Rosemary Lévy Zumwalt, co-chair
Richard D. Parry, co-chair
Lerita Coleman Brown
Lewis E. Thayne
Jennifer Lucas
Christopher De Pree
Donna L. Sadler
Michael R. Lynn
Willie Tolliver, Jr.
Juan Allende
Catherine B. McGraw
Virginia Moreland
Megan Morris '05
Bevin Gaines '05
Mary Brown Bullock, *ex officio*

COMMITTEE ON ASSESSING INSTITUTIONAL EFFECTIVENESS

Membership

Members are appointed by the president

Duties

The charge of the Committee on Assessing Institutional Effectiveness is to develop educational goals and a plan for assessing and monitoring institutional effectiveness.

Committee on Assessing Institutional Effectiveness Members 2002-04

Violet M. Johnson, co-chair
John F. Pilger, co-chair (January '03-04)
Rosemary T. Cunningham, co-chair (February '02-December '02)
Robert Kachelski
Neta M. Counts
Marilyn Hammond
Lerita Coleman Brown, *ex officio*

SACS STEERING COMMITTEE

Membership

The President of the College appoints members to this committee.

Duties

The SACS Steering Committee assumes primary responsibility for the preparation of and response to the SACS 2004 review.

SACS Steering Committee Members 2002-04

Mary Brown Bullock, chair
Rosemary Lévy Zumwalt, co-chair, Quality Enhancement Plan
Lerita Coleman Brown
Gué Hudson
Richard D. Parry, co-chair, Quality Enhancement Plan
Lea Ann Hudson

**COMMITTEES APPOINTED BY
THE VICE PRESIDENT FOR ACADEMIC AFFAIRS/DEAN OF THE COLLEGE
MEMBERS FOR 2002-2003**

Africana Studies Advisory Committee

Willie Tolliver, Jr., Director ('05)
Mary Cain ('04)
Yvonne Newsome ('05)
Waqas Khwaja ('05)

Animal Care and Use Committee

Karen J. Thompson, Chair ('04)
Ruth E. Riter ('03)
Alix Valcin
Carolyn Silk, DVM

Health Professions Advising Committee

Karen J. Thompson, Chair ('04)
Ruth E. Riter ('03)
1 faculty member TBA
Gail Bell, *ex officio*

Institutional Review Board

Arthur L. Bowling, Jr., Chair ('03)
Harry Wistrand ('04)
Martha W. Rees ('05)

International Relations Advisory Committee

Feng Xu, Director ('05)
Violet M. Johnson ('03)
Catherine V. Scott ('03)
Robert A. Leslie ('04)
Edward Sayre ('05)

International Student Advisory Committee

Waqas A. Khwaja ('04)
Donna L. Sadler ('04)
Sally A. MacEwen ('04)
Director of International Education

Language Across the Curriculum Advisory Committee

Ingrid E. Wieshofer, Director ('03)
Michael R. Lynn ('03)
Rosemary Eberiel ('04)
Katharine D. Kennedy ('04)

Women's Studies Executive Committee

Elizabeth Hackett, Chair ('05)
Katharine D. Kennedy ('04)
Peggy Thompson ('04)
Catherine V. Scott ('04)
Gail Cabisius ('05)
Director of Experiential Learning

Atlanta Semester: Program in Women, Leadership and Social Change Advisory Committee

Isa D. Williams, Director
Elizabeth Hackett, Liaison with Women's Studies
Violet M. Johnson ('03)
Rosemary T. Cunningham ('04)
Tina Pippin ('04)

**SCHOLARSHIP ADVISORS
FOR 2002-2003**

Delta Scholarship (GFIC)

Director of International Education

Goldwater Scholarship

Ruth E. Riter ('03)

James Madison Fellowship

Rafael Ocasio ('03)

Rhodes Scholarship, British Marshall Scholarship, and Fulbright Fellowship Committee

Catherine V. Scott (Rhodes Scholarship) ('03)
Patricia G. Pinka (Fulbright Fellowship) ('03)
Willie Tolliver, Jr. (British Marshall Scholarship) ('03)

National Security Education Program Fellowship

Director of International Education

Truman Scholarship

Penelope Campbell ('03)

The director of academic advising is the contact person for the following scholarship and fellowship opportunities:

Graduate International Fellowship
DataTel Scholars Foundation Scholarship
All-USA Academic Team Awards
Georgia Foundation for Independent Colleges Scholarships
Mary Angela Herbin McLennan Medical Fellowship

SPECIAL ACADEMIC PROGRAM ADVISORS

<u>Dual Degree</u> Advisor with Georgia Institute of Technology	Robert A. Leslie
<u>Dual Degree</u> Advisor with Washington University	Donna L. Sadler
<u>PLEN</u> Advisor	Catherine V. Scott
<u>Post-Baccalaureate</u> Advisor	Arthur L. Bowling, Jr.
<u>Pre-Business</u> Advisor	George Redmond
<u>Pre-Health Professions</u> Advisor	Karen J. Thompson
<u>Pre-Law</u> Advisor	Augustus B. Cochran, III
<u>Washington Semester Program</u> Advisor	Catherine V. Scott

**FACULTY ASSOCIATE MEMBERS
BOARD OF TRUSTEES COMMITTEES
2002-2003**

Marylin B. Darling ('03)
Linda W. Hubert ('03)
Tina Pippin ('03)
Robert A. Leslie ('04)
Willie Tolliver, Jr. ('04)
David Behan ('05)
Arthur L. Bowling ('05)

II. THE FACULTY—GOVERNANCE

MEMBERS OF THE AGNES SCOTT COLLEGE FACULTY 2002-2003

Abbot, James C.	Adjunct Assistant Professor of Classical Languages and Literatures	
Allende, Juan A.	Associate Professor of Political Science	
Behan, David P.	Professor of Philosophy	
Beidler, Anne E.	Associate Professor of Art	<i>On leave fall '02</i>
Blatchley, Barbara J.	Associate Professor of Psychology	
Bowden, Sandra T.	Charles A. Dana Professor of Biology	
Bowling, Jr., Arthur L.	Associate Professor of Physics	
Brown, Lerita Coleman	Associate Dean of the College and Professor of Psychology	
Bullock, Mary Brown	President and Professor of History	
Cabisius, Gail	Associate Professor of Classical Languages and Literatures	
Cain, Mary C.	Assistant Professor of History	
Campbell, Penelope	Charles A. Dana Professor of History	
Carden, Ayse Ilgaz	Professor of Psychology	<i>On leave fall '02</i>
Clower, Caroline	Visiting Assistant Professor of Chemistry	
Cochran, III, Augustus B.	Adeline A. Loridans Professor of Political Science	
Coia, Lesley	Visiting Associate Professor of Education	<i>2002-04</i>
Cooley, Eileen L.	Associate Professor of Psychology	
Cozzens, Christine S.	Associate Professor of English	
Cunningham, Rosemary T.	Professor of Economics	<i>On leave spring '03</i>
Darling, Marylin B.	Professor of Dance	
Dauplaise, Jean-Marie	Visiting Instructor in English	
Denis, Lara	Associate Professor of Psychology	
De Pree, Christopher G.	Assistant Professor of Astronomy	
De Pree, Julia K.	Associate Professor of French	
Dolan-Livengood, Jennifer	Visiting Instructor of Biology	<i>2002-03</i>
Eberiel, Rosemary	Assistant Professor of French	
Finco, Timothy S.	Assistant Professor of Biology	<i>On leave fall '02</i>
Foley, B. Lachele	Visiting Assistant Professor in Chemistry	<i>2002-03</i>
Froelich, Kathy S.	Visiting Associate Professor of Education	<i>2002-03</i>
Gibson, J. Phil	Associate Professor of Biology	<i>On leave fall '02</i>
Good, Billie	Head Athletic Trainer and Instructor in Physical Education	
Guthrie, Steven R.	Professor of English	
Hackett, Elizabeth	Assistant Professor of Women's Studies and Philosophy	<i>On leave spring '03</i>
Harvey, Lilia C.	Associate Professor of Chemistry	
Hilgenfeld, Robert M.	Director of Information Technology Services	
Hoke, Brenda A.	Associate Professor of Sociology	<i>On leave fall '02</i>
Hood, Mary	Visiting Writer in Residence	<i>fall 2002</i>
Hubert, Linda L.	Professor of English	
Hudson, Gué P.	Vice President for Student Life and Community	

II. THE FACULTY

	Relations/Dean of Students	
Jackson-Minot, Marquita	Visiting Assistant Professor of Education	2002-04
Johnson, Calvert	Charles A. Dana Professor of Music	
Johnson, Violet M.	Associate Professor of History	
Kachelski, Robert A.	Assistant Professor of Psychology	<i>On leave spring '03</i>
Kennedy, Katharine D.	Charles A. Dana Professor of History	
Khwaja, Waqas A.	Assistant Professor of English	<i>On leave spring '03</i>
Koch, Alan	Assistant Professor of Mathematics	
Laird, Tracey	Assistant Professor of Music	
LeDuc, Laura	Coach in the Athletic Program and Instructor in Physical Education	
Leslie, Robert A.	Associate Professor of Mathematics	
Lewin, Myrtle H.	Professor of Mathematics	
Lovell, Amy J.	Assistant Professor of Astronomy	
Lucas, Jennifer L.	Assistant Professor of Psychology	
Lund, Jennifer	Director of International Education and Assistant Professor of Education	
Lynn, Michael R.	Assistant Professor of History	
MacEwen, Sally A.	Associate Professor of Classical Languages and Literatures	
Mathews, Theodore K.	Professor of Music	
McCann, Dennis P.	Wallace M. Alston Professor of Bible and Religion	
McGehee, Terry S.	Professor of Art	<i>On leave spring '03</i>
Moreland, Virginia F.	Director of Library Services	
Mungavin-Salva, Laura	Visiting Instructor in Spanish	
Newsome, Yvonne D.	Assistant Professor of Sociology	
Norat, Gisela	Associate Professor of Spanish	
Ocasio, Rafael	Associate Professor of Spanish	
Papazian, Gretchen	Visiting Assistant Professor of English	2002-03
Parry, Richard D.	Fuller E. Callaway Professor of Philosophy	
Pilger, John F.	Professor of Biology	
Pinka, Patricia G.	Professor of English	
Pippin, Tina	Associate Professor of Religious Studies	
Qu, Hong	Assistant Professor of Religious Studies	
Redmond, George	Visiting Associate Professor of Economics	
Rees, Martha W.	Associate Professor of Anthropology	
Remillard, A. Page	Director of the Athletic Program and Instructor in Physical Education	
Richman, Erin	Visiting Assistant Professor of Psychology	2002-03
Riddle, Lawrence H.	Professor of Mathematics	
Riter, Ruth E.	Assistant Professor of Chemistry	<i>On leave spring '03</i>
Robinson, David	Visiting Assistant Professor of Math	2002-04
Rothman, Roger I.	Assistant Professor of Art	
Ruby, Nell J.	Visiting Assistant Professor of Art	2002-03
Sadler, Donna L.	Associate Professor of Art	
Sanders, Dudley W.	Associate Professor of Theatre	
Sayre, Edward	Assistant Professor of Economics	

II. THE FACULTY

Schenbeck, Rosalyn P.	Visiting Associate Professor of Music	2002-04
Schlig, Michael	Assistant Professor of Spanish	
Schulman, Marie-Jeanne	Visiting Instructor in French	2002-03
Scott, Catherine V.	Professor of Political Science	
Seymour, Leticia M.	Visiting Assistant Professor of Spanish	2002-03
Sheehey, Edmund J.	Hal & Julia T. Smith Professor of Free Enterprise	
Sugg, Laura S.	Julia Thompson Smith Chaplain and Assistant Professor of Religious Studies	
Thompson, David S.	Associate Professor of Theatre	
Thompson, Karen J.	Associate Professor of Biology	
Thompson, Peggy	Ellen Douglass Leyburn Professor of English	
Tolliver, Jr., Willie	Associate Professor of English	
Trousdale, Rachel	Assistant Professor of English	
Vanderbeck, Laura	Coach in the Athletic Program and Instructor in Physical Education	
Venable, T. Leon	Associate Professor of Chemistry	
Wieshofer, Ingrid E.	Professor of German	
Williams, Isa D.	Assistant Professor of Women's Studies and Director of Experiential Learning	
Wistrand, Harry	Professor of Biology	
Xu, Feng	Assistant Professor of Political Science	
Zumwalt, Rosemary L.	Vice President for Academic Affairs/Dean of the College and Professor of Anthropology	

**BYLAWS
AGNES SCOTT COLLEGE FACULTY**

**ARTICLE ONE
COMPOSITION AND FUNCTIONS**

- 1.1 The faculty shall consist of the president, the deans, the director of library services, the registrar, and members of the academic departments holding the rank of professor, associate professor, assistant professor, or instructor. Other members of the teaching and administrative staffs of the College whose work is directly related to the academic program of the College may be appointed by the president.
- 1.2 Under the authority of the Board of Trustees and the president, the faculty shall determine the academic policy of the College, establish standards of admission, fix requirements for the degree, approve the courses of instruction offered by the various departments, and administer the curriculum. The faculty shall have general charge of instruction, attendance of students, examinations, and the academic discipline of the College. The faculty may make rules for its organization and conduct of business and may organize councils and committees for the proper discharge of its responsibilities.
- 1.3 The faculty is concerned with the College as a whole; and may advise in such matters as appointment, reappointment, promotion and tenure of faculty members; programs of faculty welfare, including policies regarding workload, compensation, leaves, and retirement; the planning for the future of the College; the budgeting of funds for purposes of instruction and research; the operation of the College library; the location, function and design of College buildings; the appointment of committees; the selection of department chairs and of major College officers; the social and religious life of the College; and other matters.

**ARTICLE TWO
OFFICERS**

- 2.1 The vice president for academic affairs/dean of the college shall appoint a member of the staff to serve as secretary to the faculty. The secretary shall record the proceedings of each faculty meeting. After review by the chair of the Faculty Executive Committee, the minutes shall be circulated to the faculty for approval.
- 2.2 Each year, the president shall appoint a member of the faculty to serve as parliamentarian. There shall be no limitation on the number of consecutive terms a person may serve.
- 2.3 Each year, the president shall appoint two members of the faculty to serve as tellers. There shall be no limitation on the number of consecutive terms a person may serve.
- 2.4 Each year, the president of the college shall appoint two members of the faculty to serve as College Marshals. There shall be no limitation upon the number of consecutive terms a person may serve.

**ARTICLE THREE
COMMITTEES**

- 3.1 In order to reduce the time required for the discussion of its affairs without sacrificing the principle of representation, the faculty assigns certain of its functions to committees.
- 3.2 Faculty committees are responsible to the faculty. Faculty members of College committees are responsible to both the faculty and the president. Faculty *ad hoc* committees shall be established as appropriate by the Executive Committee of the Faculty; College *ad hoc* committees shall be established as appropriate by the president of the college. *Ad hoc* committees may exist for as long as eighteen months. Faculty members on all standing faculty and College committees and

all faculty *ad hoc* committees shall be elected by the faculty. Faculty members on College *ad hoc* committees may be appointed by the president or elected by the faculty.

3.3 Principles and Regulations for Committees:

- a. Certain committees are recognized as being especially demanding upon the time of their members and as requiring a certain degree of experience at Agnes Scott College. These committees are referred to as "starred committees" and are designated with an asterisk. A person serving on a starred committee, will have no other committee assignments except possibly as a liaison to another committee.
- b. A faculty member may serve on no more than two unstarred committees.
- c. Because of the small number of committees and the limited membership on those committees, the committees are encouraged to apportion responsibilities among the committee members.
- d. Faculty and College committees are urged, whenever possible, to schedule their meetings during community hours. No committee shall feel obliged to meet every week.
- e. Administrators who serve *ex officio* on committees shall have suffrage. Regular student members on committees shall have suffrage. An associate member may vote only when the regular student is absent.
- f. Faculty committees shall elect their own chairs.
- g. The responsibilities of a committee chair are as follows:
 - To ensure that the committee fulfills the responsibilities assigned to it in the Bylaws;
 - To provide committee members with a written agenda at least a day in advance of each meeting;
 - To see that minutes are appropriately kept and that, after their approval, they are filed in the central reference file of the faculty;
 - To ensure that meetings begin and end on time;
 - To give the annual report of the committee.
- h. Terms of committee membership are three years, and the expiration of terms shall be staggered.
- i. No faculty member shall serve more than two consecutive full terms on any one committee. Eligibility for membership shall be re-established after one year.
- j. Eligibility for committee membership shall be in accord with Article 6, Elections.
- k. The faculty shall elect replacements for members of faculty committees and advisory groups who are on a semester or year's leave.
- l. The president and the vice president for academic affairs/dean of the college shall have access to all faculty committees and may attend committee meetings at the request of either party.
- m. Faculty secretaries are available to help committee chairs with typing, correspondence and clerical work, but they will not attend committee meetings.
- n. All faculty committees shall give at least one annual report of their activities at faculty meetings. A schedule of these reports and of faculty meetings shall be prepared by the

Executive Committee. In addition, a copy of the minutes shall be filed in the central reference file of the faculty.

- o. All faculty committee actions are subject to review by the faculty and may be reversed by the action of a majority of the faculty eligible to vote.
- p. After six consecutive years of service on starred committees, a faculty member will be excused from all committee responsibilities for a year.
- q. In the course of their work, certain committees must have access to confidential materials such as the records of current or prospective students. Student members of faculty committees will be excluded from all deliberations involving confidential materials about students unless the student has given permission.

FACULTY COMMITTEES

3.4 Committee on Academic Standards and Admission

- a. Membership. Four members of the faculty, one student, one student associate, and, ex officio, the vice president for student life and community relations/dean of students or a representative of that office and the vice president for academic affairs/dean of the college or a representative of that office.
- b. Duties.
 - 1. After consulting with the director of admission, the committee shall recommend policies and standards for admission to the College. After their adoption by the faculty, these standards shall be applied by the director of admission.
 - 2. The committee shall monitor the implementation of admission policies.
 - 3. Meeting with the director of admission, the committee shall decide the cases of applicants whose admissibility is in doubt.
 - 4. The committee shall recommend to the faculty the academic regulations of the College and the standards for academic honors. After their adoption by the faculty, these regulations and standards shall be administered by the vice president for academic affairs/dean of the college, who is authorized to make exceptions.
 - 5. The committee shall monitor the administration of academic regulations and standards, consider cases referred to it by the vice president for academic affairs/dean of the college, and serve as an appeals body in contested cases.

3.5 Curriculum Committee*

- a. Membership. Five members of the faculty (at least one from each division), one student, one student associate, and, ex officio, the vice president for academic affairs/dean of the college or a representative of that office, and the registrar.
- b. Duties.
 - 1. Under the faculty, the Curriculum Committee has the responsibility for the planning, development, and administration of the curriculum, and for the achievement of coherence in the curriculum.
 - 2. The committee shall receive and evaluate proposals for new courses, student-designed majors, and programs and for substantive changes in existing courses. Departments should send minor modifications of course descriptions to the vice president for academic affairs/dean of the college, who may, in turn, forward them to the Curriculum Committee

for discussion.

3. The committee shall make recommendations to the dean concerning the addition of new tenure-track positions, in accordance with Appointment, Reappointment, Promotion and Tenure Policies and Procedures. As well, the committee shall make recommendations to the dean concerning the creation or abolition of non-tenure-track positions in accordance with Policy on Full-time Non-tenure-track Faculty.
4. The committee should keep informed of curricular trends, conduct discussions with departments about their curricula, direct questions and proposals for curriculum change to the departments, and, as appropriate, generate initiatives in new and developing areas.
5. The committee may recommend modifications in the daily schedule of classes to the vice president for academic affairs/dean of the college and the president. If the initiative for change originates within the administration, the committee shall represent the faculty in discussion of the administration's proposal.
6. The committee shall determine eligibility standard and policies for special academic programs including, but not limited to, Global Awareness, study abroad, internships, special study, and independent study. These policies shall be administered by the academic departments and the vice president for academic affairs/dean of the college, who, together, are authorized to make exceptions.
7. The committee shall monitor the application of the standards and policies to all special academic programs (see #6) and serve as an appeals body in the contested cases.

3.6 Committee on Professional Development

- a. Membership. Three members of the faculty and the vice president for academic affairs/dean of the college.
- b. Duties.
 1. The committee shall formulate policies concerning research grants, sabbatical leaves, attendance at professional meetings and other activities that contribute to the professional development of the faculty.
 2. The committee shall make recommendations to the vice president for academic affairs/dean of the college concerning the awarding of research and travel grants and of sabbatical leaves.
 3. The committee shall work with faculty members who request assistance in planning and implementing changes in the emphasis of their academic work. As appropriate, the committee shall make recommendations to the vice president for academic affairs/dean of the college.
 4. The committee may initiate grant proposals for overall faculty development and make suggestions for the use of college funds.

3.7 Committee on Reappointment, Promotion and Tenure*

- a. Membership. Five members of the faculty, all tenured. Three of the five must be full professors.

b. Duties.

1. Members of the RPT Committee shall serve as the faculty-wide component of all faculty review committees.
2. All five members shall constitute the RPT Committee in matters involving the appointment process, reappointment reviews, and other items outside the activities of individual review committees.
3. Members of the RPT Committee shall help select members of a search committee if there are no eligible department members and may help select the chair of a search committee if the department chair cannot serve or if another person would be more appropriate.
4. In the cases of reappointment reviews, the RPT Committee, at the request of the department(s), the vice president for academic affairs/dean of the college, or the president, shall meet together with those three parties to discuss any departmental recommendation about which either the president or the dean has serious concerns.
5. The RPT Committee and the vice president for academic affairs/dean of the college shall rule by mutual agreement on whether special major reviews requested by the candidate, the department, or the vice president for academic affairs/dean of the college should be held.
6. The RPT Committee and the vice president for academic affairs/dean of the college by mutual agreement shall devise the actual timetable for reviews during the coming academic year and make decisions about exceptions to the normal review schedule timetable.
7. RPT Committee members shall ensure that all review processes are handled consistently and that they conform to the procedures in the *Faculty Handbook*.

3.8 Executive Committee of the Faculty*

a. Membership. Five tenured members of the faculty and the president for academic affairs/dean of the college.

b. Duties.

1. The committee shall monitor the functioning of all faculty committees and advisory groups. In this connection, the committee shall establish and oversee a procedure by which faculty committees provide regular reports to the faculty.
2. The committee shall set the schedule of faculty meetings for each session and the agenda for each meeting. In preparing the agenda, the committee shall ask the president to indicate any action items the president intends to introduce at the meeting.
3. The committee may establish ad hoc committees, specify their membership and duties, and designate a time by which their work is to be completed.
4. The committee may recommend to the faculty changes in committee structure.
5. The committee shall work with the President's Council on strategic and long-term planning and report periodically to the faculty on that planning.
6. The committee shall act for the faculty when immediate action is necessary and a special meeting of the faculty is expedient. Such action shall be regarded as an action of the faculty but must be submitted to the faculty for confirmation at the next regularly scheduled meeting.

II. THE FACULTY

7. The committee shall determine how the faculty shall give advice in the appointment and subsequent reviews of any of the following officers of the College: president, Vice president for academic affairs/dean of the college, dean of students, and director of admissions.
8. The committee shall formulate and recommend to the president compensation and benefits designed to enhance the well-being of the faculty.
9. The committee may advise the president and the vice president for academic affairs/dean of the college on the development of retirement incentives.
10. Two members of the committee shall represent the faculty in the deliberations of the administrative officers of the College concerning the preparation of the annual budget and shall deliver subsequent reports to the faculty on the state of the budget.
11. The committee shall receive budgetary information from the Curriculum Committee before the budget meeting with the administrative officers.
12. The committee shall serve as a faculty liaison with the Board of Trustees.
13. The committee shall interpret Faculty Bylaws and legislation.

3.9 Grievance Committee

- a. Membership. Three members and three alternate members of the faculty, all tenured.
- b. Duties.
 1. The committee shall serve as an impartial appeals body for faculty members who believe that their rights have been violated or that they have been otherwise unjustly treated by College administrators, committees, or other faculty members. (“Faculty members” includes all full- and part-time faculty, artist affiliates, laboratory instructors and resident language assistants. Administrators and staff who teach may also use the grievance procedure for issues which arise from their teaching-related duties.)
 2. The committee shall meticulously administer the Grievance Procedures specified elsewhere in these Bylaws.

3.10 Committee on Committees

- a. Membership.
 1. Three members of the faculty with at least three years of service at the College.
 2. Membership shall be limited to three years. Eligibility for membership shall be re-established after one year.
 3. The faculty member with the longest tenure on the committee shall serve as chair.
- b. Duties.
 1. After consulting members of the faculty about their preference for service on committees and advisory groups, the committee shall prepare a slate and conduct elections for all faculty, college, and *ad hoc* committees, in accordance with Article Six. In consultation with the directors of the Teacher Education Program, the Global Awareness Program, the library, and computing, the committee shall prepare a slate and conduct elections for advisory groups.
 2. The committee shall submit nominations to the faculty to fill vacancies that occur on committees or among any elected officers of the faculty.

3.11 Teacher Education Committee

3.11.1 Undergraduate Teacher Education Committee

- a. Membership. Two faculty members, selected from two of the following four categories: (a) science/mathematics, (b) social sciences, (c) humanities, and (d) fine arts, and a member of the Department of Education. The Director of the MAT in Secondary English, Director of Teacher Education Programs (who will serve as chair of the committee), Coordinator of Field Experiences, all three ex officio, and two undergraduate students. All regular members shall have suffrage except for student members in matters of admission to the programs. Student members shall participate in all matters of policy and program, except academic decisions that personally affect individual students applying to or present in the program. Students will not be expected to participate during the teaching internship experience.
- b. Duties.
 1. The committee shall periodically review and suggest revisions of the Conceptual Framework for the undergraduate programs.
 2. The committee shall receive reports from advisory groups described below and shall advise the Director of Teacher Education Programs on issues related to direction and long-term planning of the programs.
 3. The committee shall consider other professional matters as they arise and when the Director of Teacher Education Programs brings them to the committee's attention.
 4. The committee shall set admission standards for the undergraduate Teacher Education programs and vote on admission of candidates.

3.12 Teacher Education Advisory Groups: Two education advisory groups provide guidance to their respective programs.

3.12.1 Teacher Preparation Advisory Group

- a. Membership: Program graduates (including MAT graduates), teachers and administrators, community members. Appointed by the Director of Teacher Education Programs with the advice of the Teacher Education Committee and the Director of the MAT in Secondary English Program.
- b. Duties:
 1. The group shall advise the Director of Teacher Education Programs on matters related to teacher preparation curriculum, the design and implementation of appropriate field experiences for teacher candidates, the development and refinement of knowledge bases, the conduct of research, and other means of collaborating to improve the quality of P-12 education.
 2. The group shall meet once each semester.

3.12.2 Master of Arts in Teaching Secondary English Advisory Group

- a. Membership: The Director of the MAT Secondary English Program (who will serve as chair), the Director of Teacher Education programs, one faculty member each from the departments of English and Education, and two MAT students, appointed by the Director of the MAT Program with the consensus of the faculty members of the committee. The students will participate in all matters of policy and program, except academic decisions that affect individual students applying to or currently enrolled in the program. The students will not be expected to participate during their teaching internship experience.

b. Duties:

1. The committee shall review and revise the programmatic response to the conceptual framework for the MAT in Secondary English.
2. The committee shall set admission standards for the MAT in Secondary English Program, interview candidates and voting on admissions.
3. The committee shall set academic standards for the MAT in Secondary English program.
4. The committee shall advise the Director of Teacher Education Programs and the Director of the MAT in Secondary English on issues related to direction and long-term planning of the program, scheduling, staffing and curriculum.
5. The committee shall oversee recruitment, advertising and coordination of admissions materials.
6. The committee shall consider other professional matters as they arise and are brought to the committee's attention by the Director of the MAT Program in Secondary English and/or the Director of Teacher Education Programs.

Amended December 6, 1991; April 3, 1992; July 1, 1994; May 5, 2000; May 4, 2001, May 10, 2002.

ADVISORY GROUPS

3.13 Certain activities vitally important to the academic program of the College require the involvement of an advisory group. The following advisory groups are hereby established: International Education, Academic Computing and Library.

3.13.1 Principles and Regulations

- a. Faculty members of advisory groups shall be elected by the faculty to three-year staggered terms. The number of members of the advisory group shall be determined by the director in consultation with the Committee on Committees and the vice president for academic affairs/dean of the college. Wherever possible, the group should reflect the spectrum of faculty interests and may include students.
- b. Members of the advisory groups shall help the directors with planning, new directions, and budget, and shall serve as a sounding board for the director.
- c. Because the work of an advisory group is different from that of a committee and because the advisory group is closely tied with each faculty member's areas of interest, a faculty member may serve on one advisory group in addition to his or her committee load.
- d. Any member of an advisory group may call a meeting of the group.
- e. The faculty member of the advisory group with the longest tenure at the College should report on the activities and decisions of the group once a year.

Amended May 5, 2000.

**ARTICLE FOUR
MEETINGS**

- 4.1 Regular meetings of the faculty shall normally be held each month during the academic year. The proposed meeting dates and times shall be published at the beginning of each session.
- 4.2 If there is no business to come before the faculty by the time the agenda is to be circulated, the Faculty Executive Committee, with the concurrence of the president of the college, may cancel the meeting.
- 4.3 The Faculty Executive Committee shall prepare the agenda for each faculty meeting and shall circulate it to members of the faculty on or before the Wednesday before the meeting. Any member of the faculty who wishes to place a matter on the agenda should submit it in writing to the chair of the Faculty Executive Committee at least one week and a day before the meeting.
- 4.4 Special meetings may be convened by the Faculty Executive Committee or the president of the college on not less than twenty-four hours notice. Any member of the faculty may request a special meeting; a request in writing by at least twenty percent of the voting faculty shall always be acceded to. Special meetings shall be held, insofar as is feasible, on the same day of the week and at the same hour as regular meetings. Notice of a special meeting shall be accompanied by a statement of the business to be considered.
- 4.5 The Faculty Executive Committee or the president of the college may invite persons other than members of the faculty to attend a specific faculty meeting. Standing or continuous invitations may be extended only by vote of the faculty itself.
- 4.6 A quorum for faculty meetings shall consist of sixty percent of the faculty eligible to vote and in residence. The parliamentarian shall verify the quorum, and shall report to the presiding officer when there is not a quorum.
- 4.7 The regular order of business at faculty meetings shall be:
1. Approval of the minutes
 2. Old business
 3. New business
 4. The President of the College
 5. Reports of standing committees
 6. Reports of other committees
 7. Communications
 8. Discussion of special item(s)
 9. Announcements
- 4.8 The procedure in faculty meetings shall be governed by the latest edition of *Robert's Rules of Order* unless otherwise specified in the Bylaws.

**ARTICLE FIVE
SUFFRAGE AND VOTING**

- 5.1 All members of the academic community holding faculty status, except non-tenure-track faculty in the first year of their appointments at Agnes Scott College and part-time faculty, shall have voting privileges in regular and called meetings of the faculty.
- 5.2 There shall be no proxy or absentee voting at any meeting of the faculty. Members of the faculty on leave are not eligible to vote.
- 5.3 Except for elections, voting in faculty meetings shall be by voice vote or by show of hands. However, the presiding officer may prescribe a secret ballot if it seems appropriate, and shall accede to a request for a secret ballot.

- 5.4 The Executive Committee may stipulate that certain matters of unusual importance shall not be subject to final action by the faculty at the meeting in which they are introduced. It shall be left to the discretion of the presiding officer whether or not a matter introduced as new business on the floor of a meeting requires consideration at more than one meeting.

ARTICLE SIX ELECTIONS

The following principles and procedures shall govern all faculty elections:

- 6.1 Faculty elections shall be conducted during a regularly scheduled or called meeting.
- 6.2 The Committee on Committees shall solicit from the faculty, in written form, their individual preferences and qualifications for committee assignments.
- 6.3 Faculty members on leave for a full year are not eligible for election to offices or to committee memberships whose terms begin during the leave.
- 6.4 The Committee on Committees shall prepare a slate of nominees to be distributed to the faculty at least ten days before the election.
- 6.5 At the time of the election, additional nominations from the floor shall be accepted, in accordance with *Robert's Rules of Order*. If no additional nominations are made, the slate of nominees shall be declared elected.
- 6.6 Elections shall be by secret ballot.
- 6.7 The tellers shall provide the necessary ballots for elections and shall be responsible for counting votes and for reporting the results to the presiding officer.
- 6.8 If a faculty member is nominated for a position when election would violate a provision of the Bylaws, the faculty member shall be required to choose between the posts for which the nominations were made.
- 6.9 In filling vacancies the Committee on Committees shall determine in each case whether the replacement is to be elected for the unexpired term or for the period of the vacancy.
- 6.10 For the purposes of elections to the committees requiring divisional representation, the disciplines of the College shall comprise three electoral divisions: Division I shall include the disciplines of art, bible and religion, classics, English, French, German, history, music, philosophy, Spanish, theatre; Division II shall include the disciplines of economics, education, physical education, political science, psychology, sociology/anthropology; and Division III shall include the disciplines of astronomy, biology, chemistry, mathematics, and physics.
- 6.11 No one shall be elected to an office or committee without receiving the vote of more than one-third of the faculty present and voting.
- 6.12 The majority electoral system shall be used for selecting one of two candidates to fill one position.
- 6.13 The plurality electoral system shall be used for selecting among three or more candidates to fill a vacancy.
- 6.14 The plurality electoral system shall be used for selecting among candidates where the number of candidates exceeds the number of positions and the number of positions to be filled is more than one.
- 6.15 A member of the faculty may cast as many votes as the number of committee positions to be filled but need not vote for all positions to be filled.

II. THE FACULTY

- 6.16** A tie vote occurs and if it precludes the election of a nominee, a runoff election shall be held immediately among those nominees involved in the tie vote. If no one is elected by a runoff, the outcome shall be determined by lot from among those tied in the second vote.
- 6.17** If ARTICLE 6.12 prevents the filling of an office or of committee positions, a runoff election shall be held immediately among a number of nominees equal to one more than the number of positions to be filled. These nominees shall be those who have received the most votes.
- 6.18** A member of the faculty may not vote the same name for more than one position to be filled on a committee.
- 6.19** Normally, terms of office or committee membership shall begin at the beginning of an academic session.
- 6.20** The Committee on Committees shall conduct all faculty elections and is empowered to devise such election procedures as it may deem necessary, subject always to their compliance with the Bylaws stated above.

ARTICLE SEVEN AMENDMENT OF THE BYLAWS

- 7.1** An amendment of these Bylaws may be proposed by any voting member of the faculty or by any faculty committee.
- 7.2** The proposed amendment shall be submitted in writing to the secretary of the Executive Committee and placed on the agenda of the next meeting. A copy of the proposed amendment shall be mailed to all faculty members at least three days before the meeting is to be held.
- 7.3** The proposer shall present the amendment, which shall be read and discussed. It shall be read a second time at the next regular meeting of the faculty, held no sooner than seven days after the first reading. At this final meeting the affirmative vote of two-thirds of the faculty present and eligible to vote shall be required for the adoption of the amendment.

Originally adopted by the faculty April 11, 1975; includes amendments made through the end of the 2001-2002 academic session.

INTERPRETATION OF BYLAWS AGNES SCOTT COLLEGE FACULTY

Voting Members of the Agnes Scott Faculty

According to Article 1.1 of the Agnes Scott Faculty Bylaws, the Agnes Scott faculty consists of administrative officials specifically listed; other administrative officials who, because their work is directly related to the academic program, have been appointed to the faculty by the president of the college; and members of the academic departments holding rank of professor, associate professor, assistant professor, or instructor.

This definition is understood to exclude administrative officials who have not been appointed to the faculty by the president of the college and members of academic departments holding ranks not specifically named in the Bylaws (i.e., lecturer and other ranks qualified by the term *Visiting* who are in their first year of appointment).

Article 5.1 and Article 5.2 of the Faculty Bylaws provide that all members of the faculty except Instructors in the first year of appointment and faculty on leave are eligible to vote in faculty elections.

Proposed by the Executive Committee of the Faculty October 3, 1975.
Adopted by the faculty October 3, 1975.
Revised July 2000.

The Relationship Between Eligibility for Faculty Voting and Eligibility for Holding Position on Faculty Committees

Those eligible to vote are also eligible to serve on faculty committees. By further interpretation, this means that persons on leave of absence neither vote nor serve on committees during that period.

Reported to the faculty by the Executive Committee April 2, 1976.

Clarification of the Issue of Committee Autonomy

Faculty committees have the power to act within the Bylaws and legislation approved by the faculty, and these committees should be allowed to act autonomously on any matter which does not constitute a change of policy. The committee itself must be sensitive to which of its decisions do constitute such a change in policy, and shall bring these to the faculty for vote. In case the committee does not make such an interpretation of its actions but some faculty member questions the committee's interpretation, the faculty member may call for faculty review.

Reported to the faculty by the Executive Committee April 2, 1976.

VOTING MEMBERS OF THE AGNES SCOTT COLLEGE FACULTY 2002-2003

The President
 The Vice President for Academic Affairs/Dean of the College
 The Associate Dean of the College
 The Vice President for Student Life and Community Relations/Dean of Students
 The Director of Library Services
 The Registrar
 The Director of Experiential Learning
 The Director of Information Technology Services
 The Director of International Education

Professors – Behan, Bowden, Campbell, Carden [on leave fall ‘02], Cochran, Cunningham [on leave spring ‘03], Darling, Guthrie, Hubert, C. Johnson, Kennedy, Lewin, Mathews, McCann, McGehee [on leave spring ‘03], Parry, Pilger, Pinka, Riddle, Scott, Sheehey, P. Thompson, Wieshofer, Wistrand

Associate Professors - Allende, Beidler [on leave fall ‘02], Blatchley, Bowling, Cabisius, Cooley, Cozzens, Denis, J. De Pree, Froelich, Gibson [on leave fall ‘02], Harvey, Hoke [on leave fall ‘02], V. Johnson, Leslie, MacEwen, Norat, Ocasio, Pippin, Redmond, Rees, Sadler, Sanders, Schenbeck, D. Thompson, K. Thompson, Tolliver, Venable

Assistant Professors – Cain, C. De Pree, Eberiel, Finco [on leave fall ‘02], Foley, Hackett [on leave spring ‘03], Kachelski [on leave spring ‘03], Khwaja [on leave spring ‘03], Koch, Laird, Lovell, Lucas, Lynn, Newsome, Papazian, Qu, Richman, Riter [on leave spring ‘03], Rothman, Ruby, Sayre, Schlig, Seymour, Sugg, Trousdale, Xu

Instructors – Clower, Dauplaise, Good, LeDuc, Mungavin-Salva, Remillard, Schulman, Vanderbeck,

	<u>Fall</u>	<u>Spring</u>
Voting Members	90	89
Quorum (60%)	54	53

FACULTY COMMITTEES MEMBERS FOR 2002-2003

Committee on Academic Standards and Admission

Martha W. Rees, Chair ('04)
Lawrence H. Riddle ('03)
Michael R. Lynn ('05)
Christine Cozzens ('05)
Vice President for Academic Affairs/Dean of the College
Vice President for Student Life and Community Relations/Dean of Students
1 student TBA
1 student TBA

Curriculum Committee*

Karen J. Thompson, Chair ('03)
Katharine D. Kennedy ('04)
Ed Sheehey ('05)
Roger Rothman ('05)
Vice President for Academic Affairs/Dean of the College
Registrar
2 students TBA

Committee on Professional Development

Patricia G. Pinka, Chair ('03)
Anne E. Beidler ('04) [on leave fall '02]
Faculty member TBA
Vice President for Academic Affairs/Dean of the College

Committee on Reappointment, Promotion and Tenure*

Catherine V. Scott, Chair ('03)
Harry Wistrand ('03)
Tina Pippin ('04)
Myrtle Lewin ('04)
Peggy Thompson ('05)

Executive Committee of the Faculty*

Barbara J. Blatchley, Chair ('03)
Dennis McCann, Budget Work Group Representative ('03)
Dudley W. Sanders ('04)
Gail Cabisius ('04)
Calvert Johnson, Budget Work Group Representative ('05)
Vice President for Academic Affairs/Dean of the College

Grievance Committee

Juan A. Allende ('03)
Augustus B. Cochran, III ('04)
Isa Williams ('05)

Alternates

Ingrid E. Wieshofer ('03)
Roger I. Rothman ('04)
John Pilger ('04)
Sally MacEwen ('05)

Committee on Committees

Julia K. De Pree, Chair ('04)
Linda L. Hubert ('03)
Timothy S. Finco ('05) [on leave fall '02]

Undergraduate Teacher Education Committee

Eileen L. Cooley ('03)
Timothy S. Finco ('03) [on leave fall '02]
Rosalyn P. Schenbeck ('04)
Yvonne D. Newsome ('05)
Mary Cain ('05)
Amy Lovell ('05)
Director of Teacher Education Programs
Coordinator of Field Experiences

MAT in Secondary English Advisory Group

Director of MAT in Secondary English, Chair
Patricia G. Pinka
Kathy S. Froelich
1 student TBA
Director of Teacher Education Programs

ADVISORY GROUPS MEMBERS FOR 2002-2003

Academic Computing

Robert A. Kachelski ('03) [on leave spring '03]
Alan Koch ('04)
Ed Sayre ('05)
Director of Information Technology Services
1 student TBA
1 student TBA

International Education

Juan A. Allende ('03)
Waqas A. Khwaja ('04) [on leave spring '03]
Donna L. Sadler ('05)
Director of International Education
1 student TBA

Library

Ruth E. Riter ('03) [on leave spring '03]
Michael Schlig ('03)
Jennifer L. Lucas ('05)
1 Faculty member TBA
Director of Library Services
1 student TBA
1 student TBA

Teacher Preparation Advisory Board

Program graduate(s) including MAT graduates
Local teachers
Local school administrators
Community members
Director of Teacher Education Programs

FACULTY MEETINGS — 2002-2003

Secretary to the Faculty: Susan Dougherty and Amy Whitworth

Parliamentarian: Penelope Campbell

Tellers:

Timothy S. Finco ('03) [on leave fall '02]
Gisela Norat ('03)

MEETING DATES

Friday, September 6, 2002	3:30 p.m.
Friday, October 4, 2002	3:30 p.m.
Friday, November 1, 2002	3:30 p.m.
Friday, December 6, 2002	3:30 p.m.
Friday, February 7, 2003	3:30 p.m.
Friday, March 7, 2003	3:30 p.m.
Friday, April 4, 2003	3:30 p.m.
Friday, May 2, 2003	3:30 p.m.
Friday, May 16, 2003	2:00 p.m.

ACADEMIC PROCESSIONS -- 2002-2003

College Marshals: Katharine D. Kennedy ('03)
Ted Mathews ('03)

DATES

Wednesday, August 28, 2002	Honors and Opening Convocation, 10:00 a.m.
Saturday, September 21, 2002	Senior Investiture, 11:00 a.m.
Wednesday, January 24, 2003	Martin Luther King, Jr., Convocation, 10:00 a.m.
Friday, May 16, 2003	Baccalaureate, 4:30 p.m.
Saturday, May 17, 2003	Commencement, 9:30 a.m.

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ACADEMIC PROCESSION LIST FOR 2002-2003

College Marshals:

Katharine D. Kennedy ('03)
Ted Mathews ('03)

Bullock	Cabisius	Eberiel	Moreland
Zumwalt	Bowling	Khwaja**	Remillard
Hudson	Leslie	Williams	Hilgenfeld
Bowden	MacEwen	De Pree, C.	LeDuc
Campbell	Venable	Lucas	Good
Parry	Sadler	Lynn	Vanderbeck
Pinka	Sanders	Newsome	Mungavin-Salva
Behan	Cooley	Schlig	Schulman
Hubert	Cozzens	Xu	Clower
Sheehey	Ocasio	Seymour	Dolan-Livengood
Carden*	Pippin	Finco*	Wells
Cochran	Rees	Hackett**	
McGehee**	Blatchley	Kachelski**	
Wieshofer	Beidler*	Riter**	
Darling	Johnson, V.	Koch	
Johnson, C.	Thompson, K.	Laird	
Mathews	Allende	Lovell	
Pilger	Hoke*	Lund	
Wistrand	Norat	Rothman	
Lewin	Thompson, D.	Sugg	
Cunningham**	Schenbeck	Papazian	
Scott	Harvey	Cain	
Guthrie	Redmond	Sayre	
Riddle	Gibson*	Abbot	
McCann	De Pree, J.	Richman	
Thompson, P.	Tolliver	Ruby	
Kennedy	Froelich	Trousdale	
Brown, L. C.	Denis	Jackson-Minot	
	Coia	Robinson	
		Foley	

* On leave fall semester 2002.

** On leave spring semester 2003.

*** On leave for the 2002-2003 academic session.

Note: The procession list is arranged on the basis of rank as follows: the president, vice president for academic affairs/dean of the college, and vice president for student life and community relations/dean of students followed by full professors, associate professors, assistant professors, instructors and other administrative staff with faculty status. Within the rank, the line is arranged according to the year of appointment to that rank. If several professors were appointed to the same rank during the same year, they are listed in that rank alphabetically.

POLICIES

EXECUTIVE SUMMARY

REAPPOINTMENT, PROMOTION AND TENURE POLICIES AND PROCEDURES

1. Application

Appointments to the faculty, reappointments, promotions, and grants of tenure are made by the Board of Trustees upon nomination by the president, with the advice of the dean and the faculty. Policies and procedures set forth in the document summarized here apply to all such decisions for members of the teaching faculty and are binding on all parties to the process.

2. Initial Appointment of Teaching Faculty

Initial appointment of a probationary faculty member is the first step toward consideration for tenure, and the College chooses the candidate who gives best promise of meeting College standards for reappointment, promotion, and tenure.

Discussion of appointment needs may be initiated at any point by academic departments, the dean, or the Curriculum Committee. In the spring, Departments either individually or jointly submit staffing requests to the dean, who with advice from the Curriculum Committee, prepares an appointment plan and authorizes departmental searches. In the fall and winter, search committees operate in consultation with the dean, upon whose approval the most promising candidates are interviewed on campus. After such interviews, the search committee makes recommendation to the dean. Upon approval of a candidate by the dean and the president, the dean offers terms of appointment, subject to approval by the Board of Trustees. The normal appointment process may be varied if necessary by agreement of the dean and the RPT Committee.

3. Departmental Reviews and Mid-term Reviews

When a faculty contract is subject to renewal, the department reviews the candidate and makes recommendation to the vice president for academic affairs/dean of the college, who recommends to the president. Departments also conduct a formative review of probationary faculty members, for the purposes of communication and guidance, during the first year of appointment. The mid-term review normally occurs in the third year of teaching; it is conducted by a review committee composed of the tenured members of the department and one member of the RPT Committee, who serves as chair.

4. Major Reviews

Major Reviews include tenure reviews, tenure-and-promotion reviews, and promotion reviews. Usually the tenure review occurs in the sixth year, but when a faculty member has prior teaching experience, a different schedule may be established, in writing at the time of initial appointment, by agreement of the dean and the department. Promotions in professorial rank normally require six years of teaching experience at the previous rank, except that up to three years of experience as instructor at this College may be counted with experience at the rank of assistant Professor. The major review process, covered in section 6 below, includes consultation between the review committee and the dean, advisement of the president by both parties, and a decision by the president. A positive recommendation by the president is subject to board approval in reviews involving tenure or promotion. All other presidential decisions in major reviews are final. Exceptions to normal major review process and schedule may be made by agreement of the dean and the RPT Committee.

5. Evaluative Criteria for Major Reviews

The most important criterion of faculty performance is excellence in teaching, and each faculty member must demonstrate effectiveness in that area. In addition, each faculty member is expected to demonstrate achievement in scholarship, and each faculty member is expected to demonstrate service to the College. Recognition is given to the variety of ways in which achievement may be demonstrated. Each major review candidate is expected to demonstrate substantial achievement in at least one area in addition to teaching.

6. Committee Structure and Process for Major Reviews

A review committee consists of a minimum of five members, two or more of whom represent the candidate's discipline and three of whom represent the faculty at large as elected members of the RPT Committee. The review committee monitors the review process, consults with the dean, the candidate, and other interested parties, and makes recommendation to the president. The dean houses personnel files and review materials, coordinates review activities, consults with the review committee, the president, and others as necessary, and submits a separate recommendation to the president.

Mid-term reviews, tenure reviews, and tenure-and-promotion reviews are held in the spring. Promotion-only reviews are held in the fall. Annual timetables are established each spring by the dean and the RPT Committee, on the basis of model timetables included in the Policies and Procedures.

DISMISSAL POLICIES AND PROCEDURES

1. Application

Policies and procedures set forth in the document summarized here apply to the termination of faculty appointments for reasons of cause, financial exigency, curricular exigency, or medical condition. The final authority to dismiss a faculty member during the course of a contract rests with the Board of Trustees.

2. Dismissal for Cause

Dismissal for cause may occur only for reasons of incompetence, dereliction of duty, unethical professional behavior, or conviction of a serious crime, and only when a problem is so grave or persistent that no other reasonable course of action remains. A serious complaint is investigated first by the vice president for academic affairs/dean of the college and then in turn, if necessary, by the president, an informal faculty board of inquiry, and a faculty Board of Hearing. In a formal dismissal hearing the College's interests are represented by the vice president for academic affairs/dean of the college. The Board of Hearing conveys its decision to the president, who either transmits it directly to the Board of Trustees or returns it for further study. The Board of Trustees either chooses to review the case itself or permits the decision transmitted to it to stand. In either event, the decision of the Board of Trustees is final.

3. Dismissal for Financial Exigency

Terminations may occur because of an extraordinary financial exigency which cannot be alleviated by less drastic means. In such a case, after the Board of Trustees formally declares the exigency, an ad hoc committee is convened, made up of the president, the dean, and specified members of key faculty committees. This committee proposes to the faculty a plan for meeting the exigency, and a faculty-approved plan stands as a recommendation to the president. If no plan is approved in good time, the president proceeds without faculty advice.

4. Dismissal for Curricular Exigency

Terminations may result extraordinarily from the discontinuance of a major structural element of the curriculum based essentially on long-range educational considerations. Either the faculty or the

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president may convene an ad hoc committee, composed as in section 3, to study the College's curricular goals and, if it sees an exigency, to propose a plan to meet those goals.

5. Dismissal for Medical Reasons

Medical dismissal, based on clear evidence of incapacity, may occur when no other solution is practical. Dismissal proceedings are conducted in a manner parallel to that described in section 2.

Approved by the faculty April 5, 1991.

Revised and approved by the Board of Trustees' Academic Affairs Committee May 16, 1991.

Revised and adopted by the Board of Trustees May 17, 1991.

Revised by the faculty October 4, 1991, and approved by the Board of Trustees October 11, 1991.

Revised by the faculty May 2, 1997, and approved by the Board of Trustees May 9, 1997.

Revised by the faculty May 4, 2001.

APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE POLICIES AND PROCEDURES

1.0 Application

Appointments to the faculty, reappointments, promotions in rank, and grants of tenure are made by the Board of Trustees upon nomination by the president, with the advice of the dean and the faculty.

Policies and procedures stated in this document, and in the Executive Summary extracted from it, apply to appointment, reappointment, promotion, and tenure decisions for all members of the teaching faculty of Agnes Scott College and are binding on all parties to the RPT processes described herein.

These policies and procedures may be amended by the faculty by the normal process of faculty legislation. Significant changes, as determined by the president, shall be subject to approval by the Board of Trustees.

1.1 Definitions

RPT Committee. The Reappointment, Promotion and Tenure Committee is a five-member committee, at least three members of which hold the rank of full professor. These members are elected at large from the teaching faculty for staggered three-year terms. The committee elects its own chair. Its functions include establishing search committees and providing the faculty-wide component for both major (three members) and mid-term reviews (one member).

Dean. Refers to the vice president for academic affairs/dean of the college.

Department. Any administrative unit of the teaching faculty listed in the Faculty Bylaws.

Formative Review. Departmental evaluation of probationary faculty, separate from issues of contract.

Faculty. See the Faculty Bylaws, Section 1.1.

Major Review. Evaluation of the overall performance of teaching faculty conducted by a review committee for the purpose of granting tenure and/or promotion.

Mid-term Review. Evaluation of the overall performance of a probationary faculty member normally in the third year of employment.

Personnel File. Official employment record. Personnel files for members of the teaching faculty are kept in the office of the vice president for academic affairs/dean of the college.

Probationary Appointment. Tenure-track appointment.

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Reappointment Review. Departmental review of probationary faculty focused on contract renewal.

Review Committee. An individual candidate's major review committee has a faculty-wide component, made up of three members of the RPT Committee, and a disciplinary component, made up of members of the teaching faculty selected as specified in 6.3 below. Mid-term review committees are made up of the department and one member of the RPT Committee, as determined by the RPT Committee. Every major and mid-term review involves a review committee.

Teaching Faculty. Faculty members who are members of academic departments and who teach courses in the College. Full-time members of the teaching faculty are faculty members who are salaried on the basis of full-time teaching loads in the College.

Term Appointment. Non-tenure-track appointment.

1.2 Interpretation

Any request for interpretation of RPT policies and procedures, by any concerned party, shall be made in writing to the Faculty Executive Committee, which shall decide the matter, consulting the RPT Committee and others as it sees fit. Written copies of such a ruling shall be sent to the individuals who requested the ruling, the president, the dean, the RPT Committee members, one copy shall be kept in FEC files, and one copy shall be kept in RPT Committee files in the office of the dean. If an interpretation is deemed sufficiently significant by the president to merit review by the Board of Trustees, the president shall convey the FEC ruling to the Board, or an appropriate committee of the Board, for its review. If a faculty member believes that procedures are not being followed in his or her particular case, that party may apply to the Grievance Committee.

2.0 Initial Appointment of Teaching Faculty

2.1 General Principles

- a. As a small, residential liberal arts college, Agnes Scott is committed to maintaining a highly qualified and deeply involved permanent faculty. The initial appointment of a probationary faculty member should be regarded as the first step toward consideration for tenure, not as the temporary satisfaction of a specific need, and should be approached with the greatest care. The department and the College should choose the candidate who gives best promise of performing in accordance with the mission and purpose of the College and of meeting the standards established by the College for reappointment, promotion, and tenure. The department and the College should make every effort to provide an atmosphere conducive to teaching excellence and intellectual growth.
- b. Agnes Scott College welcomes in its faculty a diversity of racial, cultural, and religious backgrounds as affirmed in the College's Statement of Mission and Purpose. Liberal Arts education, to which this College is dedicated, is based on the belief that through exposure to differing ideas people come to appreciate life and learning more fully. The faculty recognizes the need to hire faculty members from underrepresented groups, especially African American, in order to foster that appreciation and in order to aid the recruitment and retention of students from underrepresented groups. We therefore dedicate ourselves to exploring every opportunity to recruit faculty from underrepresented groups, especially African-American.
- c. Appointment to the faculty is made by the Board of Trustees upon nomination by the president. Every member of the teaching faculty shall be affiliated with an academic department, which shall be fully involved in the hiring process. In the case of interdisciplinary appointments, primary affiliation with a department shall be determined, prior to the authorization of a search, by the dean, in consultation with the involved departments and/or programs and the Curriculum Committee. Non-teaching faculty may be appointed without departmental involvement, but the assignment of teaching responsibilities to a non-teaching faculty shall require a review of the faculty member's dossier by the dean and the department and approval by both parties.

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- d. Initial appointment may carry any faculty rank appropriate to the position filled, except that those appointed at the rank of assistant professor and above must hold the highest earned degree in the discipline to be taught or in an appropriate interdisciplinary field or the equivalent in professional accomplishment. Faculty members appointed at the rank of associate professor and professor should have a record of successful teaching experience equivalent to that required for promotion to these ranks at Agnes Scott, or a comparable record of non-teaching experience. Faculty members initially appointed at the rank of professor must demonstrate substantial scholarly or, in the arts, creative accomplishment, or comparable achievement in another area.
- e. Initial appointment does not normally carry tenure of office, and newly appointed faculty members shall be given one-, two-, or three-year contracts until tenure is granted or employment is terminated.
- f. In the case of a probationary faculty member with prior college teaching experience, either at another school or on a non-tenure track appointment at Agnes Scott, at the time of hiring an agreement shall be reached by the candidate, the department chair, and the dean on a schedule of major and mid-term reviews, and this schedule shall be included in the letter of appointment.

2.2 Procedures for Appointment

- a. As early as possible in the spring semester, the dean shall solicit departmental and program requests for hiring for the coming year. Interested academic departments shall submit the following information in writing to the dean and to the Curriculum Committee (See Faculty Bylaws, 3.5): a request to fill or create a position; a description of the position; and a description of criteria for the evaluation of applicants (training, experience, etc.). At any point, either the dean or the Curriculum Committee may also initiate discussion of hiring plans and other staffing needs.
- b. After departmental and program requests have been received, The Curriculum Committee, together with the dean, shall review these requests and propose a plan for faculty positions to be filled during the coming year, subject to available funding. Either the committee or the dean may propose a plan for faculty positions to be filled during the coming year. Any such plan shall consider the needs of departments, programs, and the College as a whole. Committee discussions of the requests with the dean shall be concluded by Commencement.
- c. No later than June 1, the dean shall authorize departments to initiate searches during the following year, in accordance with the best disciplinary practices, including the timely advertisement of openings.
- d. For each search, all full-time continuing probationary and tenured faculty of the department involved shall constitute the search committee, and the department chair shall usually serve as the search committee chair. If the department chair cannot serve or if the RPT Committee and the dean, after consultation with the department, determine that another chair would be more appropriate, the RPT Committee and the dean shall appoint the search committee chair from among the tenured members of the department, or if none is available, from among the tenured members of closely related departments.
- e. If there are not at least three full-time continuing probationary or tenured members of the department conducting the search, the RPT Committee together with the dean, in consultation with the department chair, shall appoint additional members from the tenured faculty in related disciplines to bring the number of members of the search committee to three.
- f. If the faculty appointment is to have substantial teaching duties in a program or department outside the department with which the position is affiliated, the RPT Committee and the

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dean may appoint additional members to the search committee from faculty in this program or department.

- g. Search committees shall conduct formal, public searches in consultation with the dean, and shall submit to the dean for approval the names and files of candidates they wish to invite to campus. As early as possible, the dean and the search committee chair together shall schedule on-campus visits by candidates, making an effort to involve faculty, students, and the president in the interview process. At the conclusion of these visits, the search committee chair shall notify the dean of the majority recommendation of the search committee. The dean consults with the president before an oral offer of appointment is made. When a majority of the search committee and the dean and the president have agreed on a candidate, the dean shall inform that person of the terms and conditions of employment offered, including any matter which could affect the successful completion of the probationary period of appointment. An agreement between the College and the candidate shall be formalized in a letter from the president, subject to the approval of the Board of Trustees. A copy of this letter shall be sent at the same time to the department chair.
- h. At any time, the dean may authorize searches to fill unexpected vacancies. Unanticipated probationary openings are also subject to these procedures but may require variations from the normal timetable. Such variations may be proposed by either the department(s) or the dean and adopted upon the concurrence of both parties. The change of a faculty member's departmental affiliation within the College shall require the review of the faculty member's dossier by all involved departments, the dean, and the RPT Committee and the approval of all parties. A change of departmental structure for administrative purposes does not require this process, but should include consultation between the dean and the departments affected.
- i. Needs for term faculty (temporary and part-time teachers, leave replacements) will certainly arise; however, a tenurable position in a department may not be converted to a term position without the consultation of the involved department and the RPT Committee. Searches for term faculty should be pursued as nearly as possible within the spirit of these guidelines but may require variations from normal timetable and procedure. Such variations may be proposed by either the department or the dean and adopted upon the concurrence of both parties.

3.0 Reappointment and Formative Reviews

Counsel and advice is vital to the professional development of untenured faculty and is a departmental responsibility shared by all tenured members of a department. In particular, this is often done informally by the department chair from time to time. This nurturing role for departments is strongly encouraged, especially during the time up to the mid-term review. In addition, more formal reappointment and formative reviews are also required prior to the mid-term review.

3.1 Reappointment Reviews

- a. When a probationary contract is subject to renewal, the department shall recommend for or against reappointment by majority vote of the tenured members of the department. If there are fewer than two tenured members, one or two senior faculty members from related disciplines shall be chosen, by agreement of the candidate and the dean, to complete or compose a recommending group of two. If no department chair is available, the recommending group shall elect its own chair.

The chair shall notify the dean, in writing, of the departmental recommendation no later than December 14 in the first year of appointment (in the case of a one-year initial appointment), October 15 in the second year of appointment, or, in any succeeding year of appointment (see 4.1b), no later than April 1 of one academic year for a contract due to expire at the end of the next academic year. A tie vote in the department shall be reported in the same way and by the same date. This notification, initialed by all voting department members, shall include reasons for the recommendation and any serious concerns attending it.

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If the dean or the president has serious concerns about a department recommendation, the dean shall inform the department chair of those concerns in writing no later than February 1 in the first year (see above), November 1 in the second year, or April 15 in any succeeding year. In such a case, at the request of the department, the dean, or the president, these three parties and the RPT Committee shall meet to discuss the matter.

In all cases, the candidate shall be informed of the final decision to reappoint or not to reappoint no later than March 1 in the first year of appointment (in the case of a one-year initial appointment), December 15 in the second year, or, in any succeeding year, at least twelve months before the expiration of an appointment.

- b. A probationary faculty member who has completed two years of appointment may not be terminated without a major or mid-term review or a dismissal hearing, unless the year of anticipated major or mid-term review has already been designated terminal as the result of a negative reappointment review. (See also 3.1a above, 4.1c below.) The status of a faculty member may not be changed from probationary to term. When a reappointment review, a mid-term review, or a major review is negative, the following year becomes the terminal year of appointment. A probationary faculty member who has completed the midterm review successfully shall normally be reappointed through the year of tenure review.
- c. When part-time and full-time term contracts are subject to renewal, the procedure followed shall be as nearly as possible the same as for the renewal of first-year probationary contracts (see 3.1a above). Variations in timetable and process may be adopted by agreement of the department chair and the dean.

3.2 Formative Reviews

- a. The professional performance of every probationary faculty member shall be reviewed by the member's department during the spring semester of the first year of appointment, unless the faculty member is undergoing a major review. The purpose of this review is to provide constructive criticism of probationary faculty members, acquaint them with department needs and expectations, encourage them to develop their particular talents as teachers and scholars, and in general to build good working relationships within departments. All full-time tenured department members, along with the candidate, shall participate in the review session. If there are fewer than two tenured department members, one or two tenured faculty members from related disciplines shall be chosen, by agreement of the department, the candidate, and the dean, to complete or compose an evaluating group of two. If no department chair is available, the reviewing group shall elect its own chair. The chair shall prepare a written summary of the session, which shall be initialed by all parties. One copy of this summary shall be given to the candidate; another shall be kept in department files; a third shall be delivered to the dean to be placed in the faculty member's personnel file. Any material gathered for the review shall be returned to the source.
- b. Departments shall review the performance of part-time and full-time term faculty in ways to be determined in each case by the department and the dean.

4.0 Major and Mid-term Reviews

4.1 Procedures

Major reviews include tenure reviews, tenure/promotion reviews, and promotion reviews. The major review process includes consultation between and deliberation by the review committee and the vice president for academic affairs/dean of the college, advisement of the president by both parties, and a decision by the president.

The mid-term review process includes consultation between and deliberation by the review committee and the vice president for academic affairs/dean of the college, advisement of the president by both parties, and a decision by the president.

A positive decision by the president in reviews involving tenure, promotion, tenure/promotion or reappointment after mid-term reviews stands as a recommendation to the Board of Trustees. All other presidential decisions in reappointments are final. (Evaluative criteria are covered in Section 5 below and review procedures are covered in Section 6 below.) In Sections 4.1c and 4.1d below, the terms positive and negative, applied to the outcomes of major and mid-term reviews, refer to this entire process, including Board action where required, and not to the recommendation of the review committee alone.

- a. Ordinarily, neither tenure nor promotion shall be granted except as the result of a major review (but see 4.2d below). A major or mid-term review, properly conducted, serves two purposes: it provides a fair evaluation of a candidate's performance, and it constructively assists the candidate and the department in planning for the future. Standards and procedures for such reviews described here are part of the contract between Agnes Scott College and each faculty member and are to be followed in each case unless an exception is granted under the provisions of 4.2 below.
- b. A mid-term review normally occurs during the third year of appointment. A major review of probationary members of the teaching faculty is carried out at the time of consideration for tenure and promotion, normally during the sixth year of appointment. Review for tenure and promotion to associate professor normally occurs simultaneously. A major review occurs at the time an associate professor is considered for promotion to full professor and when a person appointed at the rank of associate professor or full professor is considered for tenure.
- c. If the midterm review is positive, the candidate shall be reappointed through the year of tenure review. If the midterm review is negative, the following year becomes the terminal year of appointment (see 3.1a). If the year of an anticipated midterm review has already been designated terminal by a negative reappointment review (see 3.1a above), then no midterm review is held.
- d. If the tenure review is positive, the candidate shall be granted a continuous contract beginning the next year. If the tenure review is negative, the following year becomes the terminal year of appointment. Tenure review must be either positive or negative.

4.2 Exceptions

A request for an exception to normal review schedule, time table, or process may be made on any of the grounds in 4.2a to 4.2d below. Such a request shall be made by the candidate in writing to the dean, accompanied by a letter from the department chair approving the request. The dean and the RPT Committee working together shall decide the matter by mutual concurrence, in consultation with the candidate and the department chair. The dean shall convey the decision in writing to the candidate and the department chair, and the RPT Committee shall keep a written copy of the decision in its permanent files. Sabbaticals and other leaves related to work at Agnes Scott College (e.g., research fellowships) shall not affect the normal schedule of major reviews.

- a. A probationary faculty member hired with prior college teaching experience (see 2.1f) may request a revision of the schedule of the mid-term and tenure/promotion reviews which

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were specified in the appointment letter. In response to such a request, a new schedule may be devised. (See also 4.3a below.)

- b. A faculty member whose probationary period has included a non-work-related leave of absence (e.g., parental or medical leave) may request a special schedule of mid-term and tenure/promotion reviews which takes that leave time into account. Such a request must be made no later than February 15 preceding the year of a scheduled review. If such a revised schedule is considered warranted, one shall be devised, no later than March 15. (See 6.6a below.)
- c. An exception to normal process may be granted if extraordinary circumstances justify the expedited or delayed consideration of a faculty member for a mid-term or tenure/promotion review. In such a case, appropriate modifications shall be made to the review process, review schedule, and timetable for the candidate concerned.
- d. In no event is tenure granted by mere completion of the probationary period of service, or by any delay in the review process. A specific award of tenure by the Board of Trustees is required.

4.3 Tenure

- a. By granting tenure to a member of the teaching faculty, the College determines that the person has fulfilled the promise on which the original granting of a probationary contract was based. Tenure may be granted earlier but normally requires a probationary period of six years of teaching experience. The probationary period following full-time appointment at the rank of assistant professor shall not exceed six years, in which may be counted a maximum of three years of full-time teaching in other institutions of higher learning, at the rank of instructor at Agnes Scott, or on visiting appointment at Agnes Scott.

A faculty member hired at the rank of associate professor or professor shall be eligible for tenure review as early as the first year of full-time appointment at Agnes Scott, and must be reviewed for tenure no later than the third year of full-time appointment of Agnes Scott.

- b. During the probationary period faculty members shall have the full rights of academic freedom accorded tenured members of the faculty.
- c. Once tenure is granted, employment cannot be terminated by the College before retirement except for just cause, financial exigency, curricular exigency, or medical reasons. (See separate Dismissal Policies and Procedures.)

4.4 Promotion

Appointment or promotion to the rank of assistant professor requires the highest degree in the field or its equivalent in professional accomplishment. Upon recommendation by the dean and action by the president, a full-time instructor shall be promoted to the rank of assistant professor, effective the following academic year, upon completion of the terminal degree in the field. Promotion should be based on achievement rather than time in rank; however, for promotion to associate professor, the candidate should have six years of full-time teaching experience (see 4.3a above, and see 4.2 for exceptions), and for promotion to professor, the candidate should have at least six years of full-time teaching experience at the rank of associate professor (but see 4.2 for exceptions). Part-time teaching experience at Agnes Scott may be given proportional weight in determining length of service.

5.0 Evaluative Criteria

5.1 General

- a. Agnes Scott College recognizes that its heart is its academic program, that an excellent academic program requires an excellent faculty, and that the measure of faculty excellence at Agnes Scott is dictated by the very nature of the institution as a small liberal arts college for women as articulated in its mission and purpose. Faculty members should foster

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concern for human worth and needs, physical, intellectual, and spiritual, in accordance with the stated purposes of Agnes Scott College.

- b. The first goal of each faculty member, and the most important measure of faculty performance, must be effectiveness in teaching. Because teaching effectiveness can be achieved in many ways, the evaluation of teaching must respect the talents of the individual teacher, the needs and capacities of students, the demands of subject matter, and the requirements of the specific classroom situation. Because liberal arts learning is often difficult to measure precisely, the evaluation of liberal arts teaching must use a variety of tools, qualitative as well as quantitative.
- c. In addition to classroom teaching, the College expects each faculty member to demonstrate achievement in scholarship (see 5.2d), both for its own sake and in order to maintain the intellectual vitality essential to good teaching. The College also expects each faculty member to demonstrate professional responsibility through service to the College. Although all faculty members must be effective teachers, the emphasis given to scholarship and service may vary between individuals and at different stages of each person's career, depending on the talents and interests of the faculty member and the needs of the College. Substantial achievement, as defined in sections 5.2d and 5.2e below, must be demonstrated in at least one area in addition to teaching. It is up to the review committee to judge achievement from the evidence provided, regardless of any explicit statement of focus, or the lack of such a statement, by the candidate.
- d. It must be recognized that professional achievement takes time and that a faculty member in an early stage of a career must be measured by standards appropriate to that stage. In the midterm review especially, it will be important to evaluate candidates on the basis of their professional potential. A tenure /promotion review should find evidence of fulfillment of that potential, and a promotion review should find evidence of sustained overall professional growth. For promotion to full professor, see 2.1d.

5.2 Evaluative Standards for Major and Mid-term Reviews

a. Professional Ethics

Faculty members must be responsible and ethical in their scholarship and in their dealings with students, colleagues, administrators, and others.

b. Teaching Experience

On the length of experience required for tenure and promotion, see 4.3 and 4.4 above.

Recognition should be given to the teaching of established departmental courses and the development of new courses. Recognition should also be given to the candidate's participation in interdisciplinary courses, team-taught courses, field courses, study-abroad programs, independent study courses, collaborative research with students, and credit internships.

c. Teaching Effectiveness

Teaching effectiveness is of paramount importance and should be carefully evaluated in a variety of ways. Although the College should foster a diversity of teaching philosophies and styles, every effective teacher should be expected to possess the following:

1. Those qualities of intellectual alertness and enthusiasm for learning which make teaching more than a mere imparting of information;
2. A thorough knowledge of the subject taught;
3. The ability to present the subject at a level which will arouse and maintain student interest and at the same time build respect for the material;

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4. A responsible and willing commitment to the routine aspects of teaching, such as class and lab preparation, the assignment and grading of work, the keeping of office hours, and the maintenance of student library resources;
5. A recognition of the specific academic needs of individual students and the willingness and ability to meet them;
6. A demonstrated commitment to advising students about class work and to directing student scholarship.

d. Scholarship

Scholarship is necessary for effective teaching as well as essential in its own right. Throughout these Policies and Procedures, scholarship is understood to include creative activities as well as disciplinary and interdisciplinary research and other forms of academic investigation and inquiry. Active scholarship can be demonstrated in many ways. Tangible and public evidence includes:

1. Independent or collaborative research and publication in academic journals and presses;
2. Creative activities involving the publication, production, exhibition, or performance of works of art;
3. Presentations at professional meetings;
4. Publication of disciplinary or interdisciplinary research and information in non-academic outlets;
5. Textbook publication;
6. Communication of disciplinary or interdisciplinary material to non-academic groups through speeches, participation in public forums, etc.;
7. Grants for research or other scholarship;
8. The editing of books or professional journals;
9. The peer review of scholarly works.
 - Tangible but less public evidence includes:
10. Collaborative work with students not necessarily leading to publication;
11. Incorporation of new disciplinary developments into courses.
 - Less tangible evidence includes:
12. Exposure to new disciplinary developments through attendance at meetings of learned societies, disciplinary workshops, etc.;
13. Disciplinary research not geared to publication;
14. Contribution to the intellectual vitality of the community.

No faculty member should be expected to demonstrate achievement in all these areas of scholarship, but every review candidate should present both tangible evidence of scholarship and some less tangible evidence of scholarly activity.

The demonstration of substantial achievement as a scholar (see 5.1c above) must include substantial tangible, public evidence of scholarly activity. The kind and amount of evidence required should depend on the level of the review and on the candidate's

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discipline, scholarly focus, and overall level of professional accomplishment. The review committee should bear in mind that important differences often exist between disciplines, and even within disciplines, in such things as research methods, resources required for scholarly work, process of peer review, access to journals, presses, and professional organizations, and so on. An effort should be made to judge each candidate by standards appropriate to that candidate's professional circumstances.

The review committee should also bear in mind that scholarship produced by faculty members in teaching institutions will often necessarily differ in kind, method and quantity from scholarship produced by members of research faculties with greater resources, and that in any setting, the value of scholarly work and the reputation of the scholar rest ultimately on substance, not volume.

e. Service

To function effectively, an academic community requires the active and collegial contributions of its members. The following kinds of service by members of the teaching faculty are of direct importance to this community.

1. Service to the College: Faculty members are expected to show a willingness to participate at reasonable levels in the non-teaching responsibilities of the faculty. These may include department and faculty governance, department and College activities and programs, the development and maintenance of department and College facilities, service on committees, representation of the College to various constituencies of the College and to non-College groups, and temporary terms of administrative service.
2. Service to students: In addition to advising students about class work, all faculty members serve as academic advisors of underclass students, transfer students, or department majors. The time and care devoted to advising should be recognized as professional service. Service to the student body may also include such activities as non-academic advising, participation in student events, and enriching the intellectual life of the College by giving, sponsoring, or supporting lectures, demonstrations, creative productions and workshops, etc.
3. Service to the profession: As a way of maintaining scholarship and teaching effectiveness and of serving the wider academic community, faculty members are encouraged to participate in professional organizations through such activities as membership and attendance at meetings, leadership, organization and planning, committee work, the review of scholarly or creative work, and service as consultants or resource persons.

The demonstration of substantial achievement in the area of service (see 5.2e above) must include substantial evidence of service to the College and its students (items 1. and 2. above). The kind and amount of service required will vary with the level of the review and with the candidate's particular circumstances.

5.3 Monitoring of Professional Growth

Professional growth is a continual process, and therefore there shall be ongoing evaluation of the faculty member by the department, through normal communication and cooperation and through departmental reviews (see 3.1 and 3.2 above). In addition, the vice president for academic affairs/dean of the college shall monitor the evaluation process in the following way. Each year the dean shall make available the Professional Activities Report forms to all members of the teaching faculty. One copy of the completed form shall be given to the department chair and one copy shall be returned to the dean. The dean may initiate discussion of this report with the faculty member and shall be available to discuss it at the faculty member's request. It shall be the responsibility of the dean to discuss with a faculty member in writing of

any perceived deficiency that could affect reappointment, promotion, or tenure and, if after discussion, that perception persists, to so inform the faculty member in writing.

5.4 Material for Major and Mid-term Reviews

a. Required Material

Each major and mid-term review candidate's file must contain the following material (for the tenure/promotion review, the period under review is the entire probationary period; for promotion-only reviews, the period under review is the time period since the last review or the previous ten years, whichever is shorter. Material should be submitted in binders and an extra binder marked "additional material" should be included):

1. A current curriculum vitae;
2. A statement of teaching objectives, philosophy, and/or methods, scholarship areas and objectives, and philosophy of service and objectives;
3. Professional Activities Reports for the period under review;
4. Sample course syllabi for the period under review;
5. Student evaluations of teaching for the period under review;
6. Publications or other tangible evidence of scholarship;
7. Copy of scholarly work in progress (if ready for review) or of unpublished scholarly work.

b. External Portfolio Material for Major Reviews

Candidates for tenure and/or promotion will prepare and provide a portfolio of materials, which will be subject to off-campus review. This portfolio, which may be designed with the help of the liaison of the RPT Committee or the chair of the major department, should convey the candidate's best sense of him or herself as teacher-scholar. The external review material should be ready for distribution by November 1 for spring reviews (tenure/promotions) and by June 1 for promotion-only reviews.

1. It must contain the candidate's curriculum vitae.
2. It may contain publications, work in progress, teaching applications that grow from research (or that have led to research), information about important professional activities, or indeed any evidence that the individual believes represents his or her success and promise as teacher-scholar at Agnes Scott.

The goal of obtaining outside opinions is to gain an external perspective and validation of how the teacher/scholar has met the principles set forth in the RPT document for tenure and promotion. It is important to realize, however, that many aspects of the teacher/scholar's work and performance do not necessarily generate documentation that can be sent for evaluation, and that opinions and recommendations should be interpreted within the context of academic expectations at Agnes Scott College.

c. Candidate Access to Review Materials

After the review is completed and recommendations have been sent to the president, the candidate shall be allowed to peruse all review materials, including letters of recommendation, except that the names and affiliations of recommenders shall be deleted from the copies of letters made available to the candidate. As specified in sections 6.6b below, all materials must remain in the office of the dean. The candidate may take notes on the materials there but may not make photocopies of them.

6.0 Committee Structure and Process for Major and Mid-term Reviews

6.1 Overview

A review committee includes disciplinary representatives and representatives of the teaching faculty as a whole. This committee solicits information from the candidate and others as appropriate, confers with the candidate and the dean, meets privately to discuss the information received, and recommends action to the president of the college. The vice president for academic affairs/dean of the college is not a member of any review committee but communicates with each committee as needed and in each case makes an independent recommendation to the president. The vice president for academic affairs/dean of the college is also responsible for ensuring that candidates are properly identified and notified and for overseeing the execution of the review process.

- a. The structure for major reviews consists of two components: 1) a review committee of at least five members, normally constituted of three RPT Committee members and two or more representatives from a candidate's department or discipline and chaired by an RPT Committee representative; and 2) the vice president for academic affairs/dean of the college. Committees reviewing faculty for promotion to full professor should be constituted of faculty already holding that rank. Should disciplinary overlap occur limiting the availability of full professors, the RPT Committee member from the candidate's department will be considered part of the departmental component and the review committee may function with only two faculty-wide members.
- b. The structure for mid-term reviews consists of two components: 1) a review committee composed of the tenured members of the department and one member of the RPT Committee, who serves as chair, and 2) the vice president for academic affairs/dean of the college.

6.2 The Faculty Wide Component (RPT Committee)

- a. Five members shall be elected for three-year terms as specified in 6.2c below, with three of the five members serving as the faculty-wide component of each major review committee and one member serving as the faculty-wide representative on each mid-term review committee. All five will participate in other committee matters such as the establishment of search committees (see 2.2c), appointment as RPT Committee representatives on mid-term review committees, and involvement in any other committee activities beyond the scope of individual review committees.
- b. All members shall be tenured, full-time members of the teaching faculty; at least three shall hold the rank of full professor. (see 1.1, definitions). The Committee on Committees shall select nominees that represent different departments and both sexes. Appointment on individual review committees will be made to distribute the work as evenly as possible among members; no RPT Committee member should serve as part of the faculty-wide component for a review if the candidate is a member of that committee member's academic department; his or her role in that instance is as departmental member of the review committee See 6.1a.
- c. The Committee on Committees shall set a slate of nominations for the RPT Committee, and members of the faculty may add to and vote on the list of nominees. Terms of members shall be staggered to ensure continuity and shall expire at the end of the academic year. Elections shall be held at the February faculty meeting to replace members whose terms are about to end. Any other vacancy shall be filled by a special election. *[Note: New members typically attend the dean's orientation meeting with candidates. This meeting is held in the spring of the year prior to a candidate's review.]*
- d. Members of the RPT Committee on active service shall be relieved of other faculty committee assignments.

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- e. The RPT Committee, the department chair, and the vice president for academic affairs/dean of the college shall guard the review process by ensuring that each case is handled in a manner consistent with the *Faculty Handbook* and with other cases. For each academic year, the members of the RPT Committee shall choose one of their number to act as chair. The RPT Committee chair shall convene and preside over meetings of the RPT Committee as specified in section 6.2a above, shall supervise the scheduling of all reviews, and shall monitor their progress by communicating with review committee chairs. The RPT Committee chair may chair a review committee on which he or she serves, but need not do so.
- f. The RPT Committee shall choose its representatives to major and mid-term review committees and shall assign the roles of chair, liaison and secretary in major reviews. In a mid-term review, the one RPT representative shall be chair. The chair of each review committee shall preside at review sessions, shall be specifically charged with enforcing the *Faculty Handbook*, and shall write the review committee recommendation (see 6.4 and 6.6i below). The secretary shall keep confidential minutes of committee meetings. The liaison shall take charge of the collection of review materials and shall communicate with interested parties as needed but shall serve primarily as liaison with the candidate and guardian of the candidate's interests.

6.3 Disciplinary Component

The disciplinary component of a review committee represents both the administrative unit of the department of affiliation and the disciplinary environment of a candidate's teaching and scholarship. In many cases, where administrative units are small, extra-departmental representatives from related disciplines will assist in providing a disciplinary perspective on the candidate's work (see 6.3a below). This approach preserves the integrity of the administrative unit while recognizing that the disciplinary environment of a teacher-scholar often ranges beyond strict department bounds.

- a. The disciplinary component of a review committee shall be composed as follows: For mid-term and tenure reviews, of all tenured members of the department of affiliation; for promotion review, of all department members senior in rank to the candidate. At the beginning of the review that is to take place, the chair of the RPT Committee shall notify all eligible members of the candidate's department, including faculty members on sabbatical, of the pending review.
- b. If there are not at least two eligible department members, additional members shall be added from the teaching faculty at large to bring the number up to two. Such additional members shall be selected by the RPT Committee after conferring with the dean, the department chair, and the candidate, from appropriate fields (or programs in which the candidate teaches or has taught) and of appropriate status (tenured for third year and tenure reviews, senior in rank to the candidate for promotion reviews).
- c. Members of the candidate's department who would otherwise be eligible to serve on the review committee but who are on sabbatical during the term of review may write a letter to the candidate's committee, which will become a part of the candidate's file for the duration of the review. Such persons may have access to the candidate's file, provided they are able to visit the college to review it.

6.4 The Review Process for Mid-term Reviews

Eligible department members and the designated member of the RPT Committee shall constitute the review committee. The committee shall solicit information from the candidate and others as appropriate; shall meet at least once to discuss the review, shall meet with the candidate if either the committee or the candidate desires; and shall send its letters to the vice president for academic affairs/dean of the college recommending action to the president.

6.5 The Review Process for Major Reviews

The two components described in 6.2 and 6.3 shall constitute the review committee, which shall act as one body. In its deliberations this committee shall consider the needs of both the department and the

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College and shall respect both the specific knowledge of disciplinary members and the specific role of RPT Committee members as guardians of the review process. In all its meetings the committee shall seek consensus. Each review committee member shall have one vote in the review, and each shall compose an individual letter of recommendation to the president. The review committee chair shall write a letter recording the vote (with separate tallies for the departmental component and the college-wide component) and explaining the committee's position. This letter shall stand as the review committee's recommendation to the president (see 6.6i below).

Specific tasks and deadlines for the review committee are detailed in section 6.7 below.

- a. Before making recommendation, the committee shall communicate with the dean as necessary and shall meet with the dean. After such a meeting but before formal recommendations are made, the committee shall communicate any concerns to the candidate and shall give the candidate a reasonable amount of time to respond in writing and/or meet with the committee and the dean.
- b. During its deliberation the review committee shall communicate with the candidate as necessary through the liaison; the committee may meet with the candidate, if either the committee or the candidate desires, to discuss matters related to the review. The review committee and dean shall communicate with one another as necessary at the request of either party.

6.6 Role of the vice president for academic affairs/dean of the college

- a. The vice president for academic affairs/dean of the college shall not be a member of any review committee but in each case shall compose an independent recommendation to the president (see 6.7j below). During the review process the dean shall communicate with the review committee as necessary and shall meet with the committee at least once.
- b. At all stages during the review process the dean shall serve as liaison between the review committee and the president and shall coordinate review activities as indicated in Section 6.6 below. During the review process, all review materials shall be lodged in and shall remain in the office of the dean. The dean shall make review materials available to review committee members, the president, and the candidate; shall keep the president informed of the review process; shall keep the review committee informed of the president's concerns; and shall, with the RPT Committee, monitor the integrity of the review process.

6.7 Timetable

The deadlines and intervals in this section are guidelines that should be adhered to if possible but which may be modified to meet the academic calendar of a given year. Each spring the dean and the RPT Committee shall devise the actual timetable for the coming academic year. Before the end of spring term the dean shall distribute this timetable to all upcoming review candidates and their department chairs, and it shall be published each fall in the Faculty Handbook. If necessary, an exception to a deadline in this published timetable may be granted during the review process by agreement of the dean and the RPT Committee chair.

- a. No later than February 15 the dean shall write to faculty members scheduled for mid-term, tenure and tenure/promotion reviews in the coming academic year, reminding them of their candidacy, requesting confirmation from them, and directing their attention to the relevant sections of these policies and procedures. Also, in a memo no later than February 15 the dean shall ask candidates for promotion-only in the coming year to identify themselves and shall invite faculty members to nominate colleagues for promotion during the coming year. Written responses to both requests must be received by the dean no later than March 1; all review candidates should submit to the dean at this time copies of their up-dated *curriculum vitae* and Professional Activity Reports for the period under review.
- b. No later than March 1 the RPT Committee shall inform the dean of its chair for the coming year. No later than April 1 the dean shall inform the RPT Committee chair of the names of major and mid-term review candidates for the coming year.

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- c. No later than September 1 the department(s) shall inform the dean of the disciplinary membership of a candidate's upcoming review committee. As soon as possible, the dean shall inform the RPT Committee chair of the names of disciplinary members of each review committee. The dean shall distribute the relevant curriculum vitae and professional activity reports to the review committees by September 15.
- d. One component of the review process for major reviews will be an evaluation provided by off-campus professionals in the field(s) of the candidate's expertise. By May 1 for promotion-only reviews and by October 15 for all other major reviews, the RPT liaison, in consultation with the candidate, the department, and the dean, shall compile a list of five appropriate professionals from whom to solicit opinions. From this list, the RPT Committee will select three individuals, who will be contacted by the RPT secretary in order to determine their willingness to serve. When three individuals have agreed, the secretary will send the external review portfolio to each of the three, along with a letter that explains the role of the outside evaluation in the candidate's review and which characterizes the context for the teacher-scholar at Agnes Scott.
 - 1. The candidate may review the letter that goes out with the portfolio.
 - 2. The letter will note the following:
 - a. the individual's usual teaching load;
 - b. the individual's administrative and/or service responsibilities;
 - c. the relevant ASC criteria for evaluation (5.2).
 - 3. The responses that the college receives from outside evaluators will constitute only one basis for the decision and shall not substitute for the opinions of the review committee or the dean.
- e. All review materials to be considered shall be submitted by the candidate and others to the office of the dean no later than September 1 for a promotion review, and no later than January 15 for all other major and mid-term reviews. Only relevant materials that become available subsequent to the deadline for submission may be later added to a candidate's portfolio. The RPT Committee secretary shall oversee the collection of materials and shall inform review committee members of their receipt. All review materials shall be lodged in and shall remain in the office of the dean (see 6.6b above), where they shall be available to all review committee members, the dean, and the president. (On candidate access to materials, see 5.4c above.) After the conclusion of a review, review materials shall be disposed of as indicated in section 7 below.
- f. The review committee shall meet at least once before September 30 for a promotion review, and at least once before February 20 for all other major reviews and for all mid-term reviews. In all its meetings the committee shall seek consensus. During its deliberation, the committee shall communicate with the candidate as necessary through the liaison, and the review committee and the vice president for academic affairs/dean of the college shall communicate with one another as necessary at the request of either party.
- g. No later than October 15 for a promotion review, and no later than March 1 for all other major reviews and for all mid-term reviews, the review committee and the vice president for academic affairs/dean of the college shall meet to discuss their recommendations. (See 6.5a above.) After such a meeting, the committee shall communicate any remaining concerns to the candidate and shall give the candidate a reasonable amount of time to respond in writing.
- h. No later than November 5 for a promotion review, and no later than March 15 for all other major and mid-term reviews, the review committee shall deliver its recommendation to the dean. Each review committee member shall submit a letter, and the review committee chair (see 6.2e and 6.4 above) shall submit in addition a letter recording the vote (see 6.5).

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This letter shall stand as the review committee's recommendation to the president. The review committee chair shall send one copy of this letter to the candidate.

- i. No later than December 10, for a promotion review, and no later than April 1 for all other major and mid-term reviews, the dean shall make written recommendation to the president and at the same time shall forward to the president both the review committee's recommendation letter and the individual letters of review committee members. A copy of the dean's recommendation shall be sent at the same time to the members of the review committee and the candidate.
- j. After the submission of the dean's recommendation to the president but no later than December 20 for a promotion review and April 20 for all other major reviews, the president shall meet with the dean and the review committee, should the president have questions or concerns about the candidacy.
- k. Included with the mailed materials for the January meeting of the Board of Trustees for a promotion review, and included with the mailed materials for the May meeting of the Board of Trustees for a tenure review, tenure/promotion review, or mid-term review, *the* president shall send positive recommendations to the Board of Trustees. At the same time, the president shall inform the Board of Trustees of the number of negative decisions for that year. No later than January 10 for a promotion review, and no later than May 1 for a tenure review or a tenure/promotion review, the president shall inform each candidate in writing of the president's decision to recommend or not to recommend.
- l. The president shall send the candidate written notification of the Board's decision no later than five working days after the decision has been made.
- m. No later than September 30, the dean shall supply the president with a written summary of the previous academic year's RPT recommendations, the current year's scheduled reviews, and recruitment plans for the current year. The president shall convey this information to the Board during the fall term.

7.0 Review Documents

7.1 Copies of the following documents shall be kept in RPT Committee files in the dean's office: review committee recommendation letters, which shall be kept permanently, and other materials for ongoing major reviews, which shall be kept only until those reviews, and any grievance proceedings resulting from them, are completed. After such completion, review materials specified in 7.2 below shall be placed in personnel files, and other review materials (publications, course materials, student evaluations, etc.) shall be returned to the source. RPT Committee files shall also include copies of Faculty Executive Committee rulings and RPT Committee decisions provided for in 3.1b and 4.1 above.

7.2 Copies of the following RPT documents shall be kept in personnel files in the office of the vice president for academic affairs/dean of the college: Initial appointment letters, department recommendations for or against reappointment, administrative responses to such recommendations, letters of reappointment or non-reappointment, salary recommendations by department chairs, review committee recommendation letters (these in addition to copies kept in RPT Committee files under 7.1 above), individual letters of review committee members, letters of evaluation submitted in major reviews, recommendations by the dean in major reviews, administrative responses to review committee recommendations, and notifications of major review decisions.

DISMISSAL OF TEACHING FACULTY POLICIES AND PROCEDURES

1.0 Application

The following procedures apply to the termination of a continuous appointment to the teaching faculty and to the dismissal of a member of the teaching faculty before the expiration of a probationary or term appointment. Faculty members may be so dismissed only for reasons of cause, financial exigency, curricular exigency, or medical condition, and only through the procedures described herein. The policies

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and procedures set forth below agree in principle with the “Statement on Procedural Standards in Faculty Dismissal Proceedings” of the American Association of University Professors (1993-94 *Handbook*, II.41).

The final authority to dismiss a faculty member during the course of a contract rests with the Board of Trustees.

2.0 Dismissal for Cause

A dismissal proceeding is a symptom of failure, and it is in the best interest of all parties, through the hiring process and the on-going monitoring of professional growth, to cultivate conditions in which dismissals will rarely if ever occur.

Should dismissal proceedings become necessary, the faculty will rule for or against a colleague on the basis of the evidence provided, and the president and the Board of Trustees will give the most serious consideration to the faculty's judgment in such rulings.

In dismissal proceedings and in judgments resulting from them, a demonstrable effort must be made to safeguard the civil liberties and academic freedoms of the faculty member concerned, and to temper justice with mercy.

2.1 Grounds for Dismissal for Cause

Dismissal for cause may occur only for reasons of incompetence, dereliction of duty, unethical professional behavior, or conviction of a serious crime. Dismissal is justified only when a problem is so grave or persistent that no other course of action remains. In a case of incompetence or dereliction of duty, there must be evidence of flagrant misconduct or of misconduct sustained despite the College's efforts to resolve the matter.

The phrase serious crime refers to criminal behavior which raises grave doubts about a faculty member's fitness for academic life. Mere suspicion or allegation of criminal activity is not enough to justify dismissal. When personal behavior impinges directly on professional ethics, it may be judged as a matter of professional ethics by the College. When the legality of behavior is in question, then on the principles articulated in 2.0 above, it must be left to the courts to determine the matter. In any dismissal proceeding where a criminal conviction is introduced as evidence, the College shall accept the verdict of the courts that criminal activity has occurred but shall decide for itself whether or not there is cause for dismissal.

2.2 Procedures

- a. Any serious complaint about the fitness of a faculty member shall be communicated in writing to the vice president for academic affairs/dean of the college. At this point, the dean may dismiss the complaint or may discuss the matter with the faculty member. If the matter cannot be resolved by mutual consent through discussion, the dean shall bring the matter to the attention of the president.
- b. If the president judges the matter to be resolvable, the president shall recommend a course of action. If the president judges that further investigation is in order or that resolution is unlikely or impossible, the dean, as agent of the president, shall, in writing, direct the elected members of the Faculty Executive Committee, acting as a board of inquiry, to conduct an informal investigation, which shall be confidential except that the faculty member concerned shall be informed of its nature, and any other persons interviewed by the board of inquiry may be informed of its nature at the discretion of the board of inquiry. No legal counsel shall be present at this informal investigation. After hearing the allegations and studying the available evidence, this board, by majority vote, shall recommend to the president a course of action to resolve the matter or shall recommend proceeding toward a formal dismissal hearing. If, after studying this recommendation, the president decides that dismissal proceedings are in order, then the dean, in consultation with the board of inquiry, shall compose a statement giving specific grounds for such proceedings.

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- c. The dean shall notify the faculty member in writing of the decision to proceed, shall enclose a copy of the statement of grounds, and in the same letter shall inform the faculty member of the right to appear before a hearing. At the same time, the dean shall notify the Faculty Executive Committee of the decision to proceed and shall enclose a copy of the statement of grounds. If the faculty member intends to appear before the hearing, the faculty member must so inform the dean, in writing, within ten working days of receiving this notification.
- d. Suspension of the faculty member is justified only if, in the president's judgment, the faculty member's continuance threatens harm to that person, to others, or to the College.
- e. Formal dismissal proceedings shall be conducted by a five member ad hoc Board of Hearing selected as follows. The Faculty Executive Committee shall randomly assemble a list of fifteen full-time, tenured members of the teaching faculty, shall allow the self-disqualification of any person who feels bias or conflict of interest, and shall replace such a person with another, also chosen at random. Beginning with the dean, the dean and the faculty member concerned, in the presence of the chair of the Faculty Executive Committee, shall alternate in removing names from the list, one at a time, until only five names remain. This process shall be confidential, and the two parties shall not state reasons for their choices. These five faculty members shall act as the Board of Hearing and shall elect their own chair. The name of the chair shall be sent to the president, the dean, and the accused faculty member. The Board of Hearing shall specify the time and place of the hearing and shall inform all parties involved. In setting the date of the hearing, sufficient time should be allowed the faculty member to prepare a defense. The faculty member should be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded. The faculty member should state in reply whether or not a hearing is desired, and if so, should answer in writing, not less than one week before the date set for the hearing, the statements in the dean's letter. If the faculty member does not request a hearing, the Board of Hearing shall not call one but shall decide the case on the basis of the available evidence.
- f. The Board of Hearing shall determine the order of business at the hearing and shall take charge of the collection and presentation of evidence and of the securing and questioning of witnesses. A full transcript of the hearing shall be made available to the Board of Hearing, the accused faculty member, the dean, and the president, and to others at the discretion of the Board of Hearing. The vice president for academic affairs/dean of the college is responsible for procuring the transcript which shall be paid for by the College. The president may attend the hearing upon demand. Both the dean and the faculty member concerned may attend the hearing, may be represented by counsel, may address the hearing, either directly or through counsel, and may bring and question witnesses, either directly or through counsel. The burden of proof shall be borne by the dean.
- g. The Board of Hearing shall reach its decision in conference, solely on the basis of evidence presented orally and in writing at the hearing. It may do so before a full transcript is available, if it is certain that a just decision may be reached in that way, or it may await a transcript. Its decision shall be conveyed in writing to the president and shall include specific findings on each matter investigated and a copy of the hearing transcript, including documentary evidence. A copy of the decision shall be sent to the faculty member concerned. The Board of Hearing may recommend that the faculty member be retained without penalty; it may recommend dismissal; or it may recommend a penalty short of dismissal (e.g., suspension or reprimand).
- h. If the president rejects the recommendation of the Board of Hearing, the president shall state the reasons for doing so, in writing, to the Board of Hearing and to the faculty member and shall provide an opportunity for response before transmitting the case to the Board of Trustees.
- i. The president shall transmit to the Board of Trustees the full report of the Board of Hearing. If the Board of Trustees chooses to review the case, its review will be based on the written record of the previous hearing. The Board of Trustees may also, at its

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discretion, solicit additional argument, oral or written or both, from the principals of the hearing or their representatives.

- j. Materials used in a dismissal proceeding, and all written opinions resulting from the proceeding, shall be kept in the office of the dean, in a confidential file separate from the faculty member's personnel file. At the request of the faculty member, a copy of these materials may be added to the personnel file.
- k. If an appointment is terminated for cause, the president, with the advice of the Board of Hearing, shall make a decision as to the awarding of notice or severance pay.

3.0 Dismissals for reasons of financial exigency.

Terminations may occur under extraordinary circumstances because of a demonstrably bona fide financial exigency, i.e., an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means.

3.1 Determination of financial exigency

If the Board of Trustees believes that financial exigency is imminent, the Board or a committee of the Board shall meet with the Faculty Executive Committee to discuss the problem and to investigate possible solutions. Every attempt shall be made to identify new sources of revenue and to make better use of present resources. If the Board of Trustees decides that no other solution is possible, it shall make a formal, public declaration of financial exigency.

Because the academic program develops and evolves under the leadership of the faculty and the vice president for academic affairs/dean of the college and is the heart of the College, its integrity must be respected in the consideration of changes in program and faculty pursuant to a declaration of financial exigency. A demonstrable effort must be made to effect other budgetary cuts before introducing changes that will have a direct negative effect on the integrity of the academic program.

3.2 Procedures for dismissal for financial exigency

- a. Upon the declaration of a financial exigency, an ad hoc Financial Exigency Committee shall be constituted, composed of the president, the vice president for academic affairs/dean of the college, and the chair and one other elected member of each of the following committees: the Faculty Executive Committee, the Curriculum Committee, and the RPT Committee. This ad hoc committee shall work out a plan for meeting the exigency, making a demonstrable attempt to avoid dismissals. Part-time status in the same position, voluntary retraining, and early retirement plans should be offered if possible. Before terminating an appointment for financial exigency, the College shall make good faith efforts to find a faculty member other suitable employment within the institution.
- b. If dismissals are unavoidable, the Financial Exigency Committee shall work out criteria that take into account educational programs and policies of the College, including affirmative action and faculty seniority, rank, and tenure status. A plan based on these criteria shall be presented to the faculty for amendment and approval. A dismissal plan approved by a majority of the faculty shall stand as a recommendation to the president. A group designated by the faculty shall compose a list of positions to be terminated in accordance with the approved plan. If the faculty fails to recommend a plan within a reasonable period of time, the president shall proceed without faculty advice.
- c. A faculty member chosen for dismissal shall have the right to a hearing before a committee composed of the regular and alternate members of the Grievance Committee. At such a hearing, the faculty member may contest the criteria for dismissal, the application of criteria, or the procedures followed. After weighing the evidence, the Grievance Committee shall communicate its decision as a recommendation to the president.
- d. When appointments are terminated, the College, with the involvement of the Financial Exigency Committee, shall make a good faith effort to help affected faculty members find suitable employment elsewhere. Affected faculty members shall receive at least one year's

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notice or severance pay from the date of their notification by the president, with severance pay equitably adjusted to the length of past and potential service to the College. The College may not renew a position for three years without offering it first to the person displaced. This applies whether the person has been dismissed or relocated within the institution. The College may not add new positions or programs in other areas for three years without a hearing by the Financial Exigency Committee and the approval of the faculty.

4.0 Dismissal for reasons of curricular exigency

Terminations may occur under extraordinary circumstances as the result of the bona fide formal discontinuance of an official program or department of instruction, i.e., the elimination of a major structural element of the curriculum, based essentially on educational considerations, as determined by a majority vote of the faculty on the recommendation of a Curricular Exigency Committee (see 4.1). Such a discontinuance should not be based solely on enrollment patterns. It must reflect the judgment that the long-range educational goals of the College will be furthered by the discontinuance.

This process does not apply to any administrative reorganization of departments which does not involve the discontinuance of a program of instruction or the termination of faculty contracts.

4.1 Procedures for dismissal for curricular exigency

If the faculty, by majority vote, or the president sees a pressing need for terminations under the terms of 4.0 above, either party may convene an ad hoc Curricular Exigency Committee composed of the president, the vice president for academic affairs/dean of the college, and the chair and one other elected member of each of the following committees: the Faculty Executive Committee, the Curriculum Committee, and the RPT Committee. This ad hoc committee shall study the College's curricular goals and faculty resources and shall report its findings to the faculty. If the committee finds that curricular exigency is present, it shall devise a plan of action, which shall include the name of the program or department recommended for discontinuance and a principled explanation in terms of the curricular goals of the College. This plan shall be presented to the teaching faculty for amendment and approval. A plan approved by a majority of the teaching faculty shall stand as a recommendation to the president. If the committee devises a plan of action and the faculty fails to approve this or an amended plan within ninety days during the school year, the committee's original plan shall stand as a recommendation to the president.

4.2 A faculty member chosen for dismissal shall have the right to a hearing before a committee composed of the regular and alternate members of the Grievance Committee. At such a hearing, the faculty member may contest the exigency, the plan of action, or the procedures followed. After weighing the evidence, the hearing committee shall make recommendation to the Curricular Exigency Committee. On the basis of this recommendation, the Curricular Exigency Committee may present for faculty approval a modified plan of action.

4.3 Before appointments are terminated, the College, with the involvement of the Curricular Exigency Committee, shall make a demonstrable effort to offer affected faculty members other suitable positions within the College, the opportunity, where indicated, for retraining at College expense to qualify for other positions within the College, and, where applicable, early retirement.

4.4 When appointments must be terminated, the College, with the involvement of the Curricular Exigency Committee, shall make every effort to help affected faculty members find suitable positions elsewhere; and the College shall bear the cost of any reasonable retraining desired by faculty members affected. Faculty members affected shall receive at least one year's notice from the date of their notification by the president. Severance pay may be equitably adjusted to the length of past and potential service to the College but will not be less than one year's salary. The College may not renew a discontinued program or department for five years without offering renewed positions first to displaced faculty members. This applies whether such persons have been dismissed or relocated within the institution.

5.0 Termination for medical reasons

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Termination of an appointment for medical reasons must be based on clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. Before resolving on a medical dismissal, the College should attempt to solve the problem by granting medical leave, extended as appropriate and with disability benefits granted where applicable, or, if appropriate, by offering early retirement.

5.1 Procedures for termination for medical reasons

- a. The vice president for academic affairs/dean of the college shall convey the College's concern to the faculty member, or the faculty member's designated personal or legal representative, or, in the absence of a designated representative, the faculty member's next of kin. If the matter cannot be resolved in a mutually satisfactory way, or if it has financial implications for the College, the dean shall bring the matter to the attention of the president.
- b. If the president believes that a dismissal hearing is in order, the president shall notify the faculty member, or member's representative or next of kin as in 5.1.1 above, in writing, of the intention to proceed, of the basis for the proposed action, and of the right to appear before a hearing. If the faculty member intends to appear before the hearing or to send a representative, the faculty member or representative must so inform the president, in writing, within ten working days of receiving this notification.
- c. Formal termination proceedings shall be conducted in a manner parallel to that described in section 2.2 above.

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POLICY ON FULL-TIME NON-TENURE-TRACK FACULTY

I. PRINCIPLES AND PURPOSES GOVERNING USE OF FULL-TIME NON-TENURE-TRACK POSITIONS

- A. Tenure-track as norm: Most faculty positions at Agnes Scott College are tenure-track. Expectations for promotion and specified evaluation policies and procedures are set forth in II. The Faculty, "Appointment, Reappointment, Promotion, and Tenure Policies and Procedures," *Faculty Handbook*. The policies on non-tenure-track positions supplement and do not dispute or displace the tenure track as the normal, ongoing system of faculty appointments.
- B. Purposes of full-time non-tenure-track positions: Some few faculty positions at Agnes Scott College are non-tenure-track. These full-time non-tenure-track positions are used primarily in three situations: (1) to consolidate a large number of part-time positions where a tenure-track position has not yet been authorized; (2) to meet the needs of departmental growth, where that growth is not necessarily stable or long-term; (3) to staff on an interim basis (and as a hedge against the uncertainties of expansion with respect both to direction and extent) part of the expanded curriculum of the College as its overall enrollment grows.

II. LIMITS ON USE OF NON-TENURE-TRACK POSITIONS

- A. Minimal necessary usage: Although there are valid reasons to create full-time non-tenure-track positions, normally the College's interests in a dedicated and committed faculty and a stable and well-administered curriculum are best served by limiting the use of non-tenure-track positions to the minimum necessary to achieve important purposes not otherwise attainable by creating tenure-track positions.
- B. Faculty-wide limitations: Except in extraordinary circumstances and for compelling reasons, the proportion of faculty positions that are non-tenure-track (excluding sabbatical replacements) shall not exceed twenty percent (20%) of the total teaching faculty component.
- C. Departmental limitations: Ordinarily, no more than twenty-five percent (25%) of the faculty complement of a discipline (excluding sabbatical replacements) shall be non-tenure-track positions; however, in departments of three or fewer faculty positions, the limit shall be fifty percent (50%).
- D. In the event that the proportions in B and/or C are exceeded, the Dean and the Curriculum Committee will review causes and propose remedies.

III. CREATION, ABOLITION, AND CONVERSION OF FULL-TIME NON-TENURE-TRACK POSITIONS

- A. Creation: Procedures for creating full-time non-tenure-track positions should approximate as closely as practicable the procedures for creating tenure-track positions outlined in the RPT Policies and Procedures. Proposals to create non-tenure-track positions may come from departments or programs. Proposals should be submitted to the Curriculum Committee in a manner analogous to the procedures followed in proposing tenure-track positions (RPT Policies and Procedures, 2.2a). If the administration proposes creating non-tenure-track positions, it shall first consult the department(s) or program(s) affected, including the department in which the position would be housed, and then shall discuss the proposal with the Curriculum Committee (RPT Policies and Procedures, 2.2b).
- B. Conversion of tenure-track to full-time non-tenure-track: A tenure-track position in a department may not be converted to a full-time non-tenure-track position without the consultation of the involved department and the Curriculum Committee (RPT Policies and Procedures, 2.2i).

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- C. Abolition or conversion to tenure-track: Proposals to abolish full-time non-tenure-track positions or to convert them to tenure-track positions shall follow the same procedures as creation, outlined in III. A. above. Full-time non-tenure-track positions that are sustained as long as eight (8) years automatically become tenure-track or are abolished based on evaluation by the Curriculum Committee in consultation with the Dean and the department(s) and/or program(s) involved.

IV. FULL-TIME NON-TENURE-TRACK FACULTY POSITIONS

- A. Certain individuals who have distinguished themselves in another profession, such as law, government, the arts, or who have been a teacher with stature (including tenure) at another institution of higher learning may be appointed as Senior or Distinguished Professors. These senior contract appointments may be given to individuals for terms of three years, renewable as the College and the individual agree. These appointments are made by the president and the dean with the endorsement of the department. These appointments, which are deemed to enrich the offerings of the department and the reputation of the College, are not made in lieu of an existing tenure-track position.
- B. Full-time non-tenure-track appointments may be given at the rank of assistant professor for one- to three-year terms. These may be renewed for additional one- to three-year terms up to a total of no more than six years. They are not renewable beyond that time.
- C. Non-tenure -track faculty may apply for tenure-track positions should such positions be created. Should such an individual be awarded the tenure-track position, he or she may apply up to three years of previous teaching experience at this College or elsewhere toward tenure.

V. SEARCHES

- A. Search committees: Search committees shall be constituted in a manner similar to the constitution of search committees for tenure-track positions. (RPT Policies and Procedures, 2.2d-2.2f).
- B. Formal searches: Search committees shall conduct formal, public searches. These searches will normally be national, though, in service to opportunities for hiring on the local scene, they may be modified with respect to the usual interviewing process.

VI. SALARY AND BENEFITS

- A. Salary: Full-time non-tenure-track employees shall be compensated at levels no lower than the minimal level of the faculty rank to which they would otherwise qualify for appointment.
- B. Benefits: Full-time non-tenure-track employees qualify for full-time benefits.

VII. SUPPORT

- A. Facilities and support: The College will make every effort to ensure that non-tenure-track faculty are provided with facilities and support, e.g. offices, phones, computers, mailboxes, etc., comparable to that provided for tenure-track faculty.
- B. Faculty development: Full-time non-tenure-track faculty are eligible to apply for faculty development support in their second and following years of continuous employment at the College.

VIII. GOVERNANCE RIGHTS

- A. Membership: Full-time contract faculty are members of the faculty entitled to vote in faculty meetings when otherwise eligible (Faculty Bylaws, Article Five). They are also fully enfranchised members of their respective departments.

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- B. Committee service: Upon reappointment, full-time contract faculty are eligible for committee service on the same basis as tenure-track faculty.

IX. EVALUATION

- A. Criteria: Although the form and priorities of achievement may vary by the specific configuration of various non-tenure-track positions, the criteria for evaluating non-tenure-track faculty are the same as for tenure-track faculty—teaching effectiveness, scholarship, and service.
- B. Procedures: Non-tenure-track faculty shall be evaluated and counseled on an annual basis by the department chair and Dean. **Note:** All multiple-year contracts are conditioned by the completion of satisfactory annual reviews. Departments will conduct reviews of candidates with either one-year or multiple-year contracts at the end of the first semester of teaching. If contract appointment is contemplated as extending into a fourth year, a formal third-year review within the department will also occur.
- C. Notification of non-renewal: Timely notice must be given to a contract faculty member who is not to be renewed. If reappointment would normally be expected either as a function of a multiple-year contract or because a subsequent contract has been anticipated by the terms of appointment, notification should come by January 30.
- D. Appeal and grievance: Non-tenure-track faculty have the right to raise grievances to the Grievance Committee or to seek redress through the policies and/or process on discrimination or harassment including sexual harassment (V. “Statement against Discrimination or Harassment, Sexual Harassment Policy and Process,” *Faculty Handbook*).

Adopted by the faculty February 25, 2000

STATEMENT OF POLICY FOR PERIODIC REVIEW OF TENURED FACULTY

PURPOSE

Periodic Review of Tenured Faculty (PRTF) provides an opportunity once every five years for the vice president for academic affairs/dean of the college and a faculty member to discuss the faculty member's accomplishments, professional interests, needs, and future plans. The dean, because of his or her global view of the College, can then identify where individual and institutional needs merge and may, in conjunction with the Committee on Professional Development, provide appropriate resources for development. By remaining in regular, individual contact with faculty members after their tenure reviews, the dean may obtain information to help support sabbatical requests, develop cross-curricular initiatives, and address any other professional concerns.

PRTF is intended to affirm the directions and needs of faculty professional development and to improve the faculty and the educational program. If problems are identified during the PRTF, the insights gained from this process may help prevent a worsening of the situation and may bring about positive resolution. PRTF is a policy designed by and associated with the Professional Development Committee because of the close connection between such reviews and the disposition of College resources.

PROCEDURES

Reviews of tenured faculty members occur at five-year intervals after the granting of tenure if no promotion review is scheduled within the five-year period. A promotion review within the five-year period automatically postpones the PRTF for five years from the date of the promotion review. Reviews of tenured faculty are not scheduled during sabbatical leave or within two years of declared retirement.

Only such materials as are regularly made available to the dean are used in the PRTF: professional activities reports filed since the granting of tenure or since the last review, an updated curriculum vitae

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listing service to the college during the ten years preceding the review, course syllabi, and student evaluations.

During the spring semester of the fourth year after the granting of tenure or of the fourth year after the last review, the dean reminds the faculty member that a review will take place during the next academic year. At the beginning of that year, the dean and the faculty member schedule a review meeting.

After the meeting takes place, the dean summarizes the review conversation in writing and sends the faculty member a draft of the summary within four weeks. If the faculty member wishes to make any additions or corrections to the draft, he or she must respond within two weeks. A final version of the summary, taking the faculty member's response into account, is then sent back to the faculty member for approval. If any discrepancies remain between the dean's summary of the conversation and the faculty member's response, the faculty member may attach to the dean's summary a letter expressing such discrepancies.

The final draft of the summary, together with any attachment, will go into the faculty member's personnel file.

Adopted by the faculty April 7, 1995.

GUIDELINES FOR SURVEYS OF STUDENT OPINION OF TEACHING

1. The main purpose of student surveys is to provide faculty with information about the students' opinions of teaching and to assist faculty in maintaining and improving the quality of teaching.
2. The faculty must approve procedures to be used in obtaining student surveys as well as the content of the survey form.
3. The form for the survey of teaching includes (a) a limited set of computer scorable questions common to all courses, (b) a section providing opportunity for written comments, and (c) an optional section in which faculty members or departments may include their own questions. The departmental questions may be computer scorable or may seek written comments on specific aspects of the course.
4. The surveys are conducted in class during the two calendar weeks prior to the last day of class. The survey forms and the instruction sheet are sent to each faculty member by the office of the vice president for academic affairs/dean of the college. The following information is printed on the instruction sheet: name of instructor; course number and name; and number of students enrolled. The instructor fills in on the cover sheet the date, time and place for the survey and puts in the envelopes copies of the questions specific to the department. The instructor asks a student in the class to read the instructions, distribute and collect the forms, seal them in the envelope provided, and return them to a designated location. Other than to indicate where and when it will take place, the instructor does not discuss any aspect of the survey with students and is not present in the classroom during its administration.
5. While stressing the importance of these surveys, the instructions should make it clear to students that they are free not to complete the survey in whole or in part. It is up to the students, particularly those in small classes, to decide between maintaining their anonymity and having their opinions heard.
6. The office of information and technology services scores the surveys. The presentation of the scored results includes the number of students responding and the distribution of responses along with their mean. After grades have been submitted for the semester, the scored results and the surveys are forwarded to the instructor and the scored results with a copy of the student comments are sent to department chairs and to the vice president for academic affairs/dean of the college.
7. Individual departments set up procedures for using these surveys and other information on teaching effectiveness to assess instructors' needs. These procedures do not necessarily involve departmental efforts but could, for example, describe the participation of department members in different peer groups set up for this purpose. Departments periodically inform the Professional Development

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Committee and possibly conference groups of the procedures that have been put in place for their members, how they are being used to improve teaching and of problems and needs of instruction. The Professional Development Committee takes this information into account as it devises programs and makes resources available.

8. In addition to their role in maintaining and improving the quality of teaching, these surveys serve as one source of information about teaching effectiveness for the purpose of faculty review, including that for merit pay increases. The instructor who wishes to provide written comments to accompany the surveys has two weeks to do so before they can be examined by the vice president for academic affairs/dean of the college or a review committee.
9. The copies of the surveys that are sent to the vice president for academic affairs/dean of the college do not form part of the permanent record of a faculty member. The RPT Committee determines policies concerning the number of years they will be kept on file in the office of the vice president for academic affairs/dean of the college.
10. Interpretation of the outcome of these surveys takes into account class size and the many factors apart from the input of the instructor that influence a student's assessment of a course, including anticipated grade, whether the course is required, percentage of returns, the degree of difficulty of the course, and the implementation of new materials and methods.

A copy of the survey form may be obtained in the office of faculty services.

Adopted by the faculty March 3, 1995

GRIEVANCE PROCEDURE

Any faculty member who feels that his/her rights have been violated, or that he/she has been otherwise unjustly treated by an academic department, a faculty member, a committee in the college, or the administration of the College, and has a grievance, shall pursue the resolution of that grievance promptly, i.e., no later than thirty (30) calendar days after the occasion for the grievance. All parties to the grievance must follow the procedure described below and adhere precisely to the time restrictions indicated.

1. The grievant must first discuss his/her concern with the chair of his/her department, the faculty member, the chair of the committee, or the administrator whose decision has elicited the grievance, as appropriate.
2. If the grievant remains unsatisfied with the informal attempt at resolution, he/she shall send within ten (10) calendar days a formal notice of grievance to the person or body being made the subject of the grievance.
3. Failing to achieve a satisfactory resolution of the formal complaint within ten calendar days, the grievant shall submit copies of the formal notice of grievance in writing to the president and the vice president for academic affairs/dean of the college. At the same time the grievant shall notify in writing the person or body against whom the grievance is brought that he/she has appealed to the president and dean to resolve the conflict.
4. If the grievant receives no response from the president or dean within ten (10) calendar days, or believes that the response is unsatisfactory, he/she may appeal to the Grievance Committee of the faculty for a review of the alleged grievance.. In order to do so, he/she shall submit a written request that outlines the background of the complaint, includes a copy of the original formal grievance, and may authorize access to his/her personnel file or other relevant documents.
5. The Grievance Committee shall first determine whether the appeal has merit as a grievance. Upon agreeing to review the formal grievance, the committee shall complete its work within sixty (60) calendar days of receiving the formal grievance and attempt to mediate a satisfactory settlement between the parties in conflict. If the mediation is successful, the grievant shall withdraw the

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grievance. If unsuccessful, the committee shall by the end of this sixty-calendar-day period present to all parties involved a written recommendation for a resolution based on its findings.

6. Time limitations stipulated for each step of the procedure may be extended by the committee to account for periods when it is not sitting or in unusual circumstances, and it shall notify all parties of the needed extension.
7. Only the grievant may withdraw the appeal from the committee's consideration.
8. In cases where no final agreement has been reached, the Grievance Committee shall submit its findings through the president to the Executive Committee of the Board of Trustees for final resolution. The grievant, the person, or a representative of the body against whom the grievance has been made, and a member of the Grievance Committee shall be present when the president presents the findings to the Executive Committee, and all these parties shall be given the opportunity to speak.
9. Similarly, either party to the grievance may appeal the recommendations of the Grievance Committee through the president to the Executive Committee of the Board of Trustees. The grievant, the person or representative of the body against whom the grievance has been made, and a member of the Grievance committee shall be present when the president refers the appeal to the Executive Committee, and all these parties shall be given the opportunity to speak.

Adopted in revised form by the faculty June 5, 1978.

Original form approved by the Board of Trustees February 11, 1977, with the stipulation that materials placed in the faculty personnel files prior to the approval of the committee be accessible only with the approval of the author.

Adopted in revised form by the faculty November 12, 1993.

Approved by the Board of Trustees May 6, 1994, with one additional revision.

Board of Trustees revision adopted by the faculty May 6, 1994.

STATEMENT ON ACADEMIC FREEDOM AND RESPONSIBILITY

In agreement with the principles of the "Statement on Principles on Academic Freedom and Tenure" of the American Association of University Professors (*1993-94 Handbook*, II.48), Agnes Scott College is dedicated to the fostering and preservation of the free search for truth and of its free exposition. Academic freedom is essential to this purpose: freedom in research is necessary to the advancement of truth; freedom in teaching is fundamental to the protection of the rights of the teacher in teaching and of the student in learning. The free search for truth and its free expression carry with them responsibilities correlative with rights.

All components of the Agnes Scott College community have the responsibility to exemplify, support, and preserve the intellectual freedom of teaching, learning, research, expression, and debate in the interest of reasoned inquiry. This responsibility also imposes on the students, the faculty, administrative officials, and the Board of Trustees the obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression by faculty and students both on and off campus.

Every member of the Agnes Scott College faculty, whether tenured or on temporary appointment, is entitled to full freedom in research and scholarship and in the publication of the results. Research for pecuniary return, however, should be undertaken only with the consent of the president and the vice president for academic affairs/dean of the college.

Every member of the Agnes Scott College faculty, whether tenured or on temporary appointment, is entitled to full freedom in the classroom to discuss any matter relevant to the subject of the course being taught. It is the mastery of the subject which entitles the instructor to this freedom of presentation, and it is improper and, in extreme cases may be a denial of the students' freedom to learn, for an instructor persistently to introduce material into the course which has no relevance to the subject or to fail to present the subject matter of the course as it has been approved by the faculty in its collective responsibility for the curriculum. It is the responsibility of the instructor in the classroom and in conference to encourage free discussion, inquiry, and expression. Evaluation of a student's work and the award of credit must be based on her academic performance professionally judged and not on matters irrelevant to that performance.

Every member of the Agnes Scott College faculty, whether tenured or on temporary assignment, has the rights and obligations of any citizen, and there shall be no institutional censorship or discipline of a faculty member who speaks or writes as a citizen. However, as a member of the academic profession and as an officer of Agnes Scott College, the faculty members hold a special position of influence in the community and should make every effort at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and make clear that he or she is not a spokesperson for the College.

The students of Agnes Scott College are entitled to an atmosphere conducive to learning and to fair and even-handed treatment in all aspects of teacher-student and administrator-student relationships. A student must be free to take reasoned exception to the data or views offered in any course of study, but she is responsible for learning the content of any course for which she is enrolled and for maintaining standards of academic performance established for that course. The student shall be protected against prejudiced or capricious academic evaluations or disciplinary measures and against any exploitation by faculty and administrative officials for personal advantage. As a citizen, the student has the same rights and obligations of any citizen, and there shall be no institutional censorship or discipline of a student who speaks or writes as a citizen. However, it is the responsibility of the student to make clear to the academic community and to the larger community that she is not a spokesperson for the College.

In determining the administrative policies and procedures of the College it is the responsibility of administrative officials and the Board of Trustees to foster and preserve the academic freedom of faculty, students, and administrative officers with faculty status. For many years the Board of Trustees has endorsed the policy of granting permanent or continuous tenure to full-time teaching faculty who have satisfactorily completed a probationary period of teaching. Tenure, which gives a degree of economic and professional security to the individual faculty member and stability to the faculty as a whole, is one of the most effective means of fostering and protecting academic freedom. The policy of granting tenure also creates a climate of free inquiry and expression in which students and non-tenured faculty may share

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academic freedom equally with tenured faculty. The Board of Trustees and the administrative officials of the College, together with the faculty, support the continued policy of tenure as a means of protecting academic freedom.

The Board of Trustees and administrative officials have a particular responsibility to foster and preserve the freedom of expression and debate outside the classroom. The right of duly authorized committees and academic departments to invite to the campus guest lecturers, performers, or exhibitors of their choice shall be preserved, and guest speakers shall be given the opportunity to be heard and their freedom of speech shall be protected. The student press shall be free of censorship and advance approval of copy and its editors and managers free to develop their own editorial policies and news coverage, so long as student editors and managers fully accept the responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. While the charter of the College states that the program of the College shall be carried out "under auspices distinctly favorable" to the Christian faith, no limitations of academic freedom are thereby intended.

Agnes Scott College can successfully foster and preserve the free search for truth and its free exposition only by the affirmation and exercise of academic freedom and responsibilities by all members of the college community.

Adopted by the faculty of Agnes Scott College March 5, 1976.

Amended by the faculty September 17, 1976.

Approved by the Board of Trustees May 4, 1976.

Amended by the faculty November 4, 1994.

STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

All members of the academic community at Agnes Scott College have a responsibility to promote an environment conducive to learning based on principles of respect, open communication, freedom of inquiry and non-discrimination. These principles and practices are affirmed by the students, faculty and administrators of the College.

PRINCIPLES

1. All members of the Agnes Scott College community have the responsibility to treat each other with respect and to be fair and even-handed in their treatment of others (SAFR in *Faculty Handbook*, and *Student Handbook*). (SAFR in *Faculty Handbook* and *Student Handbook*).
2. The students and faculty of Agnes Scott College are entitled to an atmosphere conducive to learning (SAFR in *Faculty Handbook* and *Student Handbook*).
3. Students, faculty and administrators have the right to express divergent opinions, interpretations and beliefs without fear of reprisal. Variety of interpretation includes, but is not limited to, interpretations based on race, gender, class, age, national origin, sexual orientation, religion and disability (SAFR in *Faculty Handbook* and *Student Handbook*.)
4. Students and faculty should strive to create a classroom environment free of discrimination on the basis of race, gender, class, age, national origin, sexual orientation, religion or disability. ("Statement Against Discrimination or Harassment," in *Faculty Handbook* and *Student Handbook*.)
5. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards (SAFR in *Faculty Handbook*, and *Student Handbook*).
6. Information about student views, beliefs, practices and associations that administrators and professors acquire in the course of their work should be protected against improper disclosure.

PRACTICES

1. Students and faculty have a responsibility to be present and prepared for all class meetings. Faculty are responsible for managing class time to maximize learning (“Academic Regulations” [AR], in *Faculty Handbook* and *Student Handbook*).
2. Faculty are responsible for providing a clear syllabus that sets forth course policies and goals. The syllabus must also include faculty office hours, absence policy and procedures, and an explanation of the grading system. Faculty are also responsible for giving timely notice to students of any substantial deviation from the syllabus during the course of the semester (AR in *Faculty Handbook*, and *Student Handbook*).
3. Students are responsible for completing assignments on time, and faculty are responsible for returning written work in a timely manner. Professors have the responsibility to read work carefully and to be available to discuss a student’s work and its evaluation (AR in *Faculty Handbook*, and *Student Handbook*).
4. Students may see their final examinations upon request and review them with their professors through the end of the next academic semester.
5. Students shall have an opportunity to evaluate their courses.
6. Students have the responsibility to follow the Honor Code in all academic endeavors, including take-home tests, examinations and collaborative and pledged work. Faculty have the responsibility to refer cases of academic dishonesty, including plagiarism and cheating, to Honor Court (AR in *Faculty Handbook*, and *Student Handbook*).

Adopted by the faculty November 12, 1993.

POLICY ON SABBATICAL LEAVES

I. DESCRIPTION OF THE PROGRAM

A sabbatical³ provides full-time members of the teaching faculty the opportunity to pursue research and study programs that contribute to their development in scholarship and teaching beyond what can be accomplished during the summer or during the academic year. In special circumstances, service activities may also form a part of sabbatical plans. The Committee on Professional Development, which reviews and recommends sabbatical proposals to the vice president for academic affairs/dean of the college and the president, encourages all eligible tenured faculty to consider applying for a sabbatical and supports a broad definition of sabbatical-worthy activity.

Sabbaticals are either for one semester or for the entire academic year.

A faculty member awarded a sabbatical will not be expected to meet teaching or other College obligations during the period of the sabbatical.

Inquiries concerning the sabbatical program, including questions about the nature and length of the written proposal, should be directed to the chair of the Committee on Professional Development or to the vice president for academic affairs/dean of the college.

³ Leaves of absence are to be distinguished from sabbaticals. Inquiries concerning leaves of absence are to be directed to the dean of the college.

II. NUMBER OF AWARDS

There is no quota of sabbaticals to be awarded for any academic year.

III. FINANCIAL CONSIDERATIONS

The College will pay full salary of a faculty member on sabbatical leave for one semester. For a faculty member on sabbatical for the entire year, the College will pay two-thirds of the faculty member's annual salary for the year of the sabbatical.

Applicants for sabbaticals must make every effort to secure grants or fellowships from sources outside the College. Should the applicant be successful in securing assistance from such sources, the salary paid by the College may be decreased to an amount which, with outside funds, does not exceed the faculty member's full-time salary as projected for the semester or year of the sabbatical. The costs inherent in the sabbatical project will be a relevant factor in the adjustment.

The faculty member may not accept employment during the period of the sabbatical unless such employment plays a significant role in the sabbatical project. If employment is contemplated, a letter describing the nature of the employment and its significance for the sabbatical project should be submitted to the Committee on Professional Development as part of the application for a sabbatical. In addition, a letter detailing the remuneration for such employment should be sent to the president, with a copy to the dean, at the time of application for the sabbatical. In such cases, the salary paid by the College may be decreased to an amount which, with remuneration for employment, does not exceed the faculty member's full-time salary as projected for the semester or year of the sabbatical.

Faculty members on sabbatical are eligible for College travel funds and professional development funds.

When a faculty member is on sabbatical, Social Security (FICA) is paid by both the College and the individual on the basis of two-thirds of the annual salary. Contributions to the faculty member's retirement plan will be made by the College and the faculty member on the basis of full salary unless the faculty member elects to contribute to the retirement plan on the basis of the reduced salary, in which case the College's contribution will also be proportionately reduced. Medical benefits continue as though the faculty member were regularly employed. There is no change in life insurance or disability coverage when a faculty member is on sabbatical.

IV. PLANNING AND ELIGIBILITY

A tenured member of the faculty is eligible to apply for a sabbatical leave for the seventh year following six years of continuous full-time teaching at Agnes Scott. An untenured member of the faculty may apply for a sabbatical during the same year as the tenure review. A necessary condition for the granting of the sabbatical is a positive tenure decision. Two years of full-time teaching at another college or university may be counted toward the eligibility of new members of the faculty so long as there was no break between the faculty member's former position and the appointment to a full-time position at Agnes Scott. The taking of a paid leave for untenured teaching faculty will not be considered as an interruption to one's six years of continuous full-time teaching.

Under certain circumstances, subsequent paid leaves may be granted following four years of continuous full-time teaching at Agnes Scott. Such circumstances will usually pertain either to an extraordinary professional opportunity or to unusual departmental considerations.

It is required that the faculty member return to full-time service at Agnes Scott College for at least one year following a sabbatical or the faculty member must reimburse the College for costs incurred in support of the sabbatical.

Eligibility alone does not entitle a faculty member to a sabbatical.

V. APPLICATION PROCEDURE

Under normal conditions, applications for sabbaticals should be submitted **by** September 30 of the academic year preceding the projected sabbatical period.⁴ The applicant should submit two complete copies of the proposal including an updated curriculum vitae, one copy to the chair of the Committee on Professional Development and one copy to the vice president for academic affairs/dean of the college.

The Committee on Professional Development evaluates the proposals on their merits and makes recommendations to the dean and the president. The committee will rank the proposals according to funding priority. A file containing successful sabbatical proposals including final reports from past years is available for review in the Office of Faculty Services, 100 Buttrick Hall, and applicants may confer with the committee chair or with the vice president for academic affairs/dean of the college at any time during the application process. Proposals should be complete and should fully address the required features specified below. The committee reserves the right to request additional explanation or materials when a proposal is deemed incomplete.

1. A statement of the period of the sabbatical.
2. A full description of the specific program of research or study, including goals, methods, details of how the program will be carried out, and relevance of the project to the applicant's professional development and to the College.
3. A statement of preparation for the sabbatical project and prior work in the project area or an explanation of a new direction in the applicant's professional development.
4. A statement of how prior leaves or sabbaticals have benefited the individual and the College.
5. A statement describing any special space or technological requests. Requests will be reviewed by the vice president for academic affairs/dean of the college if the Board of Trustees grants the sabbatical.
6. An updated *curriculum vitae*.

Applicants should request the chair of the department to forward to the Committee on Professional Development a letter which both assesses the applicant's proposal in terms of items (1)-(5) under Evaluation and Notification (below) and also assesses the benefits the sabbatical will have for the applicant's department. Applicants may also ask scholars within their disciplines to submit to the Committee on Professional Development letters dealing specifically with the proposed research.

In addition to the materials submitted to the chair of the Committee on Professional Development and the vice president for academic affairs/dean of the college, each applicant should have the chair of the department write a letter to the dean in which the chair discusses the effect of the applicant's sabbatical on the curriculum of the department and proposes arrangements to be made for staffing the department should the sabbatical be awarded.

The Committee on Professional Development will inform applicants of the recommendations forwarded to the president. Applicants will usually be notified of the president's recommendation to the Board of Trustees during the fall of the academic year preceding the year of the sabbatical.

Should circumstances force a substantive change in either the time period or the description of the sabbatical project, the faculty member should immediately notify the chair of the Committee on Professional Development and consult with him/her concerning alternative courses of action. A copy of this notification should be sent to the dean. If the changes are of sufficient magnitude,

⁴ Sabbatical proposals for the academic year 2003-04 should be submitted by September 30, 2002.

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the Committee on Professional Development and/or the dean and the president may alter the sabbatical recommendation.

VI. EVALUATION AND NOTIFICATION

Applicants will first be evaluated by the Committee on Professional Development and then by the dean and the president.

In its evaluation, the Committee on Professional Development will be concerned with (1) the applicant's preparation for prior work in the project area, (2) the applicant's overall record of professional activity, (3) the benefits of the applicant's specific program of research and/or study for teaching and scholarly development, (4) the benefits the sabbatical will have for the department and the College, (5) the indications of successful use of previous sabbaticals, including reasonable fulfillment of stated goals.

After an initial evaluation of the proposal, the committee may meet with the applicant to discuss the nature and merits of the proposal. Should the applicant wish, the proposal may be resubmitted, in revised form, for further evaluation.

After completing its final evaluation of the proposal, the committee will advise the applicant **by letter** of its evaluation and its decision to recommend the applicant for a sabbatical.

The committee will send the final application, with the supporting material, to the dean and the president. In addition, the committee will send all of its evaluations and a ranking of all applicants to the dean and the president.

The dean and the president will assess the applications, and the candidates will be notified of the president's decision. It is understood that, in judging applications, the dean and the president will consider the evaluations and rankings submitted by the Committee on Professional Development and other factors such as the effect of the applicant's sabbatical upon the continuity of the academic program within the applicant's department, the need for a sabbatical within the context of the applicant's service to the College, and the budgetary considerations relating to the number of sabbatical awards for a given year.

Sabbaticals are awarded by the Board of Trustees upon the recommendation of the president.

VII. REPORTING REQUIREMENT

A report which describes in detail the work of the sabbatical and the accomplishment of the specific goals stated in the sabbatical proposal is due the fifth week of the semester following the sabbatical. **Also due with this report is a one-page executive summary of the sabbatical report which will be published for the faculty and given to the Board of Trustees.**

The report should be sent to the vice president for academic affairs/dean of the college. It will become part of the faculty member's permanent file in the office of the vice president for academic affairs/dean of the college and will be considered in subsequent decisions concerning such matters as promotions, tenure, and salary.

A copy of the report should be sent to the chair of the Committee on Professional Development. The report will be considered by the committee when subsequent requests for grants, fellowships, and sabbaticals are received from the faculty member.

Adopted by the faculty March 2, 1984.

Section III adopted by the Board of Trustees April 19, 1984.

Sections III and IV amended by the Board of Trustees January 27, 1990.

Revised August 1991; May 1, 1992; April 2, 1993; April 8, 1994.

GUIDELINES FOR FACULTY RECRUITMENT

In April, 1988, the Agnes Scott faculty unanimously passed the following resolution:

We, the faculty of Agnes Scott College, recognize the importance of having a diverse faculty in an academic environment. The liberal arts education, to which our College is dedicated, is based on the belief that through learning and exposure to differing ideas people come to appreciate life and learning more fully. The addition of minority faculty members, particularly black faculty members, will not only foster that appreciation but will also aid in recruiting and retaining minority students. We believe, therefore, that we must dedicate ourselves to exploring every opportunity to recruit faculty from all minority groups, especially blacks.

RPT legislation, passed by the faculty in May, 1997, continues to speak to the faculty's commitment to diversity as follows:

RPT 2.1b Agnes Scott College welcomes in its faculty a diversity of racial, cultural, and religious backgrounds as affirmed in the College's Statement of Mission and Purpose. Liberal Arts education, to which this College is dedicated, is based on the belief that through exposure to differing ideas people come to appreciate life and learning more fully. The faculty recognizes the need to hire faculty members from underrepresented groups, especially African American, in order to foster that appreciation and in order to aid the recruitment and retention of students from underrepresented groups. We therefore dedicate ourselves to exploring every opportunity to recruit faculty from underrepresented groups, especially African-American.

Despite this commitment, little progress has been made in the recruitment of a diverse faculty. In an effort to support our values with action, the Faculty Executive Committee and the vice president for academic affairs/dean of the college have developed recruitment guidelines for faculty searches. We recognize that achievement of a diverse faculty will be difficult and challenging, and that it will require the vigorous commitment and efforts of all the faculty and senior administrators.

It is recognized that not every department and discipline may be able to contribute equally to achieving the goal of a diverse faculty. The variability of vacancies in departments and availability of candidates by field precludes such rigidity and makes unlikely the rapid achievement of our goal. Nevertheless, the goal is a realistic one and all faculty and all departments are urged to participate fully in this effort. The College needs a diverse faculty who can serve as role models for students and enrich the learning environment for all.

The 1990-91 RPT legislation implemented by the vice president for academic affairs/dean of the college provides a general approach to recruitment that is also important for efforts to recruit candidates from underrepresented groups. This approach emphasizes long-range planning when reviewing a faculty position vacancy. Each vacancy is carefully reviewed by departments, the vice president for academic affairs/dean of the college, and the RPT Committee, for both departmental and institutional needs.

Rather than simply seeking to appoint someone with the same background as the individual being replaced, faculty and administration address broader programmatic questions, such as: "What changes have taken place in the field that should be considered? What specialties might be deleted from departmental offerings? How might this position relate to the needs of other departments and/or interdisciplinary programs? What pedagogical skills should the candidates have? Should they have research projects which can be shared with undergraduates? How will the person appointed be expected to contribute to college-wide goals and values? Is it possible to define the position broadly and perhaps increase the chances of finding candidates from underrepresented groups? Can the position definition be shaped to make it more attractive to such candidates?"

The College seeks, of course, the best possible candidates, but search committees must remember that "best" means individuals who possess not only the academic expertise appropriate to the position and work for which they are candidates, but also those characteristics that match the needs and values of Agnes Scott College. The College needs faculty who are dedicated to the Agnes Scott ideal of education

II. THE FACULTY

for women; who are eager to commit themselves to the intensity of faculty/student relations in a small community; who are willing and able to balance the demands of teaching; scholarship and service; and who respect the College's relationship to the Judeo-Christian tradition.

The vice president for academic affairs/dean of the college has worked with search committees to implement this approach on an individual and flexible basis and the FEC concurs that individuality and flexibility should continue to be the premises of recruitment. The vice president for academic affairs/dean of the college will meet with each search committee chair after a position has been authorized to come to mutual agreement with that chair on the particular process to be used in that search, a process to be derived within the framework of the search process as described below.

A key point to this individualized search committee approach, however, is that each search committee does make a commitment to obtain an applicant pool that includes minority candidates and that the adequacy of the committee's effort is tied to achieving a pool of candidates that includes candidates from underrepresented groups. In short, the search committee is committed to action and to **results** that can be ascertained by the nature of the pool.

THE SEARCH PROCESS

STEP ONE: THE PLANNING DOCUMENT

The search process consists first of writing the planning document which is developed by the department (all members participate) in consultation with the vice president for academic affairs/dean of the college and other departments as appropriate, and addresses questions of field specialization, and how the position relates to expertise of others in the department and related programs. Will new courses need to be developed? Will new equipment need to be purchased? New labs? Will the person be expected to contribute to programs such as women's studies, Latin-American studies, etc.?

The planning document includes a description of measures to be taken to insure an adequate applicant pool. It is vital to have a recruitment plan that is proactive, that seeks candidates from underrepresented groups, and that does not passively rely upon advertisements in disciplinary journals and *The Chronicle of Higher Education* to produce desired candidates.

STEP TWO:

Each spring, the vice president for academic affairs/dean of the college will call a workshop-type meeting of search committee chairs to explore ideas and techniques, such as "networking," deemed helpful in recruitment of candidates from underrepresented groups. It would be explained, for example, that in networking, a search committee member contacts individuals who have contacts with potential candidates.

A collection of special concerns and guides to recruitment of candidates from underrepresented groups will be kept in the faculty services office in Buttrick Hall (e.g., *Directory of Ethnic Minority Human Resources in Psychology*; *Hispanic Resource Directory*, Denali Press; *Minority Student Enrollments in Higher Education*, Garrett Press) to aid in determining these measures.

STEP THREE: APPROVAL OF THE PROCESS

The third step in the search process is approval of the planning and recruitment plans and authorization to search by the vice president for academic affairs/dean of the college. (The vice president for academic affairs/dean of the college receives staffing advice from the RPT Committee in the spring of the year preceding a search. See *Faculty Handbook*, RPT Section 2.2a.) This includes potential rank of candidates for the position, meetings to be attended (and by whom) for recruitment purposes, composition of the search committee, and guidelines by which adequacy of the pool will be determined.

Adequacy of the pool means that the pool is at least representative, i.e., that it has proportionate percentages of applicants relative to national availability statistics. The vice president for academic affairs/dean of the college, in consultation with the RPT Committee, is responsible for establishing applicant pool guidelines.

STEP FOUR: APPROVAL OF THE CANDIDATE POOL

The search committee will read all folders and consider reports from preliminary interviews. After the pool of candidates is compiled, it is the responsibility of the vice president for academic affairs/dean of the college, after discussion with the department chair, or the search committee, if needed, to determine the adequacy of the applicant pool for affirmative action purposes and to direct that a search be reopened or continued until she/he judges the pool to be adequate within the guidelines set in Step Two.

STEP FIVE: SEARCH COMMITTEE SELECTION OF CANDIDATES RECOMMENDED FOR CAMPUS INTERVIEWS

The search committee will proceed, if appropriate, to telephone interviews. It then will recommend usually no more than three candidates to the vice president for academic affairs/dean of the college for campus interviews.

STEP SIX: APPROVAL FOR CAMPUS INTERVIEWS

The sixth step is the bringing of candidates to campus for interviews. The search committee chair prepares a recommendation to the vice president for academic affairs/dean of the college of candidates the search committee wishes to invite to campus accompanied by each candidate's letter of application, *curriculum vitae*, transcripts, and three letters of reference and/or notes from telephone interviews with referees.

Only after approval is given to bring candidates to campus does the search chair contact candidates to invite them to campus. The candidates will be interviewed by the search committee, other faculty in the department, if any (other than those on terminal appointment), and by faculty in related programs, by the vice president for academic affairs/dean of the college, and by the president. Students are to meet the candidates.

Search committee chairs are urged to move forward in as timely a way as possible throughout the search process and the vice president for academic affairs/dean of the college is expected to respond to requests to search and bring candidates to campus as quickly as possible; requests for searches must be submitted early in the spring semester of the year prior to the search year; candidates should normally be brought to campus before the end of the fall semester or by mid-February at the latest.

STEP SEVEN: OFFER TO A CANDIDATE

After the campus interviews are completed, the search committee chair makes a recommendation for appointment to the vice president for academic affairs/dean of the college by telephone or by appointment and seeks written authorization to make an offer to a specific candidate. The written authorization will include information on salary, rank, major review schedule, and length of appointment. Once the search committee chair receives such authorization, she/he conveys that offer to the candidate **by telephone** and establishes a time period within which the candidate will respond. In consideration of other candidates, this period should be a brief one. Only the president can make an official offer in writing. If the candidate accepts the authorized oral offer by the search committee chair, the chair so informs the vice president for academic affairs/dean of the college immediately so that a letter of appointment may be prepared for the president's approval.

(This statement and these procedures were prepared by the vice president for academic affairs/dean of the college in consultation with the FEC, presented by the FEC to the faculty and unanimously endorsed by the faculty at its March 6, 1992, meeting.)

DEFINITION OF FULL-TIME FACULTY SCHEDULE

Full-time faculty must be available at the College for approximately nine months, leaving approximately one month for vacations and two months available for summer professional and scholarly pursuits on or off campus. The nine months consists of the academic year, which begins with the orientation of new students and concludes with commencement, and also the week prior to new student orientation and the weeks in January between semesters when activities such as meetings, retreats, and workshops may be required of faculty.

CRITERIA AND PROCESS FOR AWARD OF ANNUAL MERIT SALARY INCREASES

The College, when funds are available, awards annual salary increases to faculty based on meritorious service in teaching, scholarship, and service. The pool of funds available is determined by the Board of Trustees upon the recommendation of the president, who is advised by the Budget Work Group. The president in consultation with the officers of the College determines each year the minimum and maximum allowable increases for any individual, faculty or staff; the faculty compensation subcommittee of the FEC reports annually to the faculty the College's ranking in the latest AAUP surveys and the projected salary increases it estimates would be needed for each faculty rank to maintain the "1" ranking (80th percentile). This is the current agreed upon goal for faculty compensation, by agreement of the faculty, administration, and trustees.

The vice president for academic affairs/dean of the college each year requests that each faculty member complete a professional activities report, which documents the faculty member's activities and accomplishments in teaching, scholarship and service, and an updated *curriculum vita*. The dean also invites all department chairs to recommend and justify merit increases for members of their departments. Any faculty member who wishes may speak directly to the dean on her or his justification for an increase. The dean then evaluates each individual's record in terms of RPT criteria appropriate for each rank (Section 5.0, *Faculty Handbook*). The dean also reviews the salary history and relative position of each faculty member's salary to detect any salary inequities and to recommend adjustments if any are found. The president reviews the dean's recommendations and determines the final salary increase for every faculty member.

POLICY ON PAID LEAVE FOR UNTENURED TEACHING FACULTY

For untenured members of the teaching faculty, a paid leave for one semester at full salary may be granted after the satisfactory completion of the third-year review. Untenured faculty members may apply for a paid pre-tenure leave during their third year, but awarding of the leave is subject to a successful third-year review. Application should be made to the Committee on Professional Development by January 31, with a copy to the vice president for academic affairs/dean of the college. The procedures that govern sabbaticals should be followed (II. The Faculty, "Policy on Sabbatical Leaves," *Faculty Handbook*.) It is required that the faculty member return to full-time service at Agnes Scott College for at least one year following a paid leave or the faculty member must reimburse the College for costs incurred in support of the paid leave.

POLICY CONCERNING OFF-CAMPUS EMPLOYMENT

The Executive Committee of the Board of Trustees, by action on Thursday, September 7, 1972, has directed that beginning with the 1972-73 college session, the faculty be advised as follows:

Any member of the Agnes Scott College faculty who is under contract for a full-time position will be expected to inform the vice president for academic affairs/dean of the college each year concerning employment other than and in addition to the position held at Agnes Scott. It is the responsibility of the vice president for academic affairs/dean of the college to counsel with a faculty member who is accepting work outside the College, determining that the duties of that faculty member having to do with teaching assignments, office hours, committee responsibilities, etc., are being satisfactorily fulfilled before giving approval to such work. (See V., "Conflicts of Interest," *Faculty Handbook* for additional information.)

POLICY ON FACULTY SALARIES FROM GRANT FUNDS AND CONSULTING

Faculty summer salaries paid from grant funds may not exceed two-ninths of the faculty member's base annual salary. Faculty may not receive salary supplements paid from grants during the regular academic semesters. Under certain circumstances, with approval of the vice president for academic affairs/dean of the college, salary supplements for the intersession period may be permitted.

Full-time members of the faculty may be permitted to engage in private consulting work not to exceed the equivalent of one day per 5-day work week during the academic session, provided such work is approved by the vice president for academic affairs/dean of the college in accordance with the Policy Concerning Off-Campus Employment.

III. ACADEMIC REGULATIONS

III. ACADEMIC REGULATIONS AND POLICIES

IMPORTANT DATES FOR FACULTY 2002-2003

Fall Semester

August	21	Wednesday	Faculty Retreat
	23	Friday	New students arrive
	25	Sunday	Returning students arrive
	26	Monday	Registration of returning students
	27	Tuesday	Registration of new students
	28	Wednesday	Fall semester classes begin
	28	Wednesday	Opening/Honors Convocation (procession)
September	2	Monday	Labor Day holiday (no classes)
	9	Monday	Last day to add fall semester courses
	6	Friday	Faculty Meeting
	30	Monday	Sabbatical proposals for 2003-2004 due to the PDC
October	2	Wednesday	Last day to drop fall semester courses without receiving a "W"
	4	Friday	Faculty Meeting
	4	Friday	Black Cat
	17-20	Thurs-Sun	Fall break (no classes).
	23	Wednesday	Mid-term grades due, 12:00 noon
	30	Wednesday	Last day to drop fall semester courses with a "W"; last day for juniors and seniors to elect fall semester courses on a pass-fail basis
November	1	Friday	Faculty Meeting
	4-7	Mon-Thurs	Course changes for spring semester
	20	Tuesday	Deadline for spring cross registration requests
	25-26	Mon-Tues	Exam envelopes to be given to instructors
	27	Wednesday	Thanksgiving break begins; residence halls close 10:00 a.m.
December	1	Sunday	Thanksgiving break ends; residence halls open 1:00 p.m.
	6	Friday	Faculty Meeting
	9	Monday	Last day of classes
	10-11	Tue.-Wed.	Reading Days
	12	Thursday	Fall semester exams begin, 9:00 a.m.
	17	Tuesday	Fall semester exams end, 5:00 p.m.
	19	Wednesday	Residence halls close, 10:00 a.m.
	30	Monday	Grades due in the registrar's office, 12:00 noon

III. ACADEMIC REGULATIONS

IMPORTANT DATES FOR FACULTY 2002-2003

Spring Semester

January	20	Monday	Martin Luther King, Jr. Holiday
	21	Tuesday	Students arrive. Residence halls open 1:00 p.m.
	22	Wednesday	Registration for spring semester
	23	Thursday	Spring semester classes begin
	24	Wednesday	MLK, Jr., Convocation (procession)
	31	Friday	Proposals for paid leave for untenured faculty due to the PDC
February	7	Friday	Faculty Meeting
	3	Monday	Last day to add spring semester courses
	14	Friday	Professional Development awards proposals due to PDC
	19	Wednesday	Founder's Day
	27	Thursday	Last day to drop spring semester courses without receiving a "W"
March	7	Friday	Faculty Meeting
	8	Saturday	Spring break begins; residence halls close, 10:00 a.m.
	16	Sunday	Spring break ends; residence halls open, 1:00 p.m.
	17	Monday	Mid-term grades due, 12:00 noon
	26	Wednesday	Last day to drop spring semester courses with a "W"; last day for juniors and seniors to elect spring semester courses on a pass-fail basis
	28	Friday	Professional Activities Reports due
April	4	Friday	Faculty Meeting
	7	Monday	Course selection for 2002-03 begins
	17	Thursday	Course selection for 2002-03 ends
	18-20	Fri - Sunday	Easter Break, (no classes)
	23	Wednesday	Honors Convocation, SpARC presentations, Art reception. Classes suspended.
	21-22	Mon-Tues	Exam envelopes to be given to instructors
May	2	Friday	Faculty Meeting
	6	Tuesday	Last day of classes
	7	Wednesday	Reading Day
	8	Thursday	Reading Day; senior exams begin, 2:00 p.m.
	9	Friday	Spring semester exams begin, 9:00 a.m.
	8	Wednesday	Deadline for fall cross registration requests
	14	Wednesday	Senior exams end, 12 noon; other exams end 5 p.m.
	15	Thursday	Senior grades due in the registrar's office, 12 noon
	16	Friday	Faculty Meeting
	16	Friday	Baccalaureate (procession)
	17	Saturday	Commencement (procession); residence halls close, 5:00 p.m.
	21	Wednesday	Grades due in the registrar's office, 12 noon

III. ACADEMIC REGULATIONS

ORGANIZATION OF CLASSES

Course and Section Changes. A student may drop or add a course with the approval of her faculty advisor. All approved course change slips are forwarded to instructors from the registrar's office. Instructors should make the necessary changes on their class rolls as course change slips are received.

Drop Policy. The last day to withdraw from a course without a grade of "W" is five weeks after the first day of classes. In this case, the course will not appear on the student's record. The last day to withdraw from a class with a grade of "W" is ten calendar days after the mid-semester break. No course may be dropped after this date except under extraordinary circumstances such as a medical emergency. Exceptions require the approval of the director or assistant director of academic advising.

Pass/Fail (P/F) Policy. The last day that juniors and seniors may elect courses on a pass/fail basis is ten calendar days after the mid-semester break.

Faculty Class Schedules. The registrar should be notified after courses listed "To be arranged" have been scheduled. Any request for a faculty schedule to deviate from the announcement in the Schedule of Classes must be filed with the registrar.

Absences. Absences should be reported in accordance with faculty regulations governing class attendance. Each instructor **must** inform students in writing at the beginning of the semester of the attendance policy for the class. Students whose class attendance is required should inform their instructors of the reasons for their absence by the first meeting of the class the student attends after the absence. Instructors may require that students provide documentation for absences.

Make-up Tests. Make-up tests are scheduled at the convenience of the instructor.

Class Dismissal. Classes should not be dismissed before the appropriate time except in unusual circumstances. No adjustments in class schedules (i.e., beginning the class early in order to dismiss it early) are permitted.

Absence of Instructor. Instructors should notify the department chair in advance if they are unable to meet classes. (See IV. "Faculty Services," for information on posting notices in the event of class cancellations. Also V. College Policies, "Severe Weather Policy.")

Syllabi At the beginning of a semester, each instructor shall provide in electronic format copies of the syllabi for every course she/he is teaching to the first floor Buttrick office of faculty services. The electronic format may be copies of instructors' word-processed documents on a 3.5" floppy disk (which will be returned to the instructor upon request), copies of documents sent as attachments to an e-mail message, or instructors may bring drafts of syllabi to be word-processed by faculty services. Faculty services staff will print out one copy of each syllabus to be placed in the central syllabi file housed in the office of faculty services as a resource for faculty, students, and staff. Electronic versions of syllabi will also be copied and reformatted for addition to the College's web page. Faculty have the option to choose **not** to have syllabi listed on the web page.

Mid-semester Reports. Faculty members **must** turn in mid-semester grades for all students on Academic Probation. In addition, mid-semester grades of D and F must be reported for all students.

Classrooms. Classrooms are assigned by the registrar and may not be changed without authorization. Classes may not meet in rooms in non-academic areas of the campus, such as building lobbies or reception areas.

Film Room. A special room for showing films (G-4) is located on the ground floor of Buttrick Hall. This room may be reserved for a particular class period through the media services coordinator's office.

Honor System. It is assumed that all academic work is done under an honor system. For this reason, tests and examinations do not need to be proctored. See Agnes Scott College *Student Handbook* for details of the honor system.

III. ACADEMIC REGULATIONS

Textbooks and Supplementary Reading Materials. All textbooks and supplementary reading materials may be ordered through the Agnes Scott Campus Store. The manager of the Campus Store contacts faculty members directly to request orders and to discuss needs.

Policy on Absences During Severe Weather. If the College is officially closed during severe weather and all classes are canceled, make-up classes are held on the first free Saturday following the closing. If the College is officially open during severe weather and a faculty member decides that it is not safe to travel from his or her particular location, make-up classes may be held on a designated make-up Saturday. The faculty member is responsible for notifying the director of academic advising if make-up classes are to be held. The director of academic advising will post lists of such make-up classes for the information of the students. If there is a delayed opening or an early closing because of severe weather, a make-up period for classes is designated on the first free Saturday. The faculty member has the option of scheduling classes during this designated period or of having students make up work missed in some other way. The director of academic advising should be notified if plans are made to hold classes. (For additional information see V. CollegePolicies, "Severe Weather Policy.")

CLASS ATTENDANCE, TESTS, AND PAPERS

Class Attendance. The effectiveness of instruction at Agnes Scott is directly related to regular class attendance. Attendance is part of the student's overall performance in a given course, and therefore extensive absenteeism may result in a lower final grade or failure. There is no formal College attendance policy, but **each instructor must inform students in writing at the beginning of the semester of the attendance policy for the class.** The responsibility for work missed is entirely that of the individual student.

Attendance at all academic appointments is required of students on academic probation and of first-year students during their first semester. These students are permitted **one** cut in each class during the semester.

When a student on academic probation is absent without excuse twice during the semester, it is the responsibility of the instructor to file notice of the absence with the director or assistant director of academic advising.

Tests, Labs and Oral Presentations. Tests are announced at least a week in advance. Attendance at these tests is mandatory. No student is required to take more than two tests on one day provided she notifies the instructor at the time the third test is announced. If a student, because of unavoidable circumstances, cannot be present for a test, lab, or oral presentation at the appropriate time, permission to make up the test, lab, or oral presentation at another time may be granted by the instructor in the course.

A student who is permitted to take a make-up test should arrange to take the test at the convenience of the instructor.

Take-Home Test Procedures. Take-home tests are to be administered with care and consistency. All take-home tests are to be given to students in the sealed envelopes available in the office of faculty services (**envelopes to be picked up by the instructor**). Each envelope is filled out by the instructor and indicates the name of the student, the instructor's name, the class department and number (i.e., Biology 102), the time limit, and the date and time due (normally not to exceed seven days). Special instructions (including open book or other notations) must be included.

Students must return the test directly to the instructor in class or by special arrangement with the instructor. Tests must be taken in one uninterrupted sitting unless otherwise noted in the special instructions. Tests must be pledged and may not be discussed with other students in the class until the professor notifies the class that discussion is permitted.

Written Work. The grade on any late written work is automatically reduced by one-third of a letter for each day the paper is late, including Saturday and Sunday, unless an extension is granted by the instructor in the course in which the work was assigned.

All written work of the semester must be completed by 9:00 a.m. of the second reading day of the semester unless an extension is granted by the instructor.

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Use of College FAX Machines. The College will not accept course work from students which is transmitted by a facsimile machine. **Original copies of work must be submitted to the faculty member by the student.** If a paper must be sent to the College, it should be sent to the faculty member by express mail or a courier service.

Papers arriving by express mail or courier service after a deadline will not be accepted. It is the responsibility of the student to ensure that all papers are delivered to the faculty member before the appropriate deadline.

Administration of Regulations. Instructors shall provide students at the beginning of the term with a written explanation of class policies regarding absences, grades, late papers, and missed tests, labs, or oral presentations. Each instructor shall provide a statement of the goals and requirements for each course, the nature of the course content, and the methods of evaluation to be employed.

In unusual cases, where a student feels uncomfortable discussing reasons for absences or requests for extensions with individual faculty members, the student may speak directly to the director or assistant director of academic advising, or to the vice president for student life and community relations/dean of students, who will then communicate with the student's instructors. Decisions regarding extensions and penalties still remain with the individual instructors.

Revised and adopted by the faculty March 7, 1969; amended May 5, 1972, November 14, 1975, May 6, 1977.

Revised July 1991. Amended May 1, 1992; May 6, 1994.

EXAMINATIONS

Examinations are given at Agnes Scott at the end of each semester.

Each student schedules her own examinations and takes any examination that she chooses at any of the examination periods with the exceptions noted below:

1. Examinations in classes where there are more than forty students.
2. A few examinations are specially scheduled at the request of the instructor because the nature of the course demands the use of slides, recordings, or other audio-visual aids. These examinations are distributed by the instructor at the time and in the place assigned.

Approximately a month before the beginning of each examination period, a memo is sent by the director of academic advising to every instructor requesting certain information about examination plans and giving pertinent dates for making assignments and for turning in examination envelopes. After instructors have received examination envelopes from each student, envelopes are filed, unsealed, in the Office of Faculty Services no later than a date specified each semester.

The length of time allowed for an examination is two and one-half hours. Only authorized calculators are allowed in examination rooms designated for calculator use. Palm Pilots, cell phones, mini computers, two-way pagers, laptop computers or other communication or unapproved electronic devices are prohibited in all examination rooms. Completed examinations may be picked up in the designated examination room. As completed examinations are received, instructors should check to be sure that each student has returned her copy of the examination questions, that the examination has been taken in an intact blue book, and that the honor pledge has been signed. The director of academic advising should be notified immediately if a student has not followed these regulations.

If a paper is given in lieu of an examination, faculty members may have these papers turned in to the designated examination room for the sake of convenience and security. Such papers are due at the closing time of the last exam period.

If a student neglects to take a final examination during the regular period without excuse from the director or assistant director of academic advising, she receives an F (zero) on that examination. Since the

III. ACADEMIC REGULATIONS

instructor has the responsibility for determining the relative value of the final examination to other work of the course, the instructor determines whether to average the F (zero) with other grades in the course or to require the student to take the final examination before giving a final grade. In the latter case, rules governing re-examination apply. In a course where the final exam provides the only grade for the semester, a student who fails to take the final examination at the appropriate time is given an examination early in the following semester and the rules governing re-examinations apply.

Additional information concerning examination procedures is in the *Student Handbook*.

August, 1977. Revised June 1992, August 2001.

GRADES

Value of Letters. In recording grades, it is suggested that the following correlation between letter and numeric grades be used, with the understanding that the numerical equivalents are only approximate: A, Excellent (93-100); B, Good (85-92); C, Average (75-84); D Passing (65-74); E, Conditional Failure with the privilege of re-examination; F, Failure; W, withdrew. Grades for courses taken on a pass-fail basis are recorded as P or F. At the direction of the individual instructors, the sign plus (+) or minus (-) may be added to grades to indicate more closely the exact standing of a student. No final grade of A+ may be given, however. A grade of E is a conditional failure and requires a re-examination; the grade is not the grade of record.

The evaluation of the examination in relation to term work is left to the discretion of the instructor. The value is generally limited to one-half or one-third of the semester's work.

Grading policies for each course must be given to students in writing at the beginning of each class.

Submitting Grades. All grades for courses must be filed in the registrar's office at a time to be announced each semester. Grades are entered on course rolls.

Unsatisfactory Performance. An Instructor's Report on Unsatisfactory Performance must be turned in to the registrar's office for students who receive grades of D, E, or F.

Re-examinations. Re-examinations are permitted in the case of conditional failure and are given during the first week of the semester following the failure. Grades on re-examinations are to be submitted in duplicate on a special blank for the purpose and are either "Pass" or "Fail." Those passing receive D for the course. In no case may more than one re-examination be given in the same subject.

Announcement of Grades. Grades are mailed to students at the end of the semester. No student shall be given any grades until she has finished all of her examinations. It is desirable that all grades be given out by the registrar's office rather than by the instructor of the course.

Incomplete Grades. In certain cases, the vice president for academic affairs/dean of the college, the vice president for student life and community relations/dean of students, director of academic advising, or the assistant director of academic advising may authorize a grade of Incomplete (I) in consultation with the instructor. An "I" will be given only if the student is receiving a passing grade for the course work completed. Work must be completed for that course by the deadline set by the director of academic advising. The deadline is usually no later than March 15 (for fall semester incompletes) or September 15 (for spring semester incompletes). If all work for the course is not completed by the deadline given, the "I" becomes an "F."

Amended by Academic Council May 31, 1971; and by the faculty Feb. 4, 1977; Feb. 5, 1982; November 12, 1993.

POLICY FOR DISPUTED FINAL GRADES

When a student has substantial grounds to dispute a final grade and is prepared to present evidence to support a grievance, she must initiate the procedure by voicing her complaint to the instructor. If the matter is not resolved at this level, the student may then take the matter to the chair of the department for mediation. If the matter is still not resolved, she may then refer the matter to the vice president for

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academic affairs/dean of the college for further mediation. If the dean is unable to resolve the dispute, the student must then refer the matter in writing to the Committee on Academic Standards and Admissions no later than thirty (30) days after the beginning of the next semester. The committee's decision shall be final.

Implementation:

1. The one student member of the Academic Standards and Admissions Committee shall participate fully in the final decision provided that the student involved in the dispute waives her right to confidentiality. Should the student involved in the dispute be the student member of the committee, the vice president of the Student Government Association shall serve in her place in this specific case.
2. Should a member of the Academic Standards and Admissions Committee be the faculty member involved in the dispute, that faculty member shall not be involved in the committee's deliberations and shall not have a vote. The chair of the Faculty Executive Committee shall serve in his/her place.

Adopted by the faculty May 1991.

GUIDELINES FOR DESIGNING AND SUPERVISING INTERNSHIPS

I. STRUCTURE OF INTERNSHIP PROGRAMS FOR CREDIT

The College recognizes the need for flexibility in off-campus experiences and for sufficient freedom for the student to gain maximum academic benefit.

Qualified Agnes Scott academic personnel must be responsible for the overall program and must provide direct supervision of the academic component. These faculty members should be equally responsible for and responsive to the academic and practical aspects of the student's experience.

The student and her instructor should meet regularly and as frequently as possible to help the student relate her field experience to its academic foundations and to provide the instructor with a basis for evaluating the student's performance. Means to accomplish these ends include tutorials, periodic written reports, reading lists, research projects and papers, direct observation, and examinations.

A responsible field supervisor should supervise the practical aspects of the field experience on a regular basis, preferably daily.

An orientation to both the academic and practical aspects of the program should precede the field work, and a reflective integration of theory and practice should follow the experience.

Insofar as possible, both the student and her field supervisor should provide the faculty instructor reports evaluating the experience, the student's performance, and the student's preparation.

The College retains ultimate control over the selection and placement of students and over the structure of the program.

International students must obtain approval from the director of international education to ensure compliance with Immigration and Naturalization Service (INS) regulations.

II. CRITERIA FOR DETERMINING THE AMOUNT OF CREDIT

A. Upon the recommendation of the department, the director of academic advising may authorize credit for field experiences. This authorization must be obtained before the student registers for the internship. (See III. Academic Regulations, "Procedures for Awarding Credit for Internships.")

B. Some internships may be so well structured that the department may feel very confident at the time of application about the number of credit hours to award. Other internships may be less structured, or the department may not have had enough experience with internships to know

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ahead of time exactly how much credit to recommend. In this case, the department may suggest to the director of academic advising a range of credit hours. After recommendation by the department, the director of academic advising will authorize the final amount of credit at the end of the field experience.

- C. Although no fixed rules exist for determining the amount of credit for all internships, some guidelines, both quantitative and qualitative, can be helpful to the department and to the director of academic advising.

1. Quantitative. The amount of time demanded by both the practicum and by the academic component of the internship is important in assessing the amount of credit to be awarded. Based on the generalization that the typical Agnes Scott course requires 2-3 hours of work outside of class for every hour of class work, one can assess credit for an internship by adding the total number of work hours, the hours spent reading, writing, and doing research, and the hours in conference with the internship director. Generally, a full-time internship deserves full-time academic credit. Credit for part-time internships may be prorated.

2. Qualitative. Although much harder to assess, qualitative factors can help determine credit: the level of skills, the opportunities for participation and observation, and the academic component.

a. Level of skills

- 1) pure research skills (learned in theoretical research using disciplinary methods)
- 2) applied research skills (learned in research relating to academic subjects, but at a specific, practical level)
- 3) technical skills (the more technical, practical skills helpful in academic disciplines)
- 4) routine skills ("world of work" skills of office functioning, interpersonal relations, organizational routines)

Generally the higher level of skills utilized in the internship, the more credit the experience should carry, although even the lower level skills can be very useful if they are supplemented by the other qualitative factors of the internship.

b. Opportunities for participation and observation (in order of credit merit) include the following:

- 1) opportunities for the student to use academic research or data-gathering methods
- 2) direct observation of institutions, activities, and people of significance to the discipline, especially observations not easily conveyed through standard course materials
- 3) opportunities to learn from participants or direct observers

c. Academic component

This component includes such elements as readings, journals, tutorials, papers, and tests. To a certain extent, the academic component can be altered to compensate for variation in the other qualitative aspects of the internship.

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In conclusion, a guideline for assigning the amount of credit for an internship is, first, to estimate the number of hours spent per week in its practicum. A full-time internship probably deserves 10 semester-hours of credit; a half-time internship, 5 semester-hours.

Next, the qualitative aspects of the internship should be assessed. The use of a high level of skills and many opportunities for participation and observation will permit the above credit award with a moderate academic component. If the skills used are less impressive, and if the opportunities for participation and observation are limited, the Agnes Scott director might require a more extensive academic component in order to justify the above amounts of credit; or the instructor might reduce the number of hours earned in the internship.

Adopted by the faculty on May 6, 1983.
Revised August 1986, August 1991.

PROCEDURES FOR AWARDING CREDIT FOR INTERNSHIPS

The following procedures should be followed for awarding credit for internships. Note that application for credit must be made before a student actually begins work on an internship.

Limitation on Credit. No more than 10 semester-hours of credit for internships may be applied toward minimal requirements for the degree, and no credit from internships may satisfy minimal requirements for the student's major.

Awarding Credit for Internships. As soon as possible after completion of the internship, the department should file a recommendation for credit with the director of academic advising. The recommendation should include an assessment of the field experience and its academic component. If a range of credit was approved in advance, the specific number of hours recommended should be explained and should lie within the range approved except in unusual circumstances.

Grades for internships are either "pass" or "fail" and constitute an exception to the faculty regulation that no work in a major department may be taken on a pass-fail basis. A student who has 8 hours of pass-fail work outside her major may also have a maximum of 10 hours of pass-fail work in an internship. (A student may have more than 10 hours of internship credit only if those hours are in excess of the 130 required for the degree.)

Dropping an Internship. During the regular academic session, the deadlines that apply to dropping courses apply to dropping internships as well. During the summer, a student may drop an internship without academic penalty within one month of its inception.

Tuition and Fees. Tuition for credit internships during the academic session is included in the regular fees. A student may complete the practical component of an internship (450) while the College is not in session and complete the academic component of the internship during the next semester, receiving credit for the internship during the semester following the practical experience. The internship must be approved before work is begun. If credit is earned when the College is not in session, the charge for Agnes Scott credit earned under the supervision of an Agnes Scott faculty member is \$300 per semester hour.

Adopted by the faculty May 6, 1983.
Revised August 1986, August 1991, August 1995.

GUIDELINES FOR CHANGES IN COURSE OFFERINGS

1. After the department has approved suggested curriculum changes, it should determine whether requests for changes are minor or substantive. If the changes are minor, the proposal should be sent to the vice president for academic affairs/dean of the college. If the dean does not think that the

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requests are minor, she will send them to the Curriculum Committee. If the requested changes are substantive, they should be sent to the chair of the Curriculum Committee with a copy to the vice president for academic affairs/dean of the college.

2. Suggested changes must be written in proper catalogue form. Consultation with the registrar is expected.
3. Proposed changes must be accompanied by a short statement of the reasons for the changes, including why the changes are desirable and how the changes will affect the curriculum.
4. New courses, new course descriptions, new requirements for the department majors, etc., should be thought through in the light of normal stability of curriculum and be requested with discretion.

Adopted by the faculty April 14, 1978.
Revised August 1991.

POLICY ON THE CANCELLATION OF COURSES

Students may plan their academic programs with the understanding that every course in the schedule of courses published by the registrar for an academic session will be offered unless:

1. There is an unexpected change in faculty personnel which would necessitate departmental course changes, or
2. There is enrollment of less than five for a course by the end of the course selection period for the semester prior to the course being offered. The decision to cancel a course due to lack of enrollment will be made by the appropriate department in consultation with the vice president for academic affairs/dean of the college and the registrar as soon as feasible after the end of the course selection period.

An official list of canceled courses will be issued by the registrar's office immediately following a cancellation decision.

Adopted by the faculty June 6, 1981.
Revised July 1991.

AGNES SCOTT POLICY ON CONFIDENTIALITY OF STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- I. The right to inspect and review the student's education records within 45 days of the day Agnes Scott receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Agnes Scott official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Agnes Scott official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

A student does not have the right to inspect and review the following education records:

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- A. Financial records, including any information those records contain, of his or her parents;
- B. Confidential letters and confidential statements of recommendation placed in the education records of the student before January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended; and
- C. Confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if:
 - 1. The student has voluntarily signed a waiver of right to inspect and review those letters and statements; and
 - 2. Those letters and statements are related to the student's:
 - a) Admission to an educational institution;
 - b) Application for employment; or
 - c) Receipt of an honor or honorary recognition.

- II. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Agnes Scott to amend a record that they believe is inaccurate or misleading. They should write the Agnes Scott official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Agnes Scott decides not to amend the record as requested by the student, Agnes Scott will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- III. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Agnes Scott in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Agnes Scott has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Agnes Scott discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Agnes Scott College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

- V. Certain information is considered public and is released by Agnes Scott at its discretion. In accordance with FERPA, Agnes Scott has designated the following information as "Directory Information" which may be released without the student's consent:

- A. name;

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- B. local address;
- C. home address;
- D. local telephone number;
- E. home telephone number;
- F. date and place of birth;
- G. major field of study;
- H. enrollment status;
- I. dates of attendance;
- J. degrees and awards received (including honor rolls);
- K. participation in officially recognized activities and sports; and
- L. most recent previous educational agency or institution attended.

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VI. A student may withhold disclosure of any category of information designated as public or directory information. Written notification to withhold disclosure must be filed with the registrar by September 30 and is effective for the entire academic year. Failure on the part of a student to specifically request the withholding of information indicates approval for disclosure.

Approved by the President's Council Fall 1998

POLICY ON STUDENT DISABILITIES

Agnes Scott College complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. Agnes Scott accepts students with documented disabilities who can successfully pursue a demanding and rigorous college program.

Students with documented disabilities, including learning disabilities, must meet with the director of academic advising or the associate dean of students to determine appropriate and feasible accommodations. Faculty and staff are notified only in those cases in which a specific request from a student has been made.

Academic accommodations may include use of taped textbooks or readings, adjusted times for examinations and projects, or use of word processing for examinations and are determined on an individual basis. The request for accommodation and documentation of the disability are maintained on file in the office of the director of academic advising. The student must work with the faculty to determine appropriate and reasonable accommodations given the nature of the course work. The director of academic advising assists in establishing these accommodations. The student must specify for which courses she is making the request. Under certain circumstances, students may request an exemption to a specific or distributional requirement by consulting with the director of academic advising. Approval of the vice president for academic affairs/dean of the college is required for these exceptions. No accommodations will be granted until appropriate documentation has been submitted to the director of academic advising; a release has been signed, and the documentation has been reviewed by appropriate personnel.

Residence hall accommodations may include appropriate placement in a residence hall or the installation of an alarm for a hearing problem. Assistance can be given for planning traffic routes on campus or any other special circumstances.

July 18, 1995

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of handicap. The law applies to all programs which receive federal financial assistance of any kind.

Agnes Scott College does not discriminate on the basis of handicap in the recruitment and admission of qualified students or in the recruitment and employment of qualified faculty and staff. The law mandates that all programs and activities available to students be available to the handicapped, and that educational policies, scholarship and loan programs, and all college administered programs be nondiscriminatory.

Some provisions of the law relate to nonacademic aspects of the college and are not, therefore, the special concern of the faculty. Two sections of the HEW regulations, however, relate directly to the academic program of the College and are quoted here for information.

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STATEMENT OF SECTION 504 OF THE REHABILITATION ACT OF 1973

HEW Regulations (84.44)

§ 84.44 Academic Adjustments.

(a) *Academic requirements.* A recipient to which this subpart applies shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student. Academic requirements that the recipient can demonstrate are essential to the program of instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

(b) *Other rules.* A recipient to which this subpart applies may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings, that have the effect of limiting the participation of handicapped students in the recipient's education program or activity.

(c) *Course examinations.* In its course examinations or other procedures for evaluating students' academic achievement in its program, a recipient to which this subpart applies shall provide such methods for evaluating the achievement of students who have a handicap that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represents the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).

(d) *Auxiliary aids.*

(1) A recipient to which this subpart applies shall take such steps as are necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity operated by the recipient because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

(2) Auxiliary aids may include taped texts, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions. Recipients need not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

HEW Regulations (84.43)

§ 84.43 Treatment of students: general.

(a) No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health, insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extra-curricular, or other postsecondary education program or activity to which this subpart applies.

(b) A recipient to which this subpart applies that considers participation by students in education programs or activities not operated wholly by the recipient as part of, or equivalent to, an education program or activity operated by the recipient shall assure itself that the other education program or activity, as a whole, provides an equal opportunity to the participation of qualified handicapped persons.

(c) A recipient to which this subpart applies may not, on the basis of handicap, exclude any qualified handicapped student from any course, course of study, or other part of its education program or activity.

(d) A recipient to which this subpart applies shall operate its programs and activities in the most integrated setting appropriate.

Additional information on Section 504, including interpretive material, is available in the office of the vice president for student life and community relations/dean of students. You will be contacted by the vice president for student life and community relations/dean of students or the vice president for academic affairs/dean of the college if there are disabled students in your classes who need special consideration.

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Agnes Scott College is a member of the Atlanta Regional Consortium for Higher Education (ARCHE). Member institutions of ARCHE include:

Agnes Scott College	Kennesaw State University
Atlanta College of Art	Mercer University in Atlanta
Brenau University	Morehouse College
Clark Atlanta University	Morehouse School of Medicine
Clayton College and State University	Morris Brown College
Columbia Theological Seminary	Oglethorpe University
Emory University	Southern Polytechnic State University
Georgia Institute of Technology	Spelman College
Georgia State University	State University of West Georgia
Institute of Paper Science and Technology	University of Georgia
Interdenominational Theological Center	

One of the main activities of ARCHE is providing truck service among the member institutions' libraries five times a week to facilitate sharing of resources. Although primarily used for interlibrary loan, this truck service may also be used by faculty and staff. Any material destined to another ARCHE institution may be dropped off at McCain Library for delivery.

Another activity of ARCHE is the cross registration program open to students of member institutions. Agnes Scott's designated representative for cross registration is the director of academic advising.

GUIDELINES FOR CROSS REGISTRATION AMONG ARCHE MEMBER INSTITUTIONS

1. The purpose of cross registration is to provide opportunities for enriched educational programs by permitting students in good standing at any ARCHE institution to take courses at any other member institution.
2. At the time of cross registration, the student must be in good standing and enrolled in at least one course at ASC.
3. First year students may not cross register in their first semester unless they are doing so to enroll in courses for purposes of ROTC training or marching band.
4. Cross registration applications are available outside the registrar's office (first floor Buttrick) or online at <http://www.atlantahighered.org/consortium/crossregform.pdf>. The student must complete the first three sections of the application, obtain her academic advisor's approval, and submit the completed form to the academic advising office (first floor Buttrick).
5. The student must meet all application deadlines in order to be eligible to cross register. (Deadlines are communicated by the registrar and are earlier than those printed on the application form.)
6. Cross registration may be pursued for courses **not** offered at ASC for the given term.
7. It is the student's responsibility to ensure that she only requests courses for which she is eligible and has met the prerequisites as defined by ASC and the host institution.
8. An undergraduate student may not cross register for more than a total of 18 semester hours. A graduate student may not cross register for more than 15% of the total courses taken during his/her graduate experience. Qualified students may cross register in a maximum of two courses per term and the combined load may not exceed the full-time load at ASC. The assistant dean of the college may consider exceptions to these limits with the mutual consent of the host institution.
9. Any course required for the major must be approved by the appropriate ASC department prior to cross registration.

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10. First priority in registration will be given to students of the host institution; cross registration students will be accepted at ASC based upon availability of space and after ASC students have been considered.
11. The academic regulations and rules of conduct of the host institution will apply to cross registrants. The host institution will determine whether its rules have or have not been violated. In addition to actions taken by the host institution, ASC will also impose such penalties, as it deems proper when violations occur.
12. Students must abide by all policies and schedules of the host institution regarding grades, exam dates, absences, drop/add/withdrawal, etc. To withdraw from a course, both ASC's and the host institutions' withdrawal procedures must be followed. Changes in cross registration must be approved by both institutions' cross registration coordinators (the assistant dean of the college at ASC).
13. Courses taken in cross registration will appear for credit on the transcript but will not be calculated into the student's grade point average.
14. The time limit for making up an Incomplete received in a cross registered course may not be longer than ASC's policy, but the host institution may set an earlier deadline.
15. For courses taken, the tuition and fees will be at the rate of ASC and paid to ASC. Special fees (lab, parking, etc.) and applicable security deposits may be required at the host institution and must be paid directly to the host institution.
16. ASC does not participate in cross registration during the summer session.
17. The decision whether to offer a course will be made according to the policies of the host institution and need not take into account the enrollment or potential enrollment of visiting students in that course.
18. Cross registration students are eligible to use such facilities on the campus of the host institution as are essential to the completion of the cross registered course.
19. Students with documented disabilities seeking accommodations for a cross registered course must contact the director of academic advising prior to receiving accommodations.

Revised March 198, July 1998, July 2000

STUDY ABROAD

GLOBAL CONNECTIONS PROGRAM

Study Abroad at Agnes Scott College can be divided into two broad categories; independent study abroad programs to meet individual student's academic program goals and short-term, ASC faculty-led programs. The two primary faculty-led study abroad programs are the Global Awareness program and Global Connections program.

INDEPENDENT STUDY ABROAD

Students have the opportunity to participate individually in a wide variety of study abroad programs and exchanges. These independent study abroad programs may be for a semester, yearlong, or summer. The types of independent opportunities available include: traditional study abroad at host institutions, where students are immersed in courses and living with host nationals; field-based, academic programs abroad; international service learning programs; international internships; and hybrid programs that include elements of the traditional immersion programs with some courses taught specifically for foreign students at the host institution.

Students participating in these independent study abroad programs must complete the study abroad approval process, which culminates in the submission of a completed “Application for Study Abroad Approval.” This process requires that each program is reviewed by the OIE and that each proposed course within a program is reviewed by ASC faculty.

FACULTY-LED PROGRAMS

I. GLOBAL AWARENESS PROGRAM

In the Global Awareness Program, students are selected and enroll in two four-credit hour courses GA 200 and GA 201 with the goal of developing a better understanding of their own cultural values in a global context. The Global Awareness Concepts course, GA 200, is held on-campus and includes the study of the history, culture, arts, geography, current issues, economics and politics of the target country. All students choose a research project and develop survival language skills. The GA 200 is followed by a two or three week study seminar in the country, in which students conduct research on their selected topics, keep journals and experience homestays whenever possible. Upon return to campus, the course continues as GA 201, a nine-week seminar in which students make cultural comparisons; reflect on the international experience, complete research projects and share the experience with the campus and local community.

II. GLOBAL CONNECTIONS PROGRAM

Global Connections (GC) connects what students learn in the classroom to an international experience. A GC component is a significant (2-3 week) travel/intercultural experience designed to enhance an existing ASC course. Travel periods are usually during January intercession or in late May. The two-credit hour GC component carries the department course number plus the designation ‘G’ (e.g., ENG 217G). An academically based reflective component (mini research paper, journals, creative project, etc.) is required.

INTERNATIONAL STUDENTS

IMMIGRATION MATTERS

When advising international students it is important to be cognizant that this group of students is subject to a variety of US federal immigration and tax regulations as well as some home country restrictions that have implications for you as their academic advisors and professors. As of January 30, 2003, institutions enrolling foreign students will be required by law to report the presence of foreign students in the US and a cadre of information about these students to the US Department of State. The consequences for seemingly routine advising may pose serious, unintended consequences for international students.

If an international student drops below full-time status, they are considered to be “out-of-status” with the Immigration and Naturalization Service (INS) and therefore subject to “voluntary departure” or even deportation. Schools are required to report enrollment every semester to the State Department. If you think, an international student needs to withdraw or they ask to withdraw below full-time, please contact the OIE or have the student contact the OIE to discuss other possible options.

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If an international student is experiencing academic difficulties, please report these difficulties or frequent absences to the Registrar's office during the mid-term reporting period because international students falling into academic difficulties that might eventually result in academic suspension must be advised well in advance of an academic or disciplinary suspension. As soon as the student is suspended or dismissed, they are considered an "overstay" by the INS and are subject to "voluntary departure" or deportation without the option of transferring to another US institution. If they apply and are accepted to another US institution before their ASC suspension, then they may transfer to the other school in the US.

The kinds of international student activities that are required to be reported to the State Department are a change of major, a change of address, an approved internship, emergency or planned travel abroad, enrollment each semester, academic standing, probations, suspensions, academic extensions, and employment authorizations.

Six years ago, Congress enacted the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRAIRA), increasing penalties for many immigration violations. Many of the provisions of IIRAIRA that have an impact on international students and scholars are in effect. Through cables and memoranda from the Immigration and Naturalization Service (INS) and the Department of State (DOS), Designated School Officials (DSO) has been gaining knowledge of new guidelines. Since September 11, 2001, Congress has been very active in proposing and passing new regulations as part of Homeland Security initiatives that include many new immigration regulations, such as, the Enhanced Border Security and Visa Entry Reform Act of 2002.

At Agnes Scott College, the Director of International Education is the primary DSO responsible for advising the College and international students of immigration regulations as relates to international student advising and for institutional compliance.

COLLABORATIVE RESEARCH FUNDS

A limited amount of funding is available through the Office of the Vice President for Academic Affairs/Dean of the College to students who are involved in collaborate research presentations. Students should apply to the Student Development Fund for any other available funding prior to applying to Office of the Vice President for Academic Affairs/Dean of the College. Contact the associate dean of the college for information.

STUDENT DEVELOPMENT FUND

The Student Development Fund (SDF) was developed in 1986 by the Agnes Scott Student Government Representative Council to allow students to take advantage of unique opportunities that will enhance their academic experience. Funding is available for attending conferences presenting papers/research, etc. The Student Development Fund is not intended to underwrite activities of academic departments such as field trips. All funding for SDF comes from the Student Government Association and the Alumnae Association. This amount may vary on a yearly basis depending on the total funding available to the SDF. It is important to remember that applying to the SDF does not guarantee approval of funds.

The goals of SDF are:

1. To encourage the student to fully develop her area(s) of academic interest and to present the results of research in that area.
2. To enhance the intellectual environment and academic reputation of Agnes Scott College.

The Student Development Fund is a cooperative effort among students, Student Government Association, academic departments, and the College. In order to provide impartiality and flexibility, the guidelines are provided only as a framework within which the applications will be reviewed. Decisions for the awarding of funds include merit, financial need, and relevancy of the request and are made by the Student Development Fund Committee which is composed of four students, one representative each from the Office of the Vice President for Academic Affairs/Dean of the College and the Office of Alumnae Affairs, and one faculty member. **SDF proposals will be due and reviewed at the beginning of each**

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semester. Additional information is available from the SGA assistant treasurer, the associate dean of the college, or the faculty member (for 2002-2003, Professor Tina Pippin).

Revised July 1998, March 2000, July 2001

FACULTY ENTERTAINMENT OF STUDENTS

Members of the faculty are encouraged to invite students to their homes. Funds are available to help defray the costs of this entertainment. These funds are to be used only for groups such as majors, advisees, classes, or boards and organizations of which the faculty member may be an advisor. The funds are not to assist with the entertainment of visiting scholars, faculty candidates, or other guests.

PROCEDURES

1. Faculty members may request reimbursement for expenses related to an event in their homes once each semester. A maximum amount of \$100 will be available for reimbursement for each event. **Reimbursements will be made in the order in which they are received until the budget is depleted.**
2. Send completed requisition forms with all receipts attached to the office of the vice president for academic affairs/dean of the college for approval. The requisition forms are available in any faculty services office and in accounting.
3. Approved requests will be forwarded to the accounting office where faculty members may obtain their reimbursements.

YEAR FIVE PROGRAM

The Year Five Program at Agnes Scott College began during the 1992-93 academic year. The 2002-2003 program is available only to those Agnes Scott College students who were awarded B.A. degrees in May 2002, and is tuition-free. Students who complete their degree requirements in any month other than May are entitled to participate in Year Five the two consecutive semesters following the completion of degree requirements. Year Five students are eligible to take courses open to Agnes Scott College students, with exceptions noted below, on a space-available basis, i.e., tuition-paying undergraduate and graduate students will have preference in courses in which enrollments are limited. The availability of space may be determined as early as course selection week in April, but for some courses availability may not be determined until registration for the semester is completed. The director of academic advising serves as the academic advisor for all Year Five undergraduate students.

International students may participate in Year Five if eligible. Before enrolling, they need to consult with the Director of International Education. If eligible, the student will receive a new I-20 under the non-degree-student status. **As required of all international students, those participating in Year Five must be enrolled for 12 credit hours each semester. Students participating in Year Five are not eligible to pursue Optional Practical Training after a Year Five term (semester or year).**

Regulations Specific for Year Five students. Courses taken by Year Five students must be taken for credit and will appear on the permanent record. These post-baccalaureate courses will appear after those taken to complete the baccalaureate degree. Although the overall grade point average will change, the grade point average achieved at the time of graduation will be evident on the transcript.

Year Five students must maintain a grade point average of 2.00.

Year Five students will receive a letter grade in all courses. No courses may be taken Pass/Fail.

Year Five students may take a full-time course load but must take a minimum course load of one course.

III. ACADEMIC REGULATIONS

The following courses are not open on a tuition-free basis to Year Five students (these courses may be taken only if Year Five students pay regular tuition for them. In the case of applied music, Year Five students pay the regular fees):

Applied Music
Independent Study

Internships (credit)
Special Topics

Year Five students may not appeal for an overload. However, students may appeal all other academic matters through channels regularly open to undergraduates.

Year Five students are not eligible for cross-registration.

Year Five students may participate in Global Awareness or Global Connections on a space-available basis; however, they must pay the full cost of the program—including the portion of the trip normally subsidized by the College. Only undergraduate students qualify for College loans and subsidies. (Note: prerequisites for Global Awareness and Global Connections must be met.)

The Honor System applies to Year Five students.

IV. BENEFITS, SERVICES, AND FACILITIES

FACULTY BENEFITS

RETIREMENT PROGRAMS

All full-time or half-time employees who complete at least 1,000 continuous work hours each year, are eligible and are required to participate in the College's 403(b) Defined Contribution Retirement Plan.

The Agnes Scott College Defined Contribution Retirement Plan is provided through Teachers Insurance Annuity Association - College Retirement Equities Fund (TIAA-CREF). Participants have an option of contributing 5% of their salary to this fund with Agnes Scott College contributing 10%, or they may contribute 3½ % with Agnes Scott contributing 7%. In either case, the College is contributing on a 2 for 1 basis. Contributions can be made on a tax-sheltered ("Salary Reduction") basis or on a regular Deduction basis. Contributions made by Agnes Scott College on behalf of the employees enrolling in the plan before July 1, 1998, will be immediately vested. Accumulations attributable to College contributions for employees enrolled in the plan on or after July 1, 1998, will be fully vested and non-forfeitable to the participant upon completion of two years of service at the College or at normal retirement age, death, or disability. Salary Reduction agreements can only be changed once each calendar year. Plan summary information, details and enrollment forms are available in the Office of Human Resources. Once enrolled, TIAA-CREF will send quarterly and annual reports to all participants.

Additionally, employees can Tax Shelter additional reductions into the Defined Contribution Retirement Plan that are not matched by a College or contribute to a Supplemental or Additional Retirement Annuity (SRA) funds. Contributions are subject to current IRS restrictions. New or part-time employees can also begin an SRA fund; however, Agnes Scott College does not match contributions to SRAs. Reduction and contribution maximums are subject to IRS restrictions and amounts designated by the employee should be determined after consulting TIAA-CREF and/or the employee's personal financial advisor.

Annuity allocations can be changed at any time by calling TIAA-CREF on their automated telephone service toll-free number 800-842-2252.

Participants who leave the employ of Agnes Scott College can transfer their TIAA-CREF retirement account to another participating institution. Employees who separate from employment with Agnes Scott College and have not participated in our retirement plan for more than five years have the option of repurchasing their account from TIAA-CREF. You can inquire at the Office of Human Resources, or call the TIAA-CREF counseling center toll-free number 800-842-2776.

Employees who prefer not to participate in the Agnes Scott College Defined Contribution Retirement Plan (TIAA-CREF) will have to leave the employment of Agnes Scott College on or before their second anniversary of employment with Agnes Scott College.

Additional information can be found on www.tiaa-cref.org. Details of the program are available in the Office of Human Resources.

Agnes Scott College reserves the right to modify, change, or discontinue this Retirement program at any time.

TERM LIFE INSURANCE

Half-time and full-time faculty members are eligible for group term life insurance currently underwritten by Hartford Life and Accident Insurance Company, in the amount of one and one-half times salary. This coverage is tax free up to \$50,000; the excess over \$50,000 is federal, state, and FICA taxable according to an IRS formula. An application form must be completed when hired; late entrants will have to apply through underwriting and may not receive coverage. This coverage is provided by the College at no cost to the employee and is effective on the first of the month after the date of hire.

A life insurance purchase plan is also available through Hartford. Faculty members working half-time and above can purchase up to three times base salary of optional life coverage (in increments of \$10,000)

IV. BENEFITS, SERVICES, AND FACILITIES

without a medical questionnaire, up to a maximum of \$165,000. Coverage is also available for spouse and children.

Full-time, single faculty members are eligible for one unit of life insurance with TIAA, paid for by the College. Eligible faculty who are married or who have dependents and desire this extra coverage, will have to purchase an additional three units of life insurance from TIAA. This is group term life insurance which decreases with the faculty member's age each year. Enrollment forms must be completed when hired. The amount of the benefit decreases each year and is described in bulletins sent to the Office of Human Resources by TIAA. If enrolled, coverage becomes effective on the first of the month after the date of hire. This TIAA policy can be purchased by a faculty member and taken with them after leaving Agnes Scott. Coverage can be continued through periods of leaves of absence by paying normal contributions in advance for a period not to exceed three months. An individual policy with TIAA can also be purchased at their normal low rates.

Details are available in the Office of Human Resources.

MEDICAL INSURANCE

The College provides a choice of two medical insurance plans to protect its employees and their families. The College provides individual coverage at nominal cost to the full-time, regular, non-union employee. The cost of covering dependents is contributed to by both the employee electing the coverage and the College (current premium schedules are available in the Office of Human Resources). Half-time employees must pay half of the premium rate for single coverage. The cost of covering dependents for half-time employees is contributed to by both the employee electing the coverage and the College (current premium schedules are available in the Office of Human Resources).

The College medical insurance programs are maintained through Blue Cross/Blue Shield of Georgia. You may choose from two medical plan options, an HMO or a PPO plan. These plans are described in the literature provided to employees when hired. Employees have the opportunity to change their selection of insurance plans during "Open Enrollment" each year.

If eligible dependents are to be covered by Agnes Scott College health insurance, dependents MUST be enrolled when the employee is hired, or when dependents first become eligible, i.e. marriage, new birth, or other approved "life style change." Proof of a "life style change" will have to be provided to the Office of Human Resources in order to apply for coverage. Failure to enroll dependents when first eligible may jeopardize or delay their coverage when later enrolled, as they must submit an "underwriter application" which can be denied because of health history.

The amount of the employee contribution may be changed from time to time dependent upon the College's health loss experience. Any premium due is deducted from an employee's paycheck on a monthly pre-tax basis, unless the employee requests otherwise in writing. Any requests for change of benefits status must be submitted to the Office of Human Resources in writing a minimum of one month prior to the requested effective date.

Employees who are laid off by the College during the Christmas break or summer months, or who take an authorized unpaid leave of absence (not to exceed three months), MUST pay the Office of Human Resources their normal contribution before the first of each month to continue health insurance during periods when they are not on the payroll.

If premiums are deducted on a pre-tax basis, the employee can only cancel or change coverage during "Open Enrollment", with the exception of marriage, new birth, or dependent child becoming ineligible.

If enrolled, insurance will become effective on the first day of the month after the date of hire.

Insurance Termination

Insurance will terminate on the last day of the month in which separation of employment was effective from Agnes Scott College, or when the group plan terminates, or when the employee fails to make the required contributions. Dependent coverage will terminate on the effective date of the employee's termination of coverage or when they are no longer eligible. Employees and dependents may have the right to continue benefits under the COBRA law.

IV. BENEFITS, SERVICES, AND FACILITIES

More information can be found at www.bcbsga.com, or through customer service at 404-233-1649, or 800-441-2273. Details of these plans are available in the Office of Human Resources.

Agnes Scott College reserves the right to modify, change, or discontinue these health insurance programs at any time.

DENTAL INSURANCE

The College has available a choice of two dental insurance plans. The College provides individual coverage at nominal cost to the full-time, regular, non-union employee. The cost of covering dependents is the responsibility of the employee electing the coverage (current premium schedules are available in the Office of Human Resources). Half-time employees must pay half of the premium rate for single coverage. The cost of covering dependents for half-time employees is the responsibility of the employee electing the coverage and the College (current premium schedules are available in the Office of Human Resources).

The dental insurance program is maintained through CIGNA, with a choice between a dental HMO or a dental PPO. These plans are described in the literature provided to employees when hired. Coverage is effective on the first day of the month after date of hire, if the employee is eligible and completes an application. Members have the opportunity to change plans, delete covered dependents or make application during open enrollment each year, with an effective date of July 1 (if the late applicant is accepted by the carrier).

More information can be obtained at www.cigna.com, or via the claims and coverage information line at 888-336-8258. Details of these plans are available in the Office of Human Resources.

VISION INSURANCE

The College has vision insurance available for those faculty members working at least 3/4 time. The College provides coverage at no cost to the employee. Eligible participants wishing to have family members covered by the Agnes Scott plan will pay the difference between employee coverage and the two-party or family rate.

The vision insurance program is maintained through Vision Service Plan. The plan is described in the literature provided by the Office of Human Resources when hired. Coverage is effective on the first day of the month after date of hire, if the employee is eligible and completes an application. Members have the opportunity to cancel coverage or submit application during open enrollment each year, with an effective date of July 1 (if the late applicant is accepted by the carrier).

More information can be obtained at www.vsp.com. Details of this plan are available in the Office of Human Resources.

WORKER'S COMPENSATION INSURANCE

All faculty members of Agnes Scott College are covered, at no cost to the faculty member, by insurance protection for accidents or injuries suffered on the job. It is required that any on-the-job accidents or injuries (no matter how slight) be **immediately** reported to the Office of Human Resources so that this coverage will be effective and medical evaluation coordinated such that injured faculty members will either be screened by health services or by one of the College's panel of physicians. If an accident or injury occurs during **non-office** hours, contact public safety immediately. The panel of physicians is posted on the Human Resources bulletin board on the first floor of Buttrick Hall. If medical treatment is necessary, it is required that one of these physicians be consulted.

LONG-TERM DISABILITY INSURANCE

Full-time faculty members are enrolled in a long-term disability program with Hartford which is fully funded by the College. This insured program provides for 60 percent salary continuation if a faculty member is disabled for more than six months; payments are offset by Social Security Disability and/or other appropriate sources.

IV. BENEFITS, SERVICES, AND FACILITIES

Details are available in the Office of Human Resources.

Agnes Scott College reserves the right to modify, change, or discontinue any benefit program at any time, with the exception of Worker's Compensation.

DIRECT DEPOSIT OF PAYROLL

The College offers a direct payroll deposit service to any bank in the United States for full-time faculty members. Direct deposit authorization forms are available in the Office of Human Resources.

In order to cancel or change a direct deposit, a written request must be submitted to the Office of Human Resources one month prior to the requested effective date.

Revised July 1991, July 1993, July 1994, July 1995, July 1997, July 1998, July 2000.

PAYROLL SAVINGS

A full range of bank services is available through Georgia Federal Credit Union. Access www.gfcu4u.org for information.

CHILD CARE REFERRAL SERVICE

To help you balance work and family life, the College has contracted with BrownRichards and Associates to provide child care referral services. You may contact BrownRichards at 404-352-8137, or 800-537-2153 for free referrals on: agencies that locate in-home care, child care centers, family day care, public and private schools, summer day camps, overnight camps and back-up care.

BENEFITS FOR DOMESTIC PARTNERS

Agnes Scott College recognizes same or opposite sex domestic partners as spousal equivalents for purposes of benefit administration, to the extent permitted by applicable Federal and state laws and the Insurance Commissioner of the State of Georgia. In order for a partner to qualify for participation in the College benefits and services offered to sponsored partners, the employee/member of the partnership must sign an Affidavit of Marriage/Spousal Equivalency form, which sets forth the essential elements of the partnership for this purpose.

For additional information, please contact the Office of Human Resources.

July 2000.

FAMILY AND MEDICAL LEAVE POLICY FACULTY AND STAFF

Agnes Scott College understands the importance of family issues to today's work force. The College also recognizes that more faculty and staff members than ever before face conflicting demands of family obligations and work. Because faculty and staff members may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own health conditions, and in order to comply with the FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA), the College hereby establishes the following parental leave, family and medical leave policy for active members of the faculty and staff. To qualify a faculty or staff member must have worked for the College for more than one year and have worked one semester during the preceding twelve-month period.

IV. BENEFITS, SERVICES, AND FACILITIES

Note: This policy is a separate policy from that which addresses the area of professional leaves of absence for faculty members.

PROVISIONS: MEDICAL LEAVE WITHOUT PAY FOR A SERIOUS HEALTH CONDITION

Long Term Disability

The intent of a FMLA medical leave without pay is to provide faculty and staff members the necessary time to recover from a “serious health condition” (non work-related) disabling them for an extended period of time up to a maximum of six months. After the six-month duration, long-term disability benefits will go into effect if the faculty or staff member is enrolled in the plan, and the insurance carrier approves it. At the beginning of the third month of disability the faculty or staff member must make application for both long-term disability insurance benefits and Social Security disability.

A “serious health condition” is defined as an illness, injury, impairment or physical or mental condition that involves a period of incapacity or treatment following in-patient care in a hospital, hospice, or residential medical care facility; a period of incapacity requiring more than three day’s absence from work and continuing treatment by a health care provider; or continuing treatment by a physician for a chronic or long-term health condition that is so serious that, if not treated would likely result in incapacity of more than three days; or continuing treatment by or under the supervision of physician of a chronic or long-term condition or disability that is incurable.

Approval: A FMLA medical leave requires the prior approval of the respective Officer of the College. Application forms for a medical leave are available in the Office of the Vice President for Academic Affairs/Dean of the College and the Office of Human Resources, and must be completed as soon as circumstances will permit. A faculty or staff member must attach a physician’s statement, including prognosis and expected date of return, to the application for a medical leave. Once approved, the completed form is returned to the faculty or staff member requesting a leave and a copy is placed on file in the Offices of Human Resources and Payroll.

Duration: Medical leaves may be approved for up to three months. However, if it is determined medically necessary the leave may be extended, by the respective College Vice President/Dean, up to an additional three months. A new request form for extended leave must be submitted along with updated medical records.

A faculty or staff member returning to work after a medical leave must provide their respective College Officer with a written release from a licensed physician in order to resume expected responsibilities. This release must be forwarded by the College Officer to the Office of Human Resources prior to the faculty or staff member’s returning to work.

Failure to return to work on the predetermined date will be considered reason for initiating the dismissal process.

PROVISIONS: MATERNITY LEAVE

Maternity Leave is defined as the leave period required by the birthing mother for the birth and post-natal care of her newborn child.

Annual Maternity Leave Entitlement

Based on FMLA guidelines, no combination of paid and unpaid maternity leaves may exceed twelve (12) weeks in any academic or calendar year.

IV. BENEFITS, SERVICES, AND FACILITIES

Paid Maternity Medical leave

The College will grant paid maternity medical leave during the period of disability, normally not to exceed six (6) weeks. Written notification must be given to the respective Vice President/Dean six months in advance. If the faculty or staff member has a longer medical disability (with physician's statement), salary may be continued for an additional period, not to exceed six months as stated for other disabilities. These guidelines are set forth under "Medical Leave with Pay for a Serious Health Condition" (above).

Unpaid Maternity leave

Upon the completion of the six weeks paid maternity medical leave period, if the faculty or staff member requests additional "non-medical leave" time, an additional unpaid leave of up to a maximum of six weeks may be granted, by the respective Officer of the College, when no serious medical condition exists.

PROVISIONS: FAMILY LEAVE

Paternity, Adoption, Foster Care placement of a child or Care of a family member with a serious health condition

For the purpose of this benefit a "family member" is defined to include the faculty or staff member's, spouse, sponsored "domestic partner", daughter, son, parent, or individual who served as legal guardian and primary care giver, when the faculty or staff member was a child. A "daughter" or "son" is also a child over 18 years of age who is incapable of self-care because of a mental or physical disability. A "parent" is any individual who assumed the day-to day and financial responsibility for the faculty or staff member when the faculty member was a child.

Unpaid leave

A "family leave of absence" of up to twelve (12) weeks of unpaid leave may be granted to a faculty or staff member for the purpose of caring for a "family member" who has a serious health condition, for paternity care of their newborn or newly adopted child, or the foster care placement of a child in their home.

If leave is for adoption or foster care placement, the leave must be completed within 12 months of the date of placement.

Paid leave

(full-time status only) - Once a full-time faculty or staff member has completed a minimum of twelve - (12) months-consecutive employment service with Agnes Scott College they are eligible to apply for paid Paternity, Adoption or Foster Care leave in accordance with the following accrual schedule:

<u>Employment Period</u>	<u>Paid Leave</u>
<i>Twelve months of consecutive service</i>	<i>10 work days</i>
<i>Twenty-four months of consecutive service</i>	<i>20 work days</i>
<i>Thirty-six months of consecutive service</i>	<i>30 work days</i>

Annual (FMLA) Leave Entitlement

Paid and unpaid Maternity, Paternity, Adoption, Foster Care and Family leave days do not carry forward from one academic or calendar year to the next. Eligible faculty/staff members may not exceed the total number of paid leave days, for which they are eligible, in any academic/calendar year i.e. no combination of paid and/or unpaid Family Leave, Paternity, Adoption or Foster Care leave may exceed twelve (12) weeks in any academic/calendar year.

Intermittent (FMLA) Leave

IV. BENEFITS, SERVICES, AND FACILITIES

A faculty or staff member taking FMLA leave either with or without pay, as defined by this policy, need not take such leave continuously and may take it on an intermittent basis, or by reducing the faculty or staff member's scheduled work hours, if the faculty or staff member provides certification from the attending physician caring for the faculty/family member that the leave must be taken in that manner. If leave is not taken continuously, it will be deducted from the faculty or staff member's entitlement to leave, i.e., twelve weeks during a twelve-month period.

Notification to the College

Faculty and staff members desiring to apply for FMLA leave under this policy must submit written application to their respective Vice President or Dean at least six months in advance of the anticipated leave. All FMLA leave requests are subject to the prior approval of the respective Officer of the College and will be based on the needs of the College.

Application and Approval

Application forms are available in the Office of the Dean of the College and the Office of Human Resources, and must be completed as soon as circumstances will permit. When submitting a request for medical leave a physician's statement, including prognosis and expected date of return, must accompany the leave request form. Once approved, the completed form is returned to the faculty or staff member requesting a leave and a copy is placed on file in the Offices of Human Resources and Payroll.

Emergency Situations

If the need for FMLA leave is unexpected, the faculty or staff member must notify their respective College Officer as soon as possible and must advise the Vice President/Dean of the anticipated duration of leave. In emergencies, the faculty or staff member must contact their respective College Officer and leave a telephone number where they can be reached. Requests for leave should then be submitted in writing as soon as practicable.

Once approved, the completed form is returned to the faculty or staff member requesting a leave and a copy is placed on file in the Offices of Human Resources and Payroll.

Spousal/Family Exception

If a faculty or staff member and their spouse, sponsored partner or other eligible family member, both work for the College, and are eligible for FMLA leave due to the same family leave issue, are only entitled to a combined twelve weeks (over a twelve month period), of leave taken for birth, adoption or foster care.

Return To Work

Failure to return to work on the pre-determined date will be considered reason for initiating the dismissal process.

Insurance Coverage

already in effect may be continued during a FMLA leave of absence, providing the faculty or staff member continues to pay any required contribution, prior to the first of each month, for a period of not to exceed three months. Payment is to be made in the Office of Human Resources. If leave extends beyond three months, a faculty or staff member may make arrangements in the office of Human Resources to continue her/his medical insurance coverage under the COBRA law.

Confidentiality

The College will keep all information relating to requests for family or medical leave confidential. This information will be used only to make decisions in regard to the provisions of this policy. All records will be retained in the Office of Human Resources.

July 1994, July 2000, August 2002.

IV. BENEFITS, SERVICES, AND FACILITIES

TUITION PRIVILEGES

Agnes Scott College offers several undergraduate tuition remission programs for full-time faculty, staff, and their dependents. Tuition remission is not available for graduate credit. The following provides a description of each program. For complete details and a list of the other institutions involved, contact the Director of Financial Aid at (404) 471-6395.

REMISSION FOR CLASSES AT AGNES SCOTT COLLEGE

Full-time faculty, staff and their dependents may receive tuition remission for classes taken at Agnes Scott College, beginning one year after the full-time employment date of the faculty or staff member. The employee or dependent must apply for all federal and state grants which may be available. Examples of such grants are the Georgia Tuition Equalization Grant and the Pell Grant. Information about state and federal grants may be obtained from the Financial Aid Office. Should an individual terminate employment during the period that he/she, a spouse, or a dependent is registered at Agnes Scott College, the cost will be prorated on the basis of the length of the semester and the time of employment.

Remission does not cover room, board, any fees or special programs.

All seeking remission should contact the Director of Financial Aid for the appropriate tuition remission request form.

Faculty

Approval to take courses at Agnes Scott College is granted by the Dean of the College. No application is required.

Staff and Faculty/Staff Spouses

Full-time members of the Agnes Scott College staff, who normally work 35 or more hours per week, are eligible to apply to take up to a maximum of two (2) classes per semester with remission aid one year after the full-time employment date of the staff member. Spouses of eligible staff and faculty also may apply. Normal provisions regarding credit, grades, non-degree hour limits, and class attendance apply. **Enrollment is dependent upon supervisor's approval and the employee's ability to continue to successfully perform the full duties of their position with the College.**

Admission of staff employees and faculty/staff spouses into classes is dependent upon space available, and for staff the permission of the appropriate supervisors. Employees applying to take a class should submit a copy of the Agnes Scott College Tuition Remission Request form to the Dean of Admission and Financial Aid and the Director of Financial aid. Staff members and spouses complete the Return to College Application and submit transcripts of high school and previous college work. An interview may be required. Recommendations are not required for employees and the normal application fee is waived. The Assistant Dean of the College reviews all applications from staff and spouse applicants until degree status is sought. At that time, a decision is made by the Committee on Academic Standards and Admissions.

Dependent Children of Faculty and Staff

Dependent⁵ children of full-time members of the Agnes Scott College faculty and staff may apply to take courses with remission assistance one year after the full-time employment date of the faculty or staff member. High school seniors, male and female, seek approval from the Dean of Admission and Financial Aid to take courses at Agnes Scott College under the joint enrollment plan. An explanation of this

⁵ Dependent Child—Employee's natural, adopted or stepchild. The child must be claimed on the employee's federal tax return the calendar year prior to anticipated enrollment date at Agnes Scott, or other school for which remission is sought, OR proof of responsibility for child's education OR proof of child support must be furnished to the director of human resources.

IV. BENEFITS, SERVICES, AND FACILITIES

program is offered in the catalogue. Female high school seniors and female students enrolled in another college may apply for admission as degree candidates under normal procedures.

ASSOCIATION OF PRESBYTERIAN COLLEGES AND UNIVERSITIES TUITION EXCHANGE PROGRAM

Eligible applicants under the Plan are the dependent children and spouses of full-time faculty and staff in APCU colleges and universities which have endorsed the Plan. For a current and complete list of participating institutions and any restrictions required by each institution, contact the Agnes Scott College, Director of Financial Aid for a brochure.

TUITION EXCHANGE PROGRAM

This program provides an expanded list of institutions, in addition to the Presbyterian College Program, for which remission may be sought. It is important to note that all interested persons should contact the Tuition Exchange liaison officer (the Director of Financial Aid) no later than September 15 of the year prior to anticipated enrollment. This very early deadline is important to recognize to insure maximum access to participating institutions. A brochure listing all schools is available on request.

Revised August 1989, June 1992, July 2000.

FACULTY PROFESSIONAL DEVELOPMENT

Faculty⁶ professional development at Agnes Scott encourages growth toward excellence in teaching, scholarship, and service for individuals and for the academic program as a whole. The administration and the Committee on Professional Development work to facilitate achievement of these goals by making available a number of opportunities for professional development and by defining professional development in terms that embrace the faculty's broad range of interests and expertise and that address the individual faculty member's holistic career development within the context of the College and the academic program.

OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT

A list of opportunities for professional development follows. These are guidelines. The committee welcomes faculty members to propose other possibilities for their individual professional development. (Professional development awards are not for the purpose of attaining a higher degree.)

Meeting Grants. These grants apply to expenses incurred by attendance at professional meetings, conferences, symposia, and workshops. They are awarded throughout the academic year and during the summer. Meeting grants are administered by the vice president for academic affairs/dean of the college in accordance with guidelines established with the advice of the Committee on Professional Development. (See "Meeting Grants Policies and Procedures" below.) Applications should be submitted to the vice president for academic affairs/dean of the college well in advance of the meeting.

Professional Development Awards. Each spring semester the Committee on Professional Development reviews applications for professional development awards for work normally carried out during the summer months. (**Deadline: February 15**)

Sabbaticals. In addition to Professional Development Grants, the College also awards sabbaticals, which are perhaps the most significant opportunities for professional growth. Sabbaticals are awarded by the Board of Trustees upon the recommendation of the president of the college. (**Deadline: September 30**)

⁶ For the purpose of this statement, "faculty" refers to full-time faculty appointments that are defined as "teaching faculty." Full-time non-tenure-track faculty are eligible for faculty development support, as described in this statement, in their second and following years of continuous employment at Agnes Scott. Part-time faculty are not eligible for faculty development support.

IV. BENEFITS, SERVICES, AND FACILITIES

Leaves for Untenured Faculty. Untenured members of the teaching faculty are eligible for a one semester leave upon satisfactory completion of the third-year review. (**Deadline, January 31**)

Revised July 1991, Amended June 1992, Revised July 1993, amended August 2002.

Publication-Related Expenses. Funds up to \$50 are available for publication-related expenses, including photocopying, preparation of manuscripts and illustrations, and mailing. A faculty member must submit in advance to the vice president for academic affairs/dean of the college an authorization form and itemized budget for publication-related expenses. Forms are available from the Office of Faculty Services. After the request is approved, the faculty member will be reimbursed for publication-related expenses upon the submission of receipts to the Office of the Vice President for Academic Affairs/Dean of the College. However, publication-related costs incurred at Office Services may be charged directly to the Faculty Development account.

MEETING GRANTS POLICIES AND PROCEDURES

Meeting grants apply to expenses incurred by attendance at professional meetings, conferences, symposia, and workshops. They are awarded throughout the academic year and during the summer, or until all budgeted funds for this category of faculty professional development are fully expended. Meeting grants are administered by the vice president for academic affairs/dean of the college in accordance with guidelines established with the advice of the Committee on Professional Development. Applications should be submitted to the Office of the Vice President for Academic Affairs/Dean of the College well in advance of the meeting. Application forms are available in the Office of Faculty Services, 100 Buttrick Hall. Each department chair should consult with members of the department at intervals during the year to learn which meetings the various members wish to attend. So that there may be an equitable distribution of funds, faculty members should generally plan to attend only one meeting a year at College expense unless they plan to present a paper or perform other significant professional duties at both the first and second meetings attended. It is anticipated that available funding may not cover all costs incurred for attending a meeting.

I. FINANCIAL ARRANGEMENTS

To extend travel benefits to as many faculty as possible within the available budget, expenses underspent in one category may not be used to cover expenses overspent in another category, i.e., underspent transportation may not cover overspent per diem.

- A. Transportation - Within the limits described below in Sections B and C, the College will pay the cost of economy or tourist airfare, mileage in the individual's own car at the prevailing College rate (currently \$.30 per mile), train transportation, and other ground transportation by limousine, bus, or shared cab.
- B. First Meetings - Reimbursement will be made for transportation not to exceed \$500, registration, and up to \$125 per diem (hotel and meals) for a maximum of five days.

Receipts *must* be presented with travel reimbursement forms for all expenses, including all forms of travel for which reimbursement is requested and all *prepaid* airline tickets, registration, and all per diem (hotel and meals) expenditures.

- C. Second meetings - Funds will be available for a second meeting grant during an academic year **if and only if significant professional duties are performed at both of the meetings.** Significant professional duties include delivering a paper, presenting a poster or performance, chairing or introducing a session, providing invited comments, and serving as an officer or committee member of a professional organization. For a second meeting, reimbursement will be made for transportation not to exceed \$200, registration, and up to \$125 per diem (hotel and meals) for a maximum of three days.

IV. BENEFITS, SERVICES, AND FACILITIES

II. PROCEDURES

When faculty members plan to attend professional meetings, they should file the travel authorization form with the vice president for academic affairs/dean of the college. Forms may be obtained in any Faculty Services office and must be signed by both the dean and the chair of the department. Faculty members are encouraged to make plans well in advance in order to take advantage of special airline rates which might be available and to ensure the availability of funding. Reimbursement cannot be guaranteed unless a trip is authorized in advance by the vice president for academic affairs/dean of the college.

After the form is approved by the vice president for academic affairs/dean of the college, a copy will be returned to the faculty member. If travel is by plane, the approved authorization form will be sent directly to the accounting office. If, for some reason, the travel is not approved, the faculty member will be notified immediately by means of the returned authorization form.

Faculty members should make their own travel reservations. Tickets for approved air travel may be purchased elsewhere and receipts submitted for reimbursement after the travel is completed. However, it is recommended that plane travel at College expense be arranged through either of the College's recommended travel agencies: First World Travel (678) 475-1381, or Teplis Travel Service (404) 252-6696. First World Travel will issue **e-tickets** only (except for international travel). Any actual airline tickets issued by Teplis Travel will be printed in the accounting office. The faculty member will be notified when tickets or e-ticket itineraries are ready, or faculty members may call accounts payable at extension 6290 regarding ticket availability. Tickets cannot be released unless the trip has been authorized by the vice president for academic affairs/dean of the college and the accounting office has received the authorization form. Any **unused** airline tickets purchased through Teplis Travel Service should be returned to the accounting office to be processed for refund.

A travel reimbursement form, available in all Faculty Services offices, should be filed after the meeting. The form should be properly completed so that appropriate reimbursement can be made. **Original receipts for all expenses must be attached to the form, including prepaid airline tickets.** When the faculty member has read a scholarly paper, a copy of the paper **and** of the meeting program must be submitted with the request for reimbursement. The dean will forward the approved travel reimbursement form to the accounting office and a check will be issued directly to the faculty member.

Travel grants of opportunities related to research and other scholarly activities that are not professional meetings may be applied for as the opportunities present themselves, through the Committee on Professional Development. Questions concerning additional meetings, and other situations not covered by these statements, should be directed to the vice president for academic affairs/dean of the college.

Approved by the Committee on Professional Development April, 1987, for implementation July 1, 1987. Amended November 1989. Revised July 1991, August 1992, July 1995, July 1996, October 2000, August 2002.

IV. BENEFITS, SERVICES, AND FACILITIES

PROFESSIONAL DEVELOPMENT AWARDS POLICIES AND PROCEDURES

These awards for work normally carried out during the summer months cover expenses related to teaching, scholarship, and service such as attendance at workshops, travel (travel to collections, for example, or to conduct interviews), purchase of books, videos, software materials, supplies, and equipment (i.e., supplies not considered part of annual departmental requests) for particular projects including courses being developed or substantially revised. The committee supports applications that build on previous work as well as those that develop new interests or areas of the curriculum.

The amounts awarded usually range from several hundred to three thousand dollars, and the funding generally covers expenses and not time. Upon recommendation of the department chair, the committee will consider an award of release time.

A file of successful award proposals is available for review in the Buttrick Hall Office of Faculty Services, and each spring semester the committee makes public the list of successful applicants, project titles with a brief description, and amounts awarded.

Application forms are available in Faculty Services. Two copies should be submitted by **February 15**; one to the chair of the committee and one to the vice president for academic affairs/dean of the college. An additional copy should be submitted to the applicant's department chair as notification of the faculty member's professional development plans. In special circumstances, faculty may apply to the committee at other times for funding.

CRITERIA

In recommending awards for professional development, the committee must consider availability of funds in addition to the merit of the proposed project. Generally, funds available for a faculty member during any given academic year (including the summer) will depend upon:

1. The judged merits of the proposed project;
2. The amount of funds available in relation to requests and to awards made to the applicant in that year;
3. The extent of funding for the faculty member in previous years and the accomplishments from this prior funding.

REPORTING REQUIREMENTS

A report that summarizes the work made possible by the professional development award and the accomplishment of the goals stated in the application is due by **September 30** following the summer for which the award was made. For projects that are expected to extend through the academic year, a progress report should be submitted at the beginning of the fall semester and a final report at the completion of the project, but no later than **September 30** of the following year. Reports should be sent to the chair of the Professional Development Committee with a copy to the vice president for academic affairs/dean of the college. The report will be considered in subsequent decisions in recommending awards for professional development.

Recipients of grants that cover expenses need to file receipts for all expenditures to date with the Office of the Vice President for Academic Affairs/Dean of the College by **September 30**. If this is not done, the College must report the grant as income to the Internal Revenue Service. All unexpended funds are to be returned to the College when receipts and final report are submitted.

IV. BENEFITS, SERVICES, AND FACILITIES

CATHERINE S. SIMS FACULTY ENRICHMENT FUND

Income from this fund is given to faculty who apply for funds to be used in a way that enriches teaching. The fund is used to make possible the purchase of materials essential to maintaining competence in a discipline; participation in summer seminars and institutes; visits to museums, workshops, laboratories, libraries, theaters; completion of the doctoral thesis or preparation of the thesis for publication; or to enable mature scholars to go back from time to time for specialized study. It is strongly preferred that this resource **not** be used for attendance at standard professional meetings, trips, and activities.

Faculty from all departments are eligible to apply for grants. Interested faculty should use the regular PDC form, "Application for Professional Development Awards," available in the Office of Faculty Services and should specify on the form that the application is for Sims funds. The Professional Development Committee reviews applications and recommends awards annually to the vice president for academic affairs/dean of the college as income permits. Awards from this fund are identified as having come from this source.

September 26, 1994

OUTSIDE FUNDING OPPORTUNITIES

Faculty members are encouraged to seek funding from outside sources for projects and research, particularly if they have already received funding from the College for previous professional activities.

A faculty member interested in submitting a grant must contact the assistant dean of the college to discuss the proposed project and to identify possible sources of external funding.

The faculty member then obtains the appropriate grant forms and determines the requirements of the granting agency. **If cost share (cash or in-kind) is required**, the faculty member must consult with her/his department chair **before beginning preparation of the proposal** to determine that the project is a high departmental priority and appropriate for institutional support. A request detailing the cost sharing amount and endorsed in writing as appropriate for the department and the College by the department chair must be submitted by the faculty member to the vice president for academic affairs/dean of the college for approval before proceeding in preparing the grant.

Proposals which include purchase of equipment must account for purchase, installation, maintenance, shipping, space renovation and set-up charges if needed.

Once cost-share funding is in place (or if no cost-share is required), the faculty member prepares the grant according to the application procedures. A draft of the document is to be submitted to the assistant dean of the college for administrative editing and review in time for revisions to take place in a timely fashion. Once the proposal has been reviewed and approved by the vice president for academic affairs/dean of the college, it will be ready for submission to the granting agency or, if necessary, to be reviewed by the other officers and president.

The time required to prepare a grant proposal, have the proposal reviewed and secure all necessary approvals can take several weeks. It is mandatory that an adequate amount of time be planned for when projects are first proposed. In addition, a courtesy copy of requests for outside funding which do not require institutional approval should be given to the assistant dean of the college.

IV. BENEFITS, SERVICES, AND FACILITIES

GENERAL COLLEGE SERVICES

INFORMATION SERVICES

An official bulletin board is located on the main floor of Buttrick Hall adjoining the lobby. On this bulletin board, academic changes are posted by the office of the vice president for academic affairs/dean of the college and the registrar.

The *Campus Connection* newsletter is published bi-weekly by the Office of Communications while school is in session. Printed copies are distributed to faculty, staff, emeritus faculty, retired administrative and support staff, trustees, alumnae board and friends of the College. Additional copies are available in the lobby of Buttrick Hall, McCain Library, Evans Dining Hall, Alston Campus Center and Campbell Science Hall. An electronic version of the newsletter is e-mailed to all students, faculty, and staff. Deadlines for submission to *Campus Connection* are published each semester, and are approximately two (2) weeks prior to publication.

BUSINESS SERVICES

1. Payroll procedures. Faculty who are employed for the full academic year are paid one-twelfth of the annual salary on the last working day of July and on the last working day of the following eleven months through and including June. Direct deposit is available and strongly encouraged.
2. Savings. Faculty members may, by payroll deduction, establish an automatic savings deposit and other types of deposits with Georgia Federal Credit Union.
3. Bank ATM. A SunTrust Bank ATM machine is located on the first floor of the Alston Campus Center, near the Fireplace Lounge. For non-SunTrust customers, there is a \$2.00 withdrawal fee per transaction.
4. Post Office. Agnes Scott College maintains a sub-station of the U. S. Post Office in the Alston Campus Center. Hours of window operation are Monday through Friday, 8:30 a.m. to 3:30 p.m.

MISCELLANEOUS SERVICES

1. Memorial/Flower Fund. A fund exists for sending flowers or making a memorial donation in the case of death in the immediate family (spouse, parent or child) of members of the faculty and staff. On request of the vice president for student life and community relations/dean of students, each member of the faculty and staff is asked to contribute to this fund.
2. Food Services.

Evans Dining Hall —All-you-can-eat cafeteria style dining.

Monday – Friday

Breakfast	7:30 a.m.	—	9:00 a.m.	.
Lunch	11:30 a.m.	—	2:00 p.m.	.
Dinner	5:00 p.m.	—	6:30 p.m.	(Friday dinner ends at 6:00 p.m.) .

Saturday – Sunday

Breakfast	8:15 a.m.	—	9:00 a.m.	.
Lunch	12:00 a.m.	—	1:30 p.m.	.
Dinner	5:00 p.m.	—	6:00 p.m.	.

IV. BENEFITS, SERVICES, AND FACILITIES

3. The Alston Campus Center

Mollie's Grille

Hot and cold gourmet sandwiches and salads, beverages, frozen yogurt and desserts.

Monday - Friday 9:00 a.m. — 1:00 a.m.
Saturday - Sunday 11:30 a.m — 1:00 a.m.

Black Cat Café

Cappuccinos, Lattés and Espresso drinks, with muffins and pastries.

Monday - Friday 10:00 a.m. — 10:00 p.m.

Revised August 1989, July 1991, August 1992, July 1993, July 1996, July 1997, July 1998, July 2000, July 2001.

To reserve any space for private dining, contact the coordinator of campus events and conferences at ext. 6902 or check room availability online at <http://emsevents.agnesscott.edu> then complete and submit an Events Request Form as an e-mail attachment to Ems Events. Alternatively, you may have any Faculty Services' staff member perform this service for you.

MEALS

One meal per working day (usually lunch) is provided in the Dining Hall or Mollie's Grille during the academic year for faculty and staff, both full-time and part-time employees, at a nominal charge of \$1.50 (one dollar and fifty cents).

To receive the meal, present your current valid College ID. ID cards are issued in Public Safety to each Agnes Scott College employee. Current valid IDs have the current academic year sticker, distributed by Human Resources at the beginning of each academic year; the employee's picture; a bar code for use in McCain Library, and a bar code for use in Food Services.

PAYMENT OPTIONS

- Daily Payment Option—You must present your current Agnes Scott College ID, daily, at Evans Dining Hall or Mollie's Grille to receive the reduced meal charge of \$1.50. If you do not present your validated ID with bar code you will be charged the regular price: \$4.00 for breakfast, \$6.00 for lunch or \$6.00 for dinner. Cash will be accepted for meals at the door of the Dining Hall. Personal checks will not be accepted for the daily payment of individual meals.
- Pre-payment Option—Food Services will accept pre-payment to your meal card in the form of cash or personal check (minimum of \$50.00). By prepaying your account you will receive an additional 10% (ten percent) credit. Example: when you advance deposit \$50.00; \$55.00 is credited to your account. Funds left on your account at the end of the semester will carry forward to the next semester.

November 1997, July 2001.

FACULTY OFFICE AND TELEPHONE ASSIGNMENTS

Office assignments to new faculty are made by the vice president for academic affairs/dean of the college. Every effort is made to provide adequate and comfortable office space to all faculty; however, due to space limitations, it may be necessary for faculty to share office space. When a member of the faculty is on leave, his or her office is typically occupied by replacement or part-time faculty members.

IV. BENEFITS, SERVICES, AND FACILITIES

Each full-time faculty member is assigned a personal telephone extension with full voice mail capabilities. If on leave or sabbatical, the faculty member's extension remains active and available for use. Replacement or part-time faculty assigned to an office during the usual occupant's absence are given a new extension.

One telephone extension is assigned to each "part-time office." However, each part-time faculty member in that office is assigned an individual voice mailbox. If the line is busy or there is no answer, the voice mail system directs the caller to the appropriate part-time faculty member's voice mailbox.

August 1989.

Revised July 1994, July 1995.

INFORMATION TECHNOLOGY SERVICES

The Office of Information Technology Services manages various facilities for both student and faculty use. The interactive learning center, located in Buttrick 203, is equipped with 23 advanced student stations that include multimedia capabilities. This facility is a classroom and is scheduled by the Registrar. The Macintosh lab, located in Dana 215, contains eleven stations with enhanced graphics capabilities; there are satellite centers for student use in Main, Inman and Winship residence halls, a computerized writing center in McCain G-13. The Technology Production Studio McCain G-43, The computerized classroom (40 laptops) in McCain G-48 and the MultiMedia Classroom in Buttrick G-25 contain specialized media equipment and computers for the presentation of materials by faculty. McCain G-45 also includes a video preview/cueing area. Personal computers are assigned to individual faculty members for use in their offices. Several more computers, intended primarily for faculty use, are placed in various locations on the campus. High performance Unix workstations are located in the Bradley Observatory and the Science Resource Center. Laser printers are available in all of the community-wide computer facilities on campus. Technology services are listed alphabetically by computer facility below:

<u>BUILDING</u>	<u>LOCATION</u>	<u>COMPUTER LAB</u>	<u>BUILDING</u>	<u>LOCATION</u>	<u>COMPUTER LAB</u>
Bradley Observ		107	Library	G-11	Language Classrm
Residence Hall		101	Library	Circulation Desk	
Library	211	Biblio Instruction	Dana	209	Macintosh Lab
Campbell	114	Biology Lab	Residence Hall	4 th floor	Main
Campbell	G16, G18,	Biology Lab	Library	Main	Main Comp Cluster
	G20		Library	Ground Flr	Media
Alston	114	Butler Bus Center	CompCarrels		
(RTC)			Library	G-48	MultimediaClassrm
Campbell	219	Chemistry	Presser	G-18	Music Lab
	(Physical/Analytical)		Campbell	317	Physics Lab
Campbell	215, 221, 223	Chemistry	Campbell	Ground Flr	Psychology Lab
Lab			Library	Main	Public Computing
Alston	101	Cyber Café	Residence Hall	3 rd floor	Rebecca
Alston	200	eCommons	Campbell	105	Science Resource
		(Tech Commons)	Ctr		
Buttrick	335	Edu Curric Lib	Buttrick	100	Seminar Classrm
Campbell	312	Electronics Lab	Library	G-43	Tech Prod Studio
Buttrick	306	Hayes Rm MAT	Residence Hall	Ground Flr	Walters
Lab			Residence Hall	Ground Flr	Winship
Residence Hall		Ground Flr	Library	G13	Writing Center
Residence Hall		4 th floor			
Walters	ITS	Laptops			
Campbell	313	Laser Lab			
Buttrick					

IV. BENEFITS, SERVICES, AND FACILITIES

All faculty have access to the campus computer network, which is in turn connected to the Internet. All faculty have e-mail addresses using the basic format: <first initial><last name>@ agnesscott.edu. This network connection makes available a wide variety of on-line resources such as World Wide Web library catalogs, including the state GALILEO system and our own, SOPHIA (See <http://www.agnesscott.edu>).

The staff of ITS provides consultation, training and technical support for students, faculty, and staff. A full-time instructional technologist is dedicated to assisting faculty in the development and use of technology to enhance the teaching and learning process (Library G-46). Organized training sessions on supported software and services are held periodically throughout the year. **A central Help Desk number, ext. 5ITS (5487)**, has been established for all trouble calls dealing with computer systems.

With the assistance of the Academic Computing Advisory Group, the staff of ITS encourages initiatives for new and effective uses of computer technology in teaching and research, and is responsible for the purchase of hardware and software for the academic program. Requests for the purchase of software by faculty should be approved by the department chair, who then forwards the request to the director of ITS. Those requests are presented for consideration by the Academic Computing Advisory Group and approval by the director. Discounts for the personal purchase by faculty of computers are available. Educational pricing for software packages can be obtained through the Bookstore.

Statements of policy are posted in the various facilities, are circulated to students and faculty, and are listed on the ASC Home Page. It is the policy of the ITS staff to adhere strictly to copyright laws and to prevent illegal copying of copyrighted software. Also, all faculty are expected to help prevent the spread of computer viruses by scanning all software brought in from off campus.

August 1988.

Revised August 1992, July 1993, July 1994, July 1995, July 1996, July 1997, July 2000, July 2001.

MEDIA SERVICES

Media Services (**404-471-6313**), a division of the Department of Information Technology Services, has recently acquired a new home in the Educational Technology Center (ETC). It is located on the ground floor of McCain Library. Media Services provides the scheduling of media equipment for classroom use, support of and training for technology-enhanced classrooms, video rental acquisition, and ASCTV programming (i.e. satellite, video, and cable distribution) for faculty and students.

Educational Technology Center

The Educational Technology Center is a state-of-the-art facility that provides unique learning spaces, and innovative teaching tools and approaches to enhance the teaching-learning process. These spaces include a service desk, ASCTV, a language-learning classroom and lab, a multimedia classroom with laptops, the Instructional Technology Studio, and the offices for the Media Services Manager (x6313), Instructional Technologist (x6059), and Media Technician (x5468). Below is a description of spaces within the ETC:

1. **Service Desk:** functions as a library and media circulation desk for users needing to check out media equipment such as a digital still cameras, video cameras, computer projectors, slide projectors, overheads, cassette, and record players, videos, and wireless laptops. (For information regarding loan policy, see below).
2. **The Language Classroom and Lab (Room G-11):** functions both as a high-tech language classroom with advanced presentation technologies and as an individual study lab. The room seats 25 in a tiered arrangement and allows the instructor and students to clearly see one another, while also providing space in the front of the room for skits or other interactive programming. The specialized language learning components in this room includes a computer at each seat and a sophisticated system for managing conversational practice among individuals, pairs, groups, or the entire class.
3. **Technology Production Studio (G-43):** offers specialized hardware and software that are used to create and edit faculty course materials, student projects, and other creative, multimedia-related academic presentations. Included in this suite is an A/V edit booth, CD burners, slide and

IV. BENEFITS, SERVICES, AND FACILITIES

flatbed scanners, copy stand, and laser and color inject printers. An Instructional Technologist is available by appointment for assistance.

Multimedia Classroom (G-48): a general classroom scheduled through the registrar's office. This "smart" classroom boasts excellent sound isolation, a sophisticated presentation system for the instructor, and a laptop computer at every student seat!

Please check Media Services' brochure or the Agnes Scott College web site for more details on our services and for a listing of other technology-enhanced classrooms and facilities on campus.

Equipment Checkout Policy

1. All equipment (i.e. video cameras, digital still camera, tripods, tape recorders, slide projectors, overheads, and portable CD players) can now be checked out at the service desk on the ground floor of McCain Library - adjacent to the Educational Technology Center.
2. A valid ASC I.D. card must be presented. Loan periods vary depending on the type of equipment needed, so please be sure to check with the service desk personnel. Equipment is circulated on a first-come, first-serve basis and cannot be reserved in advance. Late fees will be charged on all overdue equipment.
3. Students needing equipment must pickup a **Permission Request Form** located at the media service desk on the ground floor. This document requires a **faculty signature** authorizing the use of media equipment for classroom-related projects or functions.

October 1988.

Revised June 1992, July 1994, July 1995, July 1997, July 2000, July 2001.

McCain Library

McCain Library library supports the educational program of Agnes Scott College by providing library resources, services and facilities to meet the teaching, learning, and research needs of students, faculty and staff. Through a combination of locally owned materials, resource sharing arrangements, and an extensive array of electronic information sources, the library seeks to foster academic success and individual growth. An important component of this mission is the cultivation of library and information literacy skills that are necessary to intellectual independence and life-long learning. A brief overview of library operations follows. For further details, please see the "Faculty Guide to the Library" or explore the library's webpage: <http://library.agnesscott.edu>. Any general questions or concerns about the library may be directed to Virginia Moreland, Director of Library Services, x5277.

ACCESS TOOLS AND ELECTRONIC RESOURCES

The library provides a variety of means for identifying scholarly resources both within and beyond our collection. SOPHIA, the library's online catalog, can be accessed from faculty offices and off-campus locations. For the identification and location of publications beyond Agnes Scott's collection, the library's webpage provides links to union catalogs as well as the individual library catalogs of many libraries both local and worldwide.

Electronic resources acquired through a combination of institutional and consortial subscriptions play a rapidly growing role in the information environment of Agnes Scott. The library provides more than 600 electronic journals by subscription, and electronic article access to several thousand additional periodicals through database packages. Our collection also includes more than 20,000 digital books and many online reference resources. Agnes Scott participates in GALILEO (Georgia Library Learning Online), the statewide virtual library project, which includes more 100 databases. The library also subscribes independently to many resources, including Project MUSE, JSTOR, and discipline-specific databases such as MathSciNet and Philosopher's Index. Print indexes and bibliographies still support bibliographic access in some disciplines. A complete list and a subject guide to electronic resources are available on the library webpage. Librarians also are available to assist faculty members in identifying and utilizing Internet and WWW resources appropriate to course content.

IV. BENEFITS, SERVICES, AND FACILITIES

CIRCULATION POLICIES

Most circulating materials are charged out to full-time faculty for the academic year and to part-time or one-term faculty for the semester. There is no limit on the number of items checked out. All material is subject to recall after three weeks if needed by another member of the College community. Items needed for reserve are subject to immediate recall. Some materials, such as reserves, videotapes or browsing collection books, circulate for a shorter time period.

Student proxies may check out items on behalf of a faculty member by arrangement with the library; however faculty members remain responsible for the materials charged out in their name. All items are returned to the library for discharge or renewal at the end of the academic year to facilitate collection inventory. Like other borrowers, faculty members are billed for replacement cost and a handling fee if materials are lost or not returned within a reasonable length of time.

COLLECTION DEVELOPMENT

The McCain Library collection includes approximately 215,000 print volumes, 1,100 periodical subscriptions, and 15,000 media materials. Most of the monographic budget is allocated to the academic disciplines for faculty book selection. Department Chairs and Program Directors receive notice of their subject allocation and expenditures at appropriate times during the year. There is also a general fund used by the librarians to ensure a balanced collection, to purchase reference and general resources, and to replace damaged or missing items. Requests for the addition or substitution of new periodical titles or electronic resources may be sent to the Director of Library Services for consideration. Library funds are not used for the purchase of materials to be kept within a department for classroom teaching. The library accepts requests for the purchase of video materials, while Media Services handles video rental requests. The full McCain Library Collection Development Policy is available on the library webpage. For questions about ordering books or other materials, contact Resa Harney, Systems and Technical Services Librarian, x6141.

COURSE RESERVES

To ensure that assigned class readings will be accessible to all the students who need them, books and other items are placed on reserve for a specific course at the request of the faculty member. To ensure timely service for your students, please submit reserve requests at least a week in advance of the date when they will be needed. Personal copies of books may also be placed on reserve. Photocopied articles to be placed on reserve must meet copyright guidelines. Further information is available from Linda Gray, Access Services Librarian, at x6337. Faculty may designate the reserve loan period to be two hours, four hours, one day, or three days.

INTERLIBRARY LOAN

The library is committed to providing optimal access to materials needed for research, study and College operations. Faculty may submit loan requests for books or articles that are not owned by the Agnes Scott library by completing an electronic ILL request form, available on the library web page. One to three week turn-around time is typical, although emergency requests can be expedited. Complete bibliographic information is helpful, but the requester need not identify locations. The requesting individual or department pays a flat fee for photocopies (one dollar per article) while the library absorbs the costs of book loans.

INTERLIBRARY USE PRIVILEGES

Agnes Scott College faculty in good standing may request borrowing privileges at the other libraries of the Atlanta Regional Consortium for Higher Education (ARCHE). An "Interlibrary Use Card" is obtained from an Agnes Scott librarian for each specific library needed. Each lending institution establishes its own policies on loan periods, number of items borrowed, etc. Interlibrary use privileges generally do not include access to licensed electronic resources on the other campuses.

IV. BENEFITS, SERVICES, AND FACILITIES

LIBRARY INSTRUCTION

Part of the library's mission is to help students develop information literacy skills that will support them in graduate work, careers, and independent life-long learning. The diversity of student research topics creates a wide range of needs, from basic background information to extensive use of primary sources. Instructional services offered by the library include class sessions in the library with hands-on experience, small group instruction, individual consultations with students or faculty, and resource lists, both print and electronic, customized for each course. To explore possible training opportunities, contact Sala Rhodes, Reference and Instructional Services Librarian, at x6343. Please allow two weeks advance notice to allow for scheduling and preparation.

REFERENCE SERVICES

Part of the library's mission is to help students develop information literacy skills that will support them in graduate work, careers, and independent life-long learning. The diversity of student research topics creates a wide range of needs, from basic background information to extensive use of primary sources. Instructional services offered by the library include class sessions in the library with hands-on experience, small group instruction, individual consultations with students or faculty, and resource lists, both print and electronic, customized for each course. To explore possible training opportunities, contact Sala Rhodes, Reference and Instructional Services Librarian, at x6343. Please allow two weeks advance notice to allow for scheduling and preparation.

August 1989.

Revised June 1992, July 1993, July 1994, July 1995, July 1996, July 1997, July 2000, June 2001.

FACULTY SERVICES

The Office of Faculty Services is staffed by two faculty assistants, one full-time secretary, and one part-time secretary. These offices provide various secretarial, word-processing, and administrative services to members of the Agnes Scott faculty, as well as to emeritus faculty on an as-time-permits basis. Services include general word processing of documents such as letters, memos, mail-merge form letters, study guides, syllabi, exams, manuscripts, mailing labels, and simple forms; transcription of tape recorded dictation; design and desktop publishing of documents such as small booklets, certificates, flyers, brochures, complex forms, invitations, name tags, and place cards; administrative coordination and support of special projects such as meeting planning and scheduling, departmental programs or projects, and professional association activities. Student assistants are also available for various errands such as pick-up and delivery of items. **In the event faculty members must cancel classes, upon notification (extension 6030), Faculty Services will post notices on classroom doors.**

There are four Faculty Services' offices located as follows:

- Room 100 Buttrick Hall (main office)—Houses a faculty assistant who provides support to faculty in Presser Hall, and on the ground floor and 1st floor of Buttrick Hall.
- Room 319 Buttrick Hall—Houses a faculty assistant who provides support to faculty on the 2nd and 3rd floors of Buttrick Hall.
- Room 112 Campbell Hall— Houses a secretary who provides support to faculty in Campbell and the Bradley Observatory/Campbell Hall Building and Renovation Planning Liaison.
- Room 102 Dana Fine Arts Building—Staffed by a part-time secretary who provides support to faculty in the Departments of Art and Theatre/Dance.

Forms such as Faculty Travel Authorization, Request for Advance or Reimbursement, Faculty Development - Travel Reimbursement, and Faculty Professional Activities Reports are housed in all four Faculty Services' offices.

Other materials provided for faculty, staff, and student use include minutes of faculty meetings and various faculty and college-wide standing committees, *ad hoc* committees, task forces and advisory groups; copies of course syllabi, a section of reserve materials of interest to various campus

IV. BENEFITS, SERVICES, AND FACILITIES

constituencies; information on grants available for faculty from the NEH, NEA, NSF, the Fulbright Scholar Program, and others. The undergraduate and graduate school catalogs formerly housed in the Office of Faculty Services are now included in a much more comprehensive web-based catalog collection to which McCain Library subscribes. To access this collection, go to McCain Library's home page and click on ASC online resources. The catalog collection will be one of the choices listed there. The library also has a less comprehensive collection of catalogs for international colleges and universities on microfiche (this collection is not yet available in electronic format). The international catalog collection is located in the microform area in McCain Library.

Revised June 1992, July 1994, July 1995, July 1996, July 1997, July 1998, July 2000, July 2001, July 2002.

LEASING POLICY FOR COLLEGE PROPERTIES

Agnes Scott College believes it is mutually beneficial to both the College and the Decatur residential community for members of the College faculty and staff to live near the center of campus life. Agnes Scott College has designated various types of College- owned housing for lease, with priority given to members of the college community. The College is committed to supporting a stable and cohesive community and to providing comfortable and well-maintained rental properties. As College properties become available, the Office of Human Resources will post timely notices, to the main campus bulletin boards for a period of thirty (30) days, in an effort to notify the campus community.

ELIGIBILITY

In accordance with this philosophy, the College has designated that the following constituent groups will receive priority consideration in the assignment of properties:

Order of Priority:

- I. Officers of the College
- II. Full-time Faculty for the purposes of both recruitment and retention
- III. Staff positions critical to the ongoing day-to-day operations of the College
- IV. All other active full-time faculty and staff members
- V. Agnes Scott students and alumnae
- VI. Individuals from the community

Property Leasing Committee:

To ensure fairness and consistency in the leasing process, the College has established a Property Leasing Committee. This committee will review all lease applications and assign properties in a fair and equitable manner.

The committee will consist of three members appointed by the President: the Vice President for Business and Finance, the Vice President for Academic Affairs/Dean and the Director of Human Resources, who will serve as committee chair.

IV. BENEFITS, SERVICES, AND FACILITIES

Lease Term:

Housing will be assigned on a year-to-year basis with both the College and lessee required to give a minimum of 60 days notice to terminate the lease.

Approved March 2001.

COLLEGE VEHICLES

Arrangements to check out College vehicles may be made through the Office of Public Safety by calling ext. 6355 to reserve a vehicle for the time needed. Pick up the departmental charge form and the keys from Public Safety. All vehicles must be filled up with gas and free of litter upon return or the department will be fined. The hours for checking in/out College vehicles are from 8:00 a.m. to 4:00 p.m., Monday through Friday.

July 1990.
Revised July 1993.

PARKING

Any vehicle parked on the College campus must have a current ASC vehicle registration permit on the bumper. A registration permit may be obtained at the beginning of each academic year from the Office of Public Safety. The registration fee of \$50 will be required at the time the permit is issued. Further details on parking are available in the publication on traffic and parking regulations distributed by the Office of Public Safety.

Unauthorized parking in the reserved spaces, handicap spaces, or parking without current registration will result in a parking fine and/or having the vehicle towed at the owner's expense. Fines are \$10 for the first violation, \$25 for the second violation, and \$50 for the third violation. For each subsequent violation after the third, the vehicle will be towed at the owner's expense.

June 1992. Revised July 1993.

HOW TO APPEAL PARKING VIOLATIONS

If a registrant believes the citation to be unfair or illegal (with regard to parking regulations as stated), he/she can appeal, in writing, to the Parking Appeals Committee through the Office of Public Safety. When a sufficient number of appeals have been received, the director of Public Safety requests that the Parking Appeals Committee solve the dispute. The registrant is invited to be present but is not required to do so. The Parking Appeals Committee's decision(s) is referred to the director of Public Safety, who is responsible for notifying the registrant, in writing, within 48 hours. Upon notice of the appeal decision, the registrant has 15 days in which to pay the original fine, or face the same restrictions and penalties as they apply to non-payment over 30 days.

The Parking Appeals Committee consists of one faculty member, one staff member, and one student appointed by the president at the beginning of each school year.

Revised August 1992.

V. COLLEGE POLICIES

ALCOHOL POLICY

Alcoholic beverages are permitted on the Agnes Scott campus in compliance with Georgia and Decatur laws. These laws are as follows:

GEORGIA

The legal age for purchasing and possessing alcoholic beverages is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age.

It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior on any public street or in any public place, in any private residence other than one's own, or in any mode of transportation. Bottles of alcohol with broken seals cannot be kept in cars.

It is illegal to misrepresent age in any manner for the purpose of obtaining alcohol.

DECATUR

It is unlawful to drink alcoholic beverages in automobiles—parked or moving—on the streets, highways, or alleys of the city. It is unlawful to carry any type of open liquor container in public.

AGNES SCOTT POLICY

Alcohol is restricted to campus-wide social functions held in designated areas as coordinated, evaluated and approved by the vice president for student life and community relations/dean of students, and to designated areas of the residence halls.

Only a student 21 years or older may serve alcoholic beverages, and a nonalcoholic beverage must also be served at the function. Alcoholic beverages that may be served at campus-wide functions are beer and wine. For the 2002-03 sessions, certain campus functions that are restricted to faculty, staff, students, and their invited guests may serve beer, wine, or liquor. These closed campus events must be designated as special events by the vice president for student life and community relations/dean of students. Other closed campus events may also be designated as "Bring Your Own Beverage" (commonly known as B.Y.O.B.) by the vice president for student life and community relations/dean of students. Please see the 2002-03 *Student Handbook* for further regulations related to students and alcohol.

CAMPUS ENVIRONMENTAL STATEMENT

Agnes Scott College acknowledges that in addition to being a community of students, staff, and faculty, we are also part of an ecological community. We recognize that the numerous activities of our institution have both immediate and long-term impacts on our environment. We accept the responsibility to be aware of our environmental impacts and consider them in addition to other perspectives in the decision-making processes of our institution. We affirm that Agnes Scott College is an institution dedicated to environmental education, responsible resource use, and sustainable practices that will promote environmental stewardship by individuals and our community.

Approved by the faculty, May 3, 2002.

CAMPUS STATEMENT ON AIDS

Acquired Immunodeficiency Syndrome (AIDS) is a specific group of diseases or conditions that are indicative of severe immunosuppression related to infection with the human immunodeficiency virus (HIV). Agnes Scott College acknowledges the seriousness of this public health problem. In an effort to be prepared should AIDS or other HIV-related conditions be present among students or College employees, the following institutional guidelines have been developed.

GUIDELINES

1. Agnes Scott College will conduct ongoing campus-wide HIV/AIDS educational programs.
 - a. An AIDS Task Force will include representatives from the health center, faculty, staff and student body, who will provide ongoing evaluation of the college's HIV/AIDS policies in light of evolving medical information and campus needs. The Task Force will also aid in the implementation and evaluation of ongoing HIV/AIDS education programs.
 - b. Opportunities to be educated about HIV/AIDS are available in the student health center through printed materials, audiovisual tapes, and through confidential consultation with the health center's professional staff.
2. Individuals infected with HIV or manifesting any HIV manifestation will be treated in accordance with the Americans with Disabilities Act, and will not be excluded from enrollment or employment or restricted in their access to any campus facilities or services unless medically-based judgment in each individual case establishes that **exclusion or restriction is necessary** to the welfare of the infected individual or other members of the campus community.

Individuals who know or have reason to believe that they are infected with HIV or have HIV-related concerns should share that information with the director of the health center in order that medical, counseling, and educational needs may be identified. In addition, such individuals are expected to seek expert advice about their health care and are obliged ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the college community.

- a. The director of the health center in collaboration with the medical director shall function as case manager and, for each case of HIV infection identified, shall make a case-by-case assessment as to whether there is a medically-based reason for **exclusion or restriction** of an individual from enrollment or employment in order to protect the welfare of that individual or other members of the campus community.
 - b. The confidentiality of medical information shall be respected. All HIV-related information will be kept in a specified portion of the medical record accessible **only** to the professional staff of the health center. In following the recommended guidelines set forth by the American College Health Association regarding the sharing of confidential medical information, (See A.C.H.A. General Statement on Institutional Response to AIDS, 1988), other campus officials shall be informed only on a "need-to-know" basis.
 - c. Currently available medical information does not support the existence of a risk to employment or enrollment by the presence of individuals infected with HIV. However, there may be in some circumstances reasonable concern for the health of those with symptomatic HIV infection who might be exposed to certain contagious diseases in a close living situation. As private rooms can be provided, it may be recommended that students with symptomatic HIV infection be assigned these accommodations in the interest of protecting the health of these students.
3. All media inquiries regarding the College guidelines on HIV/AIDS will be referred to the vice president of development and public relations.
 4. The College will post and observe the safety guidelines established by the U.S. Public Health Services for the handling of blood and other body fluids and related equipment.
 5. These guidelines and all campus HIV/AIDS educational programs, will be evaluated annually. The director of the health center will continue to advise College officials regarding ongoing recommendations put forth by the American College Health Association Task Force on AIDS.

Approved by the Executive Committee of the Board of Trustees September 15, 1988.
Revised August 1991.
Campus Revisions August 1991; June 1993.

CONFLICTS OF INTEREST

Situations may arise in which the private financial or business activities of an employee may conflict with the employee's obligations to the College, or with the best interests of the College, or may raise a reasonable question of concern in this respect.

Each employee shall disclose, in writing, to his/her immediate supervisor and the Office of Human Resources, any direct or indirect interest which such employee has or may have in any existing or proposed transaction to which the College is a party, by reason of such employee also being a party thereto, or being an officer, director, partner in or personally significant owner of a corporation, partnership, or other business entity which is a party to such transaction. The Office of Human Resources will contact the officer in charge of the respective area to determine what actions are deemed necessary.

Situations that constitute conflicts of interest include, but are not limited to the following:

1. Holding either directly or indirectly, a position or financial interest in an outside concern that provides services competitive with services rendered by the College, or an outside concern from which the College secures goods or services if the employee is involved in or may influence the ordering of such goods or services.
2. Competing either directly or indirectly, with the College in the purchase or sale of property or property rights, interests, or services.
3. Disclosing or using nonpublic information obtained through college employment for personal profit or gain or for the profit or gain of others.
4. Accepting gratuities or special favors from any outside concern that does, or is seeking to do, business with the College; or extending gratuities or special favors to employees of the College under the circumstances that might reasonably be interpreted as an attempt to influence the recipients in the performance of their duties. This does not include the acceptance of items of nominal or minor value that are clearly tokens of respect or friendship and not related to any particular transaction or activity of the College.

October 2, 1994.

DRUG-FREE WORKPLACE POLICY

Agnes Scott College has been and continues to be committed to the health and well being of the members of our community. In the spirit of this commitment, and in compliance with the provisions of the Drug-Free Workplace Act of 1988, we are issuing this policy statement regarding controlled substances on campus. This policy is in effect for all employees, including faculty, staff, and work-study students.

Effective immediately, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is strictly prohibited on campus. Any employee who violates this prohibition will be subject to corrective disciplinary action and penalties up to and including immediate discharge from employment at Agnes Scott College.

As a condition of employment at Agnes Scott, all employees will: a) abide by the terms of this statement; and b) notify their supervisor, or in the case of faculty, the dean, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

More information regarding this legislation is available in the Office of Human Resources. Periodically during the year, seminars and information regarding substance abuse will be made available to the

community. The Office of Human Resources and the health center have referral information available regarding sources of treatment for substance abuse. All inquiries will be kept strictly confidential.

June 1989.

GUIDELINES FOR THE APPROPRIATE USE OF THE AGNES SCOTT COLLEGE LOGO AND SEAL

Agnes Scott College has developed guidelines for the appropriate use of the College's logo and seal. These guidelines cover the use of the logo on publications, signage and specialty items such as T-shirts, coffee mugs, etc. The Office of Communications maintains the Graphic Standards guidelines and offers design assistance to academic departments and administrative offices interested in developing publications and other materials that utilize the College's logo and seal. For a copy of the Graphic Standards guidelines, please visit the Communications section of the College's Intranet site at <http://intranet.agnesscott.edu> or contact the Office of Communications to request a copy.

The College's name logo and seal are protected service marks of Agnes Scott College. For design assistance in creating publications, specialty items, etc., or for questions about appropriate use of the College's name logo or seal, please contact the Office of Communications at x5300.

Approved by the Executive Council, November 20, 2001.

GUIDELINES FOR THE CARE AND USE OF ANIMALS IN RESEARCH

The guidelines for the care and use of animals in research must be followed for all research projects conducted under the auspices of Agnes Scott College that to any degree involve using animals in research. The Animal Care and Use Committee must approve all research projects that involve animals. A copy of institutional policy, the guidelines and the application form are available in the Office of Faculty Services.

Reviewed and approved by the Professional Development Committee September 1994.

GUIDELINES FOR THE PROTECTION OF HUMAN RESEARCH PARTICIPANTS

The guidelines for the protection of human research participants must be used for all research projects conducted under the auspices of Agnes Scott College that to any degree involve using human research participants. The Institutional Review Board (IRB) must approve all research projects that involve human participants. A copy of institutional policy, the guidelines and the application form are available in the Office of Faculty Services.

Approved by the Professional Development Committee September 1993.

GUN AND KNIFE POLICY

No firearms are allowed on the campus with the exception of those worn by department of public safety officers. Knives with a blade length of three or more inches are also prohibited.

POLICY FOR ACCEPTABLE USE OF ELECTRONIC RESOURCES

Introduction

Agnes Scott College values technology as a means of communicating information and ideas to the College community and the world. In keeping with the College's commitment to utilizing technology in teaching and learning, this policy provides direction in the appropriate use of all forms of electronic resources on campus. The text that follows provides information on what constitutes a violation of ASC's Policy on Acceptable Use of Electronic Resources as well as what the procedures are for addressing policy violation complaints.

For the purposes of this policy, electronic resources are defined as all computer-related equipment, computer systems, interconnecting networks, facsimile machines, voicemail and other telecommunications facilities, as well as all information contained therein (collectively, "electronic resources") owned or managed by Agnes Scott College.

The use of Agnes Scott electronic resources is a privilege, not a right, which may be revoked at any time for misuse. Agnes Scott College reserves the right to limit access to its electronic resources when applicable College policies, state and/or federal laws or contractual obligations are violated. The College does not, as a rule, monitor the content of materials transported over the College's network resources or posted on College-owned computers and networks, but reserves the right to do so. Agnes Scott provides reasonable security against intrusion and damage to files stored on the central computing facilities, but does not guarantee that its computer systems are secure. Agnes Scott may not be held accountable for unauthorized access by other users, nor can the College guarantee protection against media failure, fire, floods, etc.

This policy applies to all users of computer resources owned or managed by Agnes Scott College, including, but not limited to, Agnes Scott faculty and visiting faculty, staff, students, external individuals or organizations and individuals accessing external network services, such as the Internet and Intranet, via Agnes Scott's computing facilities.

Use of Resources

All users of Agnes Scott College electronic resources are expected to utilize such resources in a responsible, ethical and legal manner consistent with Agnes Scott College policies. As a user of Agnes Scott electronic resources, you agree to be subject to the guidelines of the "Policy for Acceptable Use of Computer Resources."

In the text that follows, individual Policy statements are followed by specific examples of activities that constitute unauthorized use of Agnes Scott electronic resources.

Agnes Scott College electronic resources may not be used to damage, impair or in any way cause purposeful damage to Agnes Scott College networks or computers or external networks or computers.

For example, you may not:

- Use Agnes Scott College electronic resources to breach security of any computer system
- Share your network ID and password with any unauthorized person on or off campus
- Use computer resources to send large amounts of email (e.g., email "spamming") to an internal or external system
- Send email of any type to someone's address in an effort to disable their email capabilities

- Forge, alter or willfully falsify electronic mail headers, directory information, or other information generated and/or maintained by the College
- Use computer resources irresponsibly or in a manner that adversely affects the work of others. This includes recklessly or intentionally (1) damaging any system by introducing computer “viruses” or “worms,” (2) damaging or violating information not belonging to you, or (3) misusing or allowing misuse of computer resources
- Use Agnes Scott College resources for non-College related activities that unduly increase the network load (e.g., chain mail, network gaming and spamming and chat-type services)

Unauthorized access, reproduction or use of the resources of others is prohibited.

For example, you may not:

- Make unauthorized copies of copyrighted materials. You should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment
- Create or execute any computer programs intended to (1) obscure the true identity of the sender of electronic mail or electronic messages, (2) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner, or (3) examine or collect data from the network (e.g., a “network sniffer” program)
- Use electronic resources to gain unauthorized access to resources of the College or other institutions, organizations or individuals
- Use false or misleading information for the purpose of obtaining access to unauthorized resources
- Access, alter, copy, move or remove information, proprietary software or other data files without prior authorization
- Use electronic resources to discover another individual’s password
- Use electronic resources to obtain personal information (e.g. educational records, grades, or other College files) about an individual without their permission
- Use electronic resources to forge an academic document
- Use electronic resources to steal another’s individual works or to misrepresent one’s own work
- Use electronic communication to collude on examinations, papers, or any other academic work
- Use electronic resources to falsify or fabricate research data
- Use electronic resources to obtain or release another individual’s or entity’s proprietary information or trade secrets
- Use Agnes Scott electronic resources for remote activities that are unauthorized at the remote site
- Intercept transmitted information intended for another user

Use of Agnes Scott College electronic resources to interfere with or cause impairment to the activities of other individuals is prohibited

For example, you may not:

- Send chain email or information about pyramid schemes
- Send large quantities of email to an individual’s mailbox (e.g., email “spamming”) which has the effect of interfering with or causing impairment to that individual’s activities
- Change an individual’s password in an effort to access their account
- Communicate or use any password, personal identification number, credit card number or other personal or financial information without the permission of its owner

Use of Agnes Scott College electronic resources to harass or make threats to specific individuals, or a class of individuals is prohibited

For example, you may not:

- Send unwanted and repeated communication by electronic mail, voicemail or other form of electronic communication
- Send communication by electronic mail, voicemail or other forms of electronic communication which is motivated by race, ethnicity, religion, gender, or sexual orientation (Including, without limitation, any communication that violates the College's "Statement Against Discrimination or Harassment")
- Use email or newsgroups to threaten, stalk or harass someone
- Post or send personal or sensitive information about individuals via any form of electronic communication
- Post or distribute via any form of electronic communication "hate speech" regarding a group's race, ethnicity, religion, gender, or sexual orientation

Use of Agnes Scott electronic resources in pursuit of unauthorized commercial activities is prohibited

For example, you may not:

- Use computer resources for personal commercial gain, or other commercial purpose without approval by the College
- Use computer resources to operate or support a non-College related business
- Use computer resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College policy

Use of Agnes Scott electronic resources to violate city, state, federal or international laws, rules, regulations, rulings or orders, or to otherwise violate any College rules or policies is prohibited.

For example, you may not:

- Pirate software, music and images in violation of copyright and trademark laws
- Effect or receive unauthorized electronic transfer of funds
- Disseminate child pornography or other obscene material
- Violate any laws or participate in the commission or furtherance of any crime or other unlawful or improper purpose

Reporting and Response to Violations

Members of the Agnes Scott College community who believe they have witnessed or been a victim of a violation of Agnes Scott College's Policy on Acceptable Use of Electronic Resources should notify or file a complaint with the appropriate College office as follows: students should report suspected violations to the dean of students; faculty members should report suspected violations to the Vice president for academic affairs/dean of the college; and staff members should report suspected violations to their direct supervisor.

Reports of suspected unauthorized use or misuse of Agnes Scott electronic resources will be investigated pursuant to standard College procedures. Violation of this Policy will result in action by the appropriate College office or agency. Such action may include, but is not limited to, permanent or temporary suspension of user privileges, deletion of files, disconnection from the Agnes Scott network, and referral to applicable student/faculty/staff disciplinary processes. All potentially illegal activities may be reported to local, state or federal authorities, as appropriate, for investigation and prosecution.

Questions Relating to This Policy

The examples of unauthorized use of Agnes Scott electronic resources listed above are not meant to be exhaustive. Questions regarding this Policy or the application of this Policy to a specific situation should be referred to the director of Information Technology Services. Whenever you are in doubt regarding an

issue of questionable use, it is in your best interest to resolve the issue before pursuing any questionable use of electronic resources.

Related Policies and Guidelines

Because electronic communications encompass many different forms of communication across many different media, there are several additional College policies of which members of the campus community should be aware:

- Sexual Harassment and Policy Process (Student Handbook, Staff Handbook, Faculty Handbook)
- The Honor Code & The Honor Court (Student Handbook)
- Disciplinary Procedures for Students (Student Handbook)
- The Judicial Review Committee and Processes (Student Handbook, Academic Catalog)
- Policy on Conduct and Performance (Staff Handbook, Faculty Handbook)
- Discipline and Discharge (Staff Handbook)
- Dismissal of Teaching Faculty Policies and Procedures (Faculty Handbook)
- Statement of Academic Rights and Responsibilities (Faculty Handbook)
- Statement on Academic Freedom and Responsibility (Faculty Handbook, Student Handbook)
- Web site Terms and Conditions of Use (<http://www.agnesscott.edu/legal.html>)

Contact Information

For specific questions relating to this and other College policies, you may contact the following persons:

Computer and Network Systems	Director of ITS	Ext. 6388
Electronic Communications	Director of ITS	Ext. 6388
Honor Code and Honor Court	Dean of Students	Ext. 6391
Dispute Resolution Procedure	Director of HR	Ext. 6384

Faculty & Staff

Harassment:

Faculty & Staff	Director of HR	Ext. 6384
Students	Dean of Students	Ext. 6391
	Public Safety	Ext. 6355
Health or Safety	Public Safety	Ext. 6355
	Campus Health Center	Ext. 6346
Academic issues	Dean of the College	Ext. 6283
Voicemail System	VP Business & Finance	Ext. 6278

This policy supersedes all previous policies regarding acceptable use of computer resources, facsimile machines, voicemail, email and other telecommunications facilities.

The College is committed to academic freedom as stated in Section II of the *Faculty Handbook*, “Statement on Academic Freedom and Responsibility,” and the assessments of complaints about unauthorized use or misuse of electronic resources will be evaluated consistent with this and other College policies as listed above in the “Related Policies and Guidelines” section.

Approved by President's Council June 8, 1999.

POSTING POLICY

In order to maintain a safe, neat, and aesthetic environment, the College, with the help of the Inter-Organizational Council, has established the following guidelines regarding posting of information in campus facilities and with campus resources.

All postings should include appropriate information about an event:

- Who
- What
- When
- Where
- Contact information

Each Building has designated posting areas as follows:

- **Alston Campus Center:** No tape should be used in the campus center. No postings on elevators, columns, windows, or exterior doors. Banners should not be taped (use string to hang instead). Table toppers are allowed in Alston as long as they are NOT taped down
- **Buttrick:** Magnetic strips inside building, interior of elevator. Avoid newly painted walls as well as all doors
- **Residence Halls:** Use magnetic strips in halls and interior of elevators
- **Presser and Campbell:** Interior doors and magnetic strips only
- **Woodruff Physical Activities Center:** Only on designated bulletin boards. Contact Pat Inglis with any questions about Woodruff postings.
- **Evans Dining Hall:** No postings in dining hall. Table toppers are allowed if they are NOT taped down

(We are aware that some election materials are posted on the window near the post office. These items have been approved, and no other unapproved material should be displayed in that area.)

Flyers may not be attached to exterior doors, walls, and windows of buildings as this is a fire hazard. Improperly posted items will be removed and destroyed, and the responsible individuals or organizations may be charged for any damages incurred. ASC is not responsible for maintaining or returning any signs that are improperly posted.

Do not forget that the public folders can be used for posting information about upcoming events! Simply:

1. Open on the folder you want to post on
2. Click the "Compose New Post" icon
3. Type your message including a specific subject
4. Click the "Compose New Post" icon again
5. Contact ITS at x5487 for further instructions

February 28, 2001.

SEVERE WEATHER POLICY

In the event of severe weather, no later than 6:00 a.m. the president of the college will decide whether classes will be delayed or canceled. Information on the closing or delayed opening of the College will be available from the following sources:

1. **Radio station WGST 640 AM or WSB-TV Channel 2**
2. **Recorded message on 404/471-5100. This line will be updated as changes occur.**

Please do not call the Office of Public Safety.

If the College is not closed, use the following guidelines to secure additional information or to report absences:

Faculty

If travel to the campus is impossible or unsafe, and you are therefore unable to meet your scheduled classes, notify the Office of Faculty Services at 404/471-6361 or 404/471-6030.

Commuting Students

For information about the cancellation of specific classes, commuting students should call the Office of Faculty Services at 404/471-6361 or 404/471-6030.

Residential Students

A notice will be posted on the bulletin board in the lobby of Buttrick Hall with updated reports of classes that are canceled. Residential students should check this bulletin board and should **not** call the switchboard operator or the Office of the Vice President for Academic Affairs/Dean of the College.

Staff

Staff should contact their immediate supervisors if unable to travel to work.

TORNADO ALERT PLAN

The Office of Public Safety monitors the National Weather Service on their police communication system. Severe weather emergency procedures are as follows:

1. As soon as the Atlanta metro-area is identified as a “watch” area, the Office of Public Safety will contact building captains and resident directors via e-mail and voice mail.
2. If DeKalb County is placed on a “warning” status, public safety will deliver a public address message to the campus followed by activation of the Early Warning Tornado System. Everyone on campus should then move to the lowest level of the building in which they are located, staying away from windows and doors.
3. As soon as the “warning” status has been lifted for the area, public safety will deliver an “all clear” public address message.

Revised December 18, 1996.

TEMPORARY SMOKING POLICY

Agnes Scott is a "smoke free" campus. Smoking is strictly prohibited in all existing facilities (e.g. classrooms, computer labs, offices, residence halls and theme houses). Smoking is permitted outside at designated locations that have been equipped with appropriate receptacles. Smoking is not permitted within 20 feet of any residence hall.

Smoking is permitted in the Avery Glen apartment units when agreed upon by all occupants of the assigned unit. The Roommate Contract must indicate that this decision is unanimous among those assigned.

When the desire to smoke conflicts with those requesting a smoke-free environment, the need for smoke-free air will take priority.

Violations of the College's smoking policy will be handled as a disciplinary matter and will be reviewed by the appropriate college administrator.

Any time the College designates additional smoking areas, we will communicate any revisions to this statement to the Agnes Scott community. We are confident that all members of the community will help in meeting these expectations. We also hope those who smoke will inform themselves about the associated health hazards and long term dangers of smoking by visiting the Health Center or the American Lung Association Web page, www.lungusa.org

In accordance with recommendations from the American College Health Association and in response to concerns expressed by members of the Agnes Scott College community, we are communicating expectations regarding smoking **outside of buildings** at Agnes Scott College. The American College Health Association recommends that smoking be eliminated within 20 feet of any building entrance. Consequently, we ask that members of the College community adhere to the following:

- No smoking is permitted at the entrances to buildings. This would include the steps of Evans Hall, the front and rear steps of Buttrick Hall, the front steps of Rebekah and Main as well as all entrances to all buildings on campus. The College has designated two areas where smoking is permitted near Evans and Buttrick. The one near Evans is on the Walters side of the building, adjacent to Buttrick Drive. The one near Buttrick is in front of the building along Buttrick Drive toward McDonough Street. Both areas can be identified by signs ("Smoking Area") and a standing ashtray.
- All cigarette trash should be put in ashtrays and not dropped on the grounds. Littering causes additional work for facilities employees and detracts from the beauty of the campus.
- In case of rain, smokers may use the Gazebo.

November 8, 2000, August 2002.

SPOKESPERSON POLICY STATEMENT

According to College policy, all media inquiries must be directed immediately to the Office of Communications (ext. 5451). The director of communications is the official spokesperson for the College. The Office of Communications will initiate and/or respond to all media calls and, when appropriate, will identify other experts from the faculty, administration or student body for interviews with the media.

July 1993, July 1996.

STATEMENT AGAINST DISCRIMINATION OR HARASSMENT

Agnes Scott College values diversity and seeks to foster an environment that welcomes and supports contributions from all members of the Agnes Scott College community. Discrimination or harassment is unacceptable on this campus. Such behavior is contrary to our intellectual environment and the spirit of fellowship fundamental to our community.

Discrimination or harassment may take many forms, including but not limited to, verbal insults, inappropriate humor, defacement or destruction of property and physical intimidation. It may be directed at any one of our distinctive human differences. All members of our community are diminished by these acts.

Harassment or discrimination of any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, or handicap is a violation of Agnes Scott College policy. Persons determined to have engaged in unacceptable behavior, such as activity that substantially threatens or interferes with another person's academic efforts, property, employment or participation in the life of the College, or creates a hostile or demeaning atmosphere, will be subject to prompt disciplinary action.

Approved by the Board of Trustees May 18, 1990.

SEXUAL HARASSMENT POLICY AND PROCESS

POLICY

Agnes Scott College prohibits sexual harassment in any form by any member of the Agnes Scott College community. Sexual harassment is defined as follows:

Quid pro quo, when submission to or rejection of sexual advances is used as a basis for academic decisions or employment decisions.

Hostile environment, where regular and repeated words, actions, or displays of a sexual nature create an “intimidating, hostile, or offensive” academic or work environment or “unreasonably interfere” with the ability of a person either to perform her or his job or pursue an education.

Agnes Scott College prohibits employees from teaching, evaluating or supervising any enrolled student or any employee with whom she or he has or has had a sexual relationship. In the context of this policy, sexual relationships exist when two persons as consenting partners:

- Have a sexual union.
- Engage in romantic partnering or courtship that may or may not have consummated sexually.

Agnes Scott College is committed to providing a learning environment and workplace free of sexual harassment. If sexual harassment charges arise, under any circumstances, the College will investigate and take appropriate action using defined institutional procedures. The College strongly advises all members of the Agnes Scott College community to refrain from relationships that have any potential for sexual harassment charges.

Adopted by the Board of Trustees April 30, 1999.

COMPLAINT PROCESS

Anyone, who submits a good faith complaint, either informally or formally, will be protected from retaliation. Anyone who knowingly makes false accusations will be subject to appropriate disciplinary action consistent with College policies and procedures.

The college is committed to academic freedom as stated in Section II of the *Faculty Handbook*, Statement on Academic Freedom and Responsibility, and the assessments of complaints will be evaluated consistent with this policy. As with other college procedures and processes, neither the college nor the participants will have attorneys or legal representation during the complaint process.

Informal Complaint Process:

Any student, faculty or staff member who believes she or he has been a victim of sexual harassment, should schedule a meeting with her or his respective College officer or any other officer of the College other than the President.

During this meeting, the officer will advise the student, faculty or staff member of the College's policy against sexual harassment and the process whereby complaints are handled. The officer is empowered to take immediate action to stop situations or conditions that are in violation of College policy and present recommendations that both parties must approve. These are negotiated recommendations that both parties must agree to and do not include any suspension or dismissal. These recommendations must be presented to both parties within ten (10) days of the complaint.

Note: For purposes of consistency, the Director of Human Resources will assist the officer in this process and maintain any necessary documentation. All information will be kept as confidential as possible.

Resolution/Appeal: If the complaint is resolved to the satisfaction of both parties, the process will conclude with this Informal Complaint Process. However, should the complainant remain dissatisfied, they may elect to proceed to the Formal Complaint Process.

Formal Complaint Process:

Step One: Written Complaint

The complainant should initiate the formal complaint process by providing a written statement of the behavior to her or his respective College officer and the Director of Human Resources within ten (10) days of the conclusion of the informal process. This process will require that the complainant be identified to the accused person and that a formal investigation take place. Students, faculty, and staff will follow the steps outlined by this formal complaint process:

Fact Finding Process: During this investigative process, the complainant should be prepared to present the complaint and consider options presented by the College officer and the Director of Human Resources that would bring the matter to satisfactory closure. The officer will evaluate the circumstances and present recommendations and take the action necessary to resolve the concerns of the complainant. . The officer is empowered to either affirm the decision rendered in the informal complaint process or in situations involving:

Faculty- The officer may impose alternative resolutions, including recommendation to the President of the initiation of Section II of the *Faculty Handbook*, RPT Policies and Procedures, Dismissal of Teaching Faculty.

Staff/Part Time Faculty-The officer may impose alternative resolution, including suspension or dismissal.

Students - The officer may impose alternative resolutions, which may include suspension or dismissal from the College.

Conflict of Interest: In the event that either the officer or the Director of Human Resources is a party to the complaint then, in the case of an officer, an alternate officer will be named and in

the case of the Director of Human Resources, the Vice President for Business and Finance will assume the director's role.

Resolution/Appeal: If the complaint is resolved to the satisfaction of the both parties, the process will conclude with this Written Complaint Process. However, should the complaint remain unresolved, either party may elect to have this decision reviewed by the Constituent Review Committee.

Step Two: Constituent Review Committee

A written request must be filed with the Director of Human Resources within ten (10) working days of the conclusion of the Written Complaint Process. The written request should state the basis of the complaint, dissatisfaction with the resolution(s) rendered, and the desired focus for the committee review.

The Constituent Review Committee is comprised of four standing members:

1. Chair of the Faculty Executive Committee
2. President of Honor Court
3. One member of the senior managers, who will be appointed annually by the President
4. Director of Human Resources, who will ensure that the process adheres to proper investigative format and serve as committee chair

Proper investigative format includes: legal compliance, confidentiality, proper documentation and timely communication to everyone concerned.

Note: In the event any of the above referenced individuals are a party to the complaint, then the President will name an alternate committee member.

Committee Review Process – The Constituent Review Committee will review the resolution rendered by the Formal Process within ten (10) working days from the date of receipt of the formal complaint. The committee is empowered to either affirm the decision rendered in the written complaint process or in situations involving:

Faculty- The committee may impose alternative resolutions, including recommendation to the President of the initiation of Section II of the *Faculty Handbook*, RPT Policies and Procedures, Dismissal of Teaching Faculty.

Staff/Part Time Faculty-The committee may impose alternative resolution, including suspension or dismissal.

Students - The committee may impose alternative resolutions, which may include suspension or dismissal from the College.

Step Three: Review by the Officers of the College

The officers of the College will review all decisions by the Constituent Review Committee that involve probation, suspension, or dismissal except those complaints that have been referred to the RPT Dismissal Process. The officers may affirm the previous recommendations or may impose alternative solutions. The decision of the officers will be final and will be given to the parties within ten (10) days of the completion of Step Two of this process.

Documentation Process - The Director of Human Resources is responsible for keeping a file of all formal faculty, staff, and student complaints. Required documentation will include the written complaint received, investigation/follow-up steps taken and indication that reasonable action was taken in response to a complaint, without wrongly accusing an innocent employee.

July 1999, July 2000.

WORLD WIDE WEB GUIDELINES

Introduction

Agnes Scott College maintains several servers under the general domain of agnesscott.edu which host Web pages designed to support the College's academic program and administrative functions. These guidelines provide information on publishing Web pages at Agnes Scott College.

Agnes Scott College makes every effort to ensure these Web sites assist with and foster:

- Effective and accurate communication of information about the College to internal and external publics.
- Instruction, research and other support for the academic pursuits of the faculty, students and staff.
- Efficient administration of tasks and responsibilities by administrative staff, faculty and students. These guidelines provide Web liaisons and other members of the Agnes Scott College community with information on topics such as appropriate use of the Agnes Scott College templates, the ASC logo, administrative versus instructional pages, etc. Use of the ASC Web site is governed by the Terms and Conditions of Use included on the Web site (<http://www.agnesscott.edu/legal.html>) as well as the Policy on Acceptable Use of Electronic Resources. For questions about these supplemental documents, please see the policies themselves, or contact the director of interactive communications.

World Wide Web Publishing

While all members of the Agnes Scott College community have access to electronic resources, the production of Web pages is limited to individuals who are:

- Faculty authorized to act for their departments or programs
- Faculty as individual scholars and teachers
- Representatives authorized to act for their administrative units
- Representatives authorized to act for student government organizations
- Representatives authorized to act for other approved student organizations
- Students working under sponsorship of faculty or administrative units

Personal Web pages (i.e. Web pages created by individuals to present information of a personal nature or used for purposes other than the College's pursuit of its academic mission or administrative functions) are not supported. A number of Internet Service Providers offer free and low-cost options for personal Web publishing. Individuals who wish to publish personal World Wide Web pages are encouraged to contact them.

Web Liaisons

Each administrative office shall appoint one full-time staff member who will serve as that office's Web liaison. The primary responsibility of Web liaisons is to maintain and update existing page content as necessary. Web liaisons are encouraged to contact the director of interactive communications for

assistance with new technologies, content development, new section design or any issue involving changes to navigational elements.

General Guidelines

- **Administrative Pages** – Those Web pages used by the administrative offices to provide information about Agnes Scott College. The *primary* audiences for these pages are the College's external publics (potential students, alumnae, donors, etc.), however, members of the College community may also find some of the information useful. The Web site has been developed to promote the College, its academic majors and programs, events, etc. These pages are maintained by the Web liaisons for each administrative office.
- **Use of Templates** – All administrative pages must use the pre-approved template format provided by the College. Information presented on administrative pages is considered official College information. The templates are provided to Web liaisons for their use in publishing and updating their office's Web content. Templates include navigational elements and graphics, the College logo, address and telephone contact information.
- **Editorial Review Process** – Before pages are posted to the Web server, all administrative page content should be routed through the copy approval process. You will need to include an Approval Routing Sheet with your copy submission. For more information on routing copy, please contact the Office of Communications.
- **Disclaimers and Linking to External Web sites** – You may create a link to any *internal* page on the Agnes Scott College Web server. You can also create links to *external* pages that provide useful information to Agnes Scott College students, faculty, administrative staff and other site visitors. Please be aware that the Internet is a rapidly changing resource and Web pages are often changed, moved to alternate locations or removed from the Web entirely. If you are creating links to external sites, you will need to check your links on a regular basis to ensure they are functioning properly.

Agnes Scott College provides disclaimer information in its "Web Site Terms and Conditions of Use." Each Web page includes a link to this legal in the footer information at the bottom of each page. You MAY NOT remove this link under any circumstances. For additional information about the Web site terms and conditions of use, please visit <http://www.agnesscott.edu/legal.html>.

- **Instructional Pages** – Those created by members of the Agnes Scott College faculty or their designees that support classroom instruction, academic research, etc.
- **Use of templates** – Instructional Pages are not required to follow any prescribed format. Faculty are free to create pages in any format that supports their instructional needs. Use of the Administrative Page templates is not recommended for instructional pages.
- **Assistance with Developing Instructional Pages** – For assistance in creating and planning pages for instructional use, please contact the College's instructional technologist via e-mail or by calling Ext. 6059.
- **Academic Department Liaisons** – Academic Departments and Programs are each given an information folder for inclusion of their instructional information. This department or program info page (located on academy.agnesscott.edu) contains additional information from each department not included in the College Catalog, which is maintained by the Registrar's Office. Academic Departments and Programs may appoint one faculty member as liaison to handle updating the department or program information in this section. The Office of Faculty Services has been trained to provide support in making page updates for Departments and Programs.

Information such as the department or program description, the list of classes and their descriptions, and the list of program requirements (information appearing in the College Catalog) will be updated by the Registrar's Office as the new catalog and catalog supplements become available. Information used on the Web that is taken directly from the College Catalog cannot be changed or updated without prior approval of the Registrar. For questions about updating Academic Department and Program sections, please contact the director of interactive communications.

Additional Guidelines

V. COLLEGE POLICIES

The following additional guidelines are included for your information. If you have questions about this information, please contact the director of interactive communications at Ext. 6186.

- The use of Agnes Scott electronic resources is a privilege, not a right, which may be revoked at any time for misuse. Agnes Scott College reserves the right to limit access to its electronic resources when applicable College policies, state and/or federal laws or contractual obligations are violated. The College does not, as a rule, monitor the content of materials transported over the College's network resources or posted on College-owned computers and networks, but reserves the right to do so. Agnes Scott provides reasonable security against intrusion and damage to files stored on the central computing facilities, but does not guarantee that its computer systems are secure. (See "Policy on Acceptable Use of Electronic Resources").
- The Administrative Page templates contain the approved Agnes Scott College logo for use on the Web. These templates should not be altered in any way, nor should the College logo be downloaded and altered in any way for use on any Web page, academic or instructional. Creators of instructional pages who wish to use the College logo will need to request a copy in electronic format from the Office of Publications. Please be aware that use of the College logo on instructional pages may require the page creator to seek copy approval through the editorial review process (see administrative pages section above). Questions about appropriate use of the College logo or about the editorial review process should be addressed to the Office of Communications.
- Use of the College Name – Use of the College name is governed by the Agnes Scott College Visual Identity Manual. Questions about appropriate use should be directed to the Office of Communications. For first reference, use the full name of the College (Agnes Scott College). Second references may use either Agnes Scott, the College or ASC. When using the word *College* to refer to Agnes Scott, the "c" should always be capitalized.
- Use of graphics and photos – Appropriate privacy and copyright procedures should be followed for all graphics and photos used on the Agnes Scott College Web site.
- For graphics and publications created by outside designers, make sure permission from the copyright holder (the designer or the owner of rights to the graphic) has been granted allowing you to use the image on the World Wide Web. In most cases, permission to use a graphic in classroom instruction or in printed publications does not automatically grant permission to use the image on the Web. You will need to speak with the graphic designer who designed the image or publication to make sure you have permission to place the image or publication on the Web.
- Photographers often charge an additional fee for using their work on a Web site. When making arrangements with a photographer, please make sure you ask if you have the right to use the photos on the Web site. With photo images, you will need to have photo release forms from everyone featured in the photo. This form ensures the person understands their likeness is to be used on the Agnes Scott College Web site and grants the necessary permission allowing you to use their image. A copy of the photo release form is available from the Office of Public Relations. For specific questions about appropriate use of images and photos, please contact the director of interactive communications.
- Use of speeches and lectures – Agnes Scott College sometimes makes available text copies of speeches and lectures made by guests to the campus. In order to include this content on the Web site, the College must have special permission from the speaker or performer to place a copy of the speech or performance online. There is a form available that must be signed by the speaker or performer in order to grant the College permission to use the information online. For questions or a copy of the form, contact the director of special events and conferences, in the Office of Communications.
- Use of student information – Agnes Scott College protects the privacy of student information via the College's "Release of Student Information" (Buckley/FERPA) policy. For specific information about what the College can and cannot release, please refer to this policy. For specific questions, please contact the Registrar's Office or the director of interactive communications.

[Additional Questions or Support](#)

V. COLLEGE POLICIES

For additional questions or for assistance with design, content development, graphics or photos, please contact the director of interactive communications.

Approved by President's Council, June 8, 1999.

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