

# Academic Calendar 2005-2006

## *Fall Semester*

Tuesday, August 23 .....International students arrive  
Wednesday-Friday, Aug. 24-26.. Orientation for International Students  
Friday-Monday, Aug. 26-29 .....New Student Orientation  
Monday, August 29.....Registration for returning students  
Tuesday, August 30 .....Registration for new students  
Wednesday, August 31 ..... First Day of Classes  
Monday, September 5 ..... Labor Day Holiday  
Friday & Saturday, September 30-October 1 .....Black Cat  
Thursday-Sunday, October 13-16.....Fall Break  
Saturday, November 5 .....Senior Investiture  
Wednesday-Sunday, November 23-27. .... Thanksgiving Break  
Monday, December 12.....Last Day of Classes  
Tuesday & Wednesday, December 13-14 ..... Reading Days  
Thursday-Tuesday, December 15-20..... Final Exams

## *Spring Semester*

Tuesday, January 17..... Students arrive  
Wednesday, January 18 ..... Registration  
Thursday, January 19 ..... First Day of Classes  
Monday-Friday, March 13-17..... Spring Break  
Friday-Sunday, April 14-16 ..... Easter Break  
Tuesday, May 2.....Last Day of Classes  
Wednesday-Thursday, May 3-4..... Reading Days  
Thursday, May 4 .....Senior Exams Begin at 9:00 a.m.  
Friday-Wednesday, May 5-10 ..... Final Exams  
*(No exams on Sunday. Senior exams end Tuesday, May 9 at 9:00 p.m.; others end May 10 at 5:00 p.m.)*  
Friday, May 12..... Baccalaureate  
Saturday, May 13..... Commencement



### 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 "moral and intellectual training and education."<sup>1</sup> Its emphasis on academic excellence and a rigorous liberal arts curriculum "fully abreast of the best institutions of this country"<sup>2</sup> 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 21<sup>st</sup> century as the college models new forms of

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<sup>1</sup> Charter, Decatur Female Seminary, August 27, 1889

<sup>2</sup> Agnes Scott Ideal, Frank H. Gaines, 1889

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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.

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 Master 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 the experience of a broad range of liberal studies disciplines, including the 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

### EDUCATIONAL GOALS

In preparation for a lifetime of learning, the successful Agnes Scott student should:

- 1. Think critically.**  
*The student evaluates the arguments of others for accuracy, significance and fairness, and develops independent conclusions.*
- 2. Communicate effectively through writing and speaking.**  
*The student uses language clearly and persuasively.*
- 3. Undertake systematic inquiry for learning and problem solving.**  
*The student takes an intentional and systematic approach to research: gathering sources, making observations, conducting experiments and analyzing data, while recognizing the factors that influence the final results.*
- 4. Act as a responsible citizen.**  
*The student speaks to the connections between global and local events and engages in constructive dialogue about the different kinds of culture, knowledge and belief systems that shape our world today.*
- 5. Develop or appreciate creative expressions.**  
*The student expresses herself through at least one artistic medium or understands and interprets the creative expressions of others.*
- 6. Appreciate and respond to the achievements of others.**  
*The student demonstrates an understanding of human achievements in the world of ideas and culture and can engage and critique those achievements as she develops her own intellect.*
- 7. Integrate knowledge and perspectives from a broad range of disciplines.**  
*The student acquires and can analyze and synthesize ideas and information from different fields and disciplines.*
- 8. Develop a set of values.**  
*Through an ongoing process of reflection and examination the student develops socially responsible values consonant with an honorable life.*

**9. Pursue the development of the whole person.**

*The student recognizes that her education does not occur solely in the classroom. It takes place in a larger community and includes a variety of dimensions: physical, emotional, cultural, and spiritual.*

Endorsed by the Faculty May 2003.

**ADMINISTRATORS**

OFFICERS

President

(See the college bylaws, Section 6.9.)

Vice President for Academic Affairs and Dean of the college

(See the college bylaws, Section 6.10.)

Vice President for Student Life and Community Relations and 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 have general charge of the monitoring and supervision of all procedures and policies concerning academic standards, and develops and supervises academic advising.

#### 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 M.A.T. 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

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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 M.A.T. 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.

### Director of Student Activities

The director of student activities plans, coordinates and implements a continuing series of activities and events designed to meet the out-of-class needs of Agnes Scott students. Programming is planned to recognize and appeal to the interests of Agnes Scott's diverse student body.

### Special Assistant to the Vice President for Student Life and Community Affairs and 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.

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### 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.

### Associate Vice President for Enrollment and Financial Aid and Dean 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 the Anne R. Jones Alumnae 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 departmental 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 advisers 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.

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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.

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

### RESPONSIBILITIES OF CONVENERS

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 CONVENERS 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 Agnes Scott College Board of Trustees*

Endorsed by the faculty April 7, 1995

Accepted by the board of trustees May 5, 1995

### FACULTY CONFERENCES CONVENERS AND CO-CONVENERS — 2004-2005

CREATIVE ARTS	Convener Co-convener	Tracey Laird ('06) Nell Ruby ('06)
HUMANISTIC STUDIES	Convener Co-convener	Kathy Kennedy ('06) Peggy Thompson ('06)
SOCIAL SCIENCES	Convener Co-convener	Brenda Hoke ('06) Marquita Jackson-Minot ('06)
NATURAL AND MATHEMATICAL SCIENCES	Convener Co-convener	Karen Thompson ('06) Alan Koch ('06)

**CHAIRS OF THE ACADEMIC DEPARTMENTS — 2004-2005**

Art	Anne Beidler ('07)
Biology	Phil Gibson ('05)
Chemistry	Lilia Harvey ('05)
Classical Languages and Literatures	Sally MacEwen ('06)
Economics	Rosemary Cunningham ('05)
Education	Lesley Coia ('05)
English	Waqas Khwaja ('05)
History	Violet Johnson ('05)
Mathematics	Myrtle Lewin ('06)
Modern Foreign Languages and Literatures	Rafael Ocasio ('05)
French Program Director	Philip Ojo (Fall '04)
German Program Director	Julia De Pree (Spring '05)
Spanish Program Director	Eve Burianek ('05)
	Mike Schlig ('05)
Music	Calvert Johnson ('05)
Philosophy	Richard Parry ('05)
Physical Education/Athletics	Joeleen Akin (N/A)
Physics/Astronomy	Chris De Pree ('06)
Political Science	Juan Allende ('06)
Psychology	Jennifer Lucas ('07)
Religious Studies	Dennis McCann ('05)
Sociology/Anthropology	Yvonne Newsome ('06)
Theatre and Dance	David Thompson ('06)

**PROGRAM WITH DEPARTMENTAL STATUS  
FOR PURPOSES OF RPT — 2004-2005**

Women's Studies	Elizabeth Hackett (N/A)
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**PROGRAM DIRECTORS — 2004-2005**

Africana Studies: Willie Tolliver, Jr. ('05)  
Center for Writing and Speaking: Leisha Daniels (interim, '05)  
Environmental Studies: Phil Gibson (N/A)  
Experiential Learning: Isa Williams (N/A)  
International Education: Jennifer Lund (N/A)  
International Relations: Eleanor Morris ('05)  
Language Across the Curriculum: Juan Allende ('05)  
M.A.T. Program in Teaching Secondary English: Willie Tolliver, Jr. (N/A)  
Post-baccalaureate Pre-medical Program: Nancy Devino (N/A)  
Teacher Education Programs: Lesley Coia (N/A)

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

Fall Meeting	September 17, 2004	3:15 p.m.
Spring Meeting	February 11, 2005	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 is charged with developing 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. The committee meets twice a year, in the fall and spring.

#### Advisory Committee for the Arts Members 2004-05

Lewis Thayne, co-chair  
Anne Beidler, co-chair  
Louisa McIntosh Edwards  
Sally Bynum Gladden  
Marcia Krape Knight  
M. Virginia Philip  
Dorothy Q. Reeves  
Patricia Winship  
Director of Library Services, Virginia Moreland

### 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; dean of admission/associate vice president for enrollment management; 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 2004-05

Vice President for Student Life and Community Relations/Dean of Students, Chair  
Vice President for Academic Affairs/Dean of the College  
Dean of Admission/Associate Vice President for Enrollment Management  
Faculty Athletics Representative—Larry Riddle ('05)  
Registrar  
Director of Athletics  
Megan Morris '05, Chair of the Student-Athlete Advisory Committee  
Jenni Bartell '05

**BUDGET WORKGROUP**

Membership

The vice president for business and finance is the chair, the vice president for academic affairs/dean of the college, the vice president for institutional advancement and the vice president for student life and community relations/dean of students serve on this committee as well as two members of the Faculty Executive committee. The treasurer of the Student Government Association also serves. The president is an ex officio member.

Duties

The Budget Workgroup advises the president on the annual budget of the college.

Budget Workgroup Members 2004-05

William Gailey, Vice President for Business and Finance, Chair  
Rosemary Lévy Zumwalt, Vice President for Academic Affairs/Dean of the College  
Lewis Thayne, Vice President for Institutional Advancement  
Gué Hudson, Vice President for Student Life and Community Relations  
Kathy Kennedy (FEC Representative)  
Leon Venable (FEC Representative)  
Yolanda Curtis '06, Treasurer of Student Government  
Lea Ann Hudson, Director of the Office of the President/Secretary of the Board  
President of the College, *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 2004-05

Violet Johnson, co-chair  
John Pilger, co-chair  
Other members TBA

**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 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 2004-05

Kathleen B. Ashe, co-chair (appointed by chair of board)  
Sylvia Wilson, Acting Chaplain, co-chair  
President of the College, *ex officio*  
Harriet M. King, *ex officio*  
James D. Philips, Jr. (appointed by chair of board)  
Vice President for Student Life and Community Relations/Dean of Students  
Lara Denis ('06)  
Peggy Thompson ('06)  
Tracey Laird ('06)  
O. Benjamin Sparks  
Betsy Bilbro Huey  
Betty Derrick  
Rachel McConoughey '05  
Misty Roache '05  
1 Student TBA

**COMMITTEE ON COMMUNITY DIVERSITY**

Membership

The president, the director of human resources, the chaplain, the director of the multi-cultural affairs office, the faculty elects two members, a union representative, the elected student minority representative and one additional student appointed by the vice president for student life and community relations/dean of students. The president is chair of this committee.

### Duties

The Committee on Community Diversity is charged with reviewing student, staff, and faculty policies and programs that are needed in a diverse and inclusive community. Recommendations for policy changes or new or modified programs will be directed to the appropriate vice presidents, or the president. Generally speaking the committee will meet twice a year.

### Committee on Community Diversity Members 2004-05

President of the College, Chair  
Hong Qu ('06)  
Lachelle Foley ('07)  
Acting Chaplain, Sylvia Wilson  
Director of Multicultural Affairs, Justina Brooks  
Director of Human Resources, Karen Gilbert  
Student Minority Representative, Ashley Clark '06  
Aria Baker '05  
Union Representative, Mary Bolden

## **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 who serves as chair.

### Duties

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

### Constituent Review Committee Members 2004-05

Karen Gilbert, Chair  
Dudley Sanders  
Michelle Currica '06  
Susan Fitzgerald Carter

## **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 director of student activities, the director of special events, the director of communications, and two appointed 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 2004-05

David Thompson, Chair  
Rosemary Lévy Zumwalt  
Mary Ackerly  
Director of Student Activities  
Demetrice Parks  
Pat Wildman  
Lilia Harvey ('05)  
Brenda Hoke ('06)  
Marquita Jackson-Minot ('07)  
Hannah Reuter '06  
Allison Rodean '05

## **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 and meets infrequently as needed.

### Committee on Donor Recognition Members 2004-05

Susan Fitzgerald Carter, Chair  
Rosemary Lévy Zumwalt  
Gué Hudson  
Lea Ann Hudson  
William Broome  
Manager of Stewardship, Angela Bailey  
Sandra Bowden ('06)  
Mildred L. Petty ('06)

## **ENVIRONMENTAL ACTION COMMITTEE**

The charge and composition of this committee are currently under review.

## 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 Judicial Board. 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 2004-05

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  
Sandra Bowden ('05)  
Ward Sayre ('06)  
Rachel Trousdale ('06)  
Yvonne Newsome ('07)  
Tracey Laird (F'04 only) [*replacement for Sayre*]  
President of Student Government Association, Rosemary Lokko '05  
President of Student Senate, Sylvia Ukonga '05  
President of Honor Court, Michelle Currica '06  
President of Judicial Board, Adrienne Lowe '06

## KIRK ADVISORY COMMITTEE

### Membership

The president appoints 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 2004-05

Rosemary Lévy Zumwalt, Chair  
Tracey Laird ('05)  
Katherine Kennedy ('05)  
Willie Tolliver, Jr. ('05)

## **PROPERTY LEASING COMMITTEE**

### Membership

Members include the vice president for business and finance, the vice president for academic affairs/dean of the college, the vice president for institutional advancement, the vice president for student life and community relations, the director of human resources and a representative of 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 2004-05

William Gailey, Vice President for Business and Finance  
Rosemary Lévy Zumwalt, Vice President for Academic Affairs/Dean of the College  
Lewis Thayne, Vice President for Institutional Advancement  
Gue Hudson, Vice President for Student Life and Community Relations  
Karen Gilbert, Director of Human Resources  
Sharon Jaye, Office of Facilities

**COMMITTEES APPOINTED BY  
THE VICE PRESIDENT FOR ACADEMIC AFFAIRS/DEAN OF THE COLLEGE  
MEMBERS FOR 2004-2005**

Africana Studies Advisory Committee

Willie Tolliver, Jr., Chair ('05)  
Philip Ojo ('05)  
Yvonne Newsome ('05)  
Waqas Khwaja ('05)

Animal Care and Use Committee

Karen Thompson, Chair ('06)  
Alix Valcin  
Carolyn Silk, DVM

Health Professions Advising Committee

Ruth Riter, Chair ('06)  
Sandra Bowden ('06)  
Gail Bell, *ex officio*  
Nancy Devino, *ex officio*

Institutional Review Board

Harry Wistrand, Chair ('05)  
Mary Cain ('06)

International Relations Advisory Committee

Edward Sayre, Director ('05)  
Hong Qu ('05)  
Violet Johnson ('05)  
Catherine Scott ('05)

International Student Advisory Committee (this advisory committee has been disbanded  
as of August 2004)

Language Across the Curriculum Advisory Committee

Juan Allende, Chair ('06)  
Kathy Kennedy ('05)  
Michael Schlig ('05)

Women's Studies Executive Committee

Elizabeth Hackett, Chair ('05)  
Katharine Kennedy ('05)  
Peggy Thompson ('05)  
Catherine Scott ('05)  
Director of Experiential Learning

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

Isa Williams, Director  
Elizabeth Hackett, Liaison with Women's Studies  
Yvonne Newsome ('06)  
Tina Pippin ('07)

**SCHOLARSHIP ADVISERS  
FOR 2004-2005**

Goldwater Scholarship:

Tim Finco

The Hubert Scholars Program:

Director of Experiential Learning

James Madison Fellowship

Mike Lynn (F'04 only)

Mary Cain ('06)

Rhodes Scholarship, British Marshall Scholarship, and Fulbright Fellowship Committee

Charlotte Artese (Rhodes Scholarship) ('07)

Christine Cozzens (Fulbright Fellowship) ('05)

Willie Tolliver, Jr. (British Marshall Scholarship) ('06)

National Security Education Program Fellowship

Director of International Education

Truman Scholarship

Isa Williams ('07)

*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 ADVISERS**

Dual Degree Adviser with Georgia Institute of Technology

Dual Degree Adviser with Washington University

PLEN Adviser

Post-baccalaureate Pre-medical Adviser

Pre-Business Adviser

Pre-Health Professions Adviser

Pre-Law Adviser

Washington Semester Program Adviser

Robert Leslie

Donna Sadler

Catherine Scott

Arthur Bowling, Jr.

David Williams

Ruth Riter

TBA

Catherine Scott

**FACULTY ASSOCIATE MEMBERS  
BOARD OF TRUSTEES COMMITTEES  
2004-2005**

David Behan ('05)

Arthur Bowling ('05)

Tim Finco ('06)

Chris De Pree ('06)

Peggy Thompson ('06)

Rosemary Cunningham ('07)

Violet Johnson ('07)

Larry Riddle (F'04 only)

*[replacement for De Pree]*

## II. THE FACULTY—GOVERNANCE

## MEMBERS OF THE AGNES SCOTT COLLEGE FACULTY 2004-2005

Abbot, James C.	Visiting Assistant Professor of Classical Languages and Literatures	
Abrams, Andrea C.	Visiting Instructor in Anthropology	
Allende, Juan A.	Associate Professor of Political Science	
Artese, Charlotte	Assistant Professor of English	
Behan, David P.	Professor of Philosophy	
Beidler, Anne E.	Associate Professor of Art	
Blatchley, Barbara J.	Associate Professor of Psychology	
Bowden, Sandra T.	Charles A. Dana Professor of Biology	
Bowling, Jr., Arthur L.	Associate Professor of Physics	
Bullock, Mary Brown	President and Professor of History	
Burianek, Irmtraud Eve	Visiting Assistant Professor of German	
Cain, Mary C.	Assistant Professor of History	<i>[sabbatical F'04]</i>
Cochran, III, Augustus B.	Adeline A. Loidans Professor of Political Science	
Coia, Lesley	Associate Professor of Education	
Cooley, Eileen L.	Associate Professor of Psychology	<i>[sabbatical F'04]</i>
Cozzens, Christine S.	Professor of English	<i>[sabbatical 04-05]</i>
Cunningham, Rosemary T.	Hal and Julia T. Smith Chair of Free Enterprise, Professor of Economics	
Denis, Lara	Associate Professor of Psychology	
De Pree, Christopher G.	Associate Professor of Astronomy	<i>[sabbatical F'04]</i>
De Pree, Julia K.	Associate Professor of French	<i>[sabbatical F'04]</i>
Fadool, Margot Brown	Visiting Assistant Professor of Education	
Fantz, Douglas A.	Assistant Professor of Chemistry	
Finco, Timothy S.	Assistant Professor of Biology	
Foley, B. Lachele	Visiting Assistant Professor of Chemistry	
Gibson, J. Phil	Associate Professor of Biology	
Goldman, Brian	Visiting Assistant Professor of Psychology	
González, Ondina E.	Visiting Assistant Professor of History	
Guthrie, Steven R.	Professor of English	
Hackett, Elizabeth	Assistant Professor of Women's Studies and Philosophy	
Harvey, Lilia C.	Associate Professor of Chemistry	
Hebard, Andrew	Visiting Assistant Professor of English	
Hoke, Brenda A.	Associate Professor of Sociology	
Hudson, Gué P.	Vice President for Student Life and Community Relations/Dean of Students	
Jackson-Minot, Marquita	Assistant Professor of Education	
Johnson, Calvert	Charles A. Dana Professor of Music	
Johnson, Violet M.	Associate Professor of History	
Kachelski, Robert A.	Assistant Professor of Psychology	

## II. THE FACULTY

Kennedy, Katharine D.	Charles A. Dana Professor of History	
Khwaja, Waqas A.	Associate Professor of English	
Koch, Alan	Assistant Professor of Mathematics	
Laird, Tracey	Assistant Professor of Music	
Leslie, Robert A.	Associate Professor of Mathematics	<i>[on leave F'04]</i>
Lewin, Myrtle H.	Professor of Mathematics	
Lovell, Amy J.	Assistant Professor of Astronomy	
Lucas, Jennifer L.	Associate Professor of Psychology	
Lund, Jennifer	Director of International Education and Assistant Professor of Education	
Lynn, Michael R.	Associate Professor of History	<i>[sabbatical S'05]</i>
MacEwen, Sally A.	Associate Professor of Classical Languages and Literatures	
McCann, Dennis P.	Wallace M. Alston Professor of Bible and Religion	
McGehee, Terry S.	Professor of Art	
McRae, Christopher R.	Visiting Associate Professor of French	
Moreland, Virginia F.	Director of Library Services	
Morris, Eleanor G.	Visiting Assistant Professor of Political Science	
Mungavin, Laura	Visiting Instructor in Spanish	
Newsome, Yvonne D.	Associate Professor of Sociology	
Norat, Gisela	Associate Professor of Spanish	
Ocasio, Rafael	Professor of Spanish	
Ojo, Philip	Assistant Professor of French	
Parry, Richard D.	Fuller E. Callaway Professor of Philosophy	
Pilger, John F.	William Rand Kenan, Jr. Professor of Biology	
Pippin, Tina	Professor of Religious Studies	
Qu, Hong	Assistant Professor of Religious Studies	
Riddle, Lawrence H.	Professor of Mathematics	
Riter, Ruth E.	Assistant Professor of Chemistry	
Roosa, Bridget	Visiting Instructor in Dance	
Ruby, Nell J.	Visiting Assistant Professor of Art	
Sadler, Donna L.	Associate Professor of Art	
Sanders, Dudley W.	Associate Professor of Theatre	<i>[sabbatical F'04]</i>
Sayre, Edward	Assistant Professor of Economics	<i>[sabbatical F'04]</i>
Schlig, Michael	Associate Professor of Spanish	
Scott, Catherine V.	Professor of Political Science	
Smith, Katherine	Visiting Assistant Professor of Art	
Stuebaker, Donald	Visiting Kirk Professor of Music	
Thompson, David S.	Associate Professor of Theatre	
Thompson, Karen J.	Associate Professor of Biology	
Thompson, Peggy	Ellen Douglass Leyburn Professor of English Director, Center for Teaching and Learning	
Tolliver, Jr., Willie	Associate Professor of English	
Trousdale, Rachel	Assistant Professor of English	
Venable, T. Leon	Associate Professor of Chemistry	

## II. THE FACULTY

Williams, David	Visiting Instructor in Economics	
Williams, Isa D.	Assistant Professor of Women's Studies and Director of Experiential Learning	
Winzenburg, John	Assistant Professor of Music	<i>[on leave 04-05]</i>
Wistrand, Harry	Professor of Biology	
Zavodny, Madeline	Associate Professor of Economics	
Zumwalt, Rosemary Lévy	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.

## II. THE FACULTY

- 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.

Revised by the faculty May 10, 2002. Adopted by the board of trustees October 31, 2003.

### 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. At least once each semester, the committee shall receive an official report from the dean of admission outlining the status of admissions. In consultation with the dean of admission, the committee shall recommend policies and standards for admission to the college. After their adoption by the faculty, the dean of admission with the help of the committee shall apply these standards.
  - 2. Meeting with the dean of admission, the committee shall decide the cases of applicants whose admissibility is in doubt.
  - 3. 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.
  - 4. 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

## II. THE FACULTY

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, and 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.

Revised by the faculty February 1, 2002. Adopted by the board of trustees October 31, 2003  
Revised by the faculty February 6, 2004. Adopted by the board of trustees April 30, 2004

### 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. In any year in which the anticipated number of midterm and tenure reviews is unusually large, an additional one or two members may be elected for one year terms. The additional members must be tenured.
- b. Duties.
  1. Members of the RPT Committee shall serve as the faculty-wide component of all faculty review committees.
  2. All 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 not at least three 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*.

Revised by the faculty May 4, 2001 Adopted by the board of trustees October 31, 2003.

Revised by the faculty February 6, 2004. Adopted by the board of trustees April 30, 2004

### 3.8 Executive Committee of the Faculty\*

- a. Membership. Five tenured members of the faculty and the vice-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.

## II. THE FACULTY

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.
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.

## II. THE FACULTY

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 M.A.T. 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 M.A.T. 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 M.A.T. in Secondary English Program.
- b. Duties:

## II. THE FACULTY

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 M.A.T. 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 M.A.T. students, appointed by the Director of the M.A.T. 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 M.A.T. in Secondary English.
  2. The committee shall set admission standards for the M.A.T. in Secondary English Program, interview candidates and voting on admissions.
  3. The committee shall set academic standards for the M.A.T. in Secondary English program.
  4. The committee shall advise the Director of Teacher Education Programs and the Director of the M.A.T. 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 M.A.T. 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.  
Adopted by the board of trustees October 31, 2003.

## 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

## II. THE FACULTY

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, May 10, 2002. Adopted by the board of trustees October 31, 2003.

### 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.

## II. THE FACULTY

- 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.

Revised by the faculty September 10, 2000. Adopted by the faculty October 31, 2003.

### 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.

## II. THE FACULTY

- 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.
- 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.

## II. THE FACULTY

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.

## II. THE FACULTY

### VOTING MEMBERS OF THE AGNES SCOTT COLLEGE FACULTY 2004-2005

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, Cochran, Cozzens [*on leave 04-05*], Cunningham, Guthrie, C. Johnson, Kennedy, Lewin, McCann, McGehee [*on leave S'05*], Ocasio, Parry, Pilger, Pippin, Riddle, Scott, P. Thompson, Wistrand

**Associate Professors** — Allende, Beidler, Blatchley, Bowling, Coia, Cooley [*on leave F'04*], Denis, C. De Pree [*on leave F'04*], J. De Pree [*on leave F'04*], Gibson, Harvey, Hoke, V. Johnson, Khwaja, Leslie [*on leave F'04*], Lucas, Lynn [*on leave S'05*], MacEwen, Newsome, Norat, Sadler, Sanders [*on leave F'04*], Schlig, D. Thompson, K. Thompson, Tolliver, Venable, Zavodny

**Assistant Professors** — Artese C., Cain [*on leave F'04*], Fantz, Finco, Foley, Hackett, Jackson-Minot, Kachelski, Koch, Laird, Lovell, Ojo, Qu, Riter, Ruby, Sayre [*on leave F'04*], Smith, Trousdale, Winzenburg [*on leave 04-05*]

**Instructors:** Mungavin

	<u>Fall</u>	<u>Spring</u>
Voting Members	67	72
Quorum (60%)	40	43

**FACULTY COMMITTEES MEMBERS FOR 2004-2005**

Committee on Academic Standards and Admission

Sally MacEwen, Chair ('06)  
Michael Lynn ('05)  
Lara Denis ('05) [*replacement for Cooley in F'04 and Lynn in S'05*]  
Eileen Cooley ('06)  
Myrtle Lewin ('07)  
Vice President for Academic Affairs/Dean of the college  
Vice President for Student Life and Community Relations/Dean of Students  
2 Students TBA

Committee on Committees

Timothy Finco, Chair ('05)  
Larry Riddle ('06)  
Bob Kachelski ('07)

Committee on Professional Development

Gisela Norat, Chair ('06)  
Juan Allende ('05)  
Phil Gibson ('07)  
Vice President for Academic Affairs/Dean of the College

Committee on Reappointment, Promotion and Tenure\*

Rafael Ocasio, co-chair ('06)  
Karen Thompson ('06)  
Art Bowling ('05)  
Tina Pippin ('05)  
Donna Sadler ('05)  
Harry Wistrand ('05)  
Dennis McCann ('06)  
Barbara Blatchley ('07)

Curriculum Committee\*

Richard Parry, Chair ('07)  
Alan Koch ('05)  
Elizabeth Hackett ('06)  
Ruth Riter ('06)  
Cathy Scott ('07)  
Vice President for Academic Affairs/Dean of the College  
Registrar  
2 students TBA

Executive Committee of the Faculty\*

Calvert Johnson, Chair ('05)  
Gus Cochran ('06)  
Leon Venable, ('06) - Budget Work Group Representative  
Kathy Kennedy ('07) – Budget Work Group Representative  
Willie Tolliver, Jr. ('07)  
Vice President for Academic Affairs/Dean of the College

Grievance Committee

Steve Guthrie ('05)  
Mike Schlig ('06)  
Lilia Harvey ('07)

### Alternates

Sally MacEwen ('05)  
David Behan ('06)  
Brenda Hoke ('06)

### Undergraduate Teacher Education Committee

Director of Teacher Education Programs, chair, *ex officio*  
Coordinator of Field Experiences, *ex officio*  
Director of M.A.T. in Secondary English, *ex officio*  
Myrtle Lewin (F'04 only) [*replacement for Cain*]  
Mary Cain ('05)  
Amy Lovell ('05)  
2 students TBA

### **ADVISORY GROUPS MEMBERS FOR 2004-2005**

### Academic Computing

Ward Sayre, Chair ('05)  
Amy Lovell (F'04 only) [*replacement for Sayre*]  
Lesley Coia ('06)  
Philip Ojo ('07)  
Director of Information Technology Services  
2 Students TBA

### International Education

Donna Sadler ('05)  
Hong Qu ('06)  
Rachel Trousdale ('07)  
Director of International Education  
1 student TBA

### Library

Jennifer Lucas ('05)  
Mary Cain ('06)  
Robert Kachelski ('06)  
Charlotte Artese ('07)  
Terry McGehee (F'04 only) [*replacement for Cain*]  
Director of Library Services  
2 students TBA

### M.A.T. in Secondary English Advisory Group

Willie Tolliver, Jr., Chair  
Steve Guthrie  
Marquita Jackson-Minot  
Lesley Coia  
2 students TBA

### Teacher Preparation Advisory Board

Program graduate(s) including M.A.T. graduates  
Local teachers  
Local school administrators  
Community members  
Director of Teacher Education Programs

**FACULTY MEETINGS — 2004-2005**

Secretary to the Faculty: Amy Whitworth

Parliamentarian: Gus Cochran

Tellers:

Robert Kachelski ('05)  
Marquita Jackson-Minot ('06)

**MEETING DATES**

Friday, August 27, 2004	3:30 p.m.
Friday, October 1, 2004	3:30 p.m.
Friday, November 5, 2004	3:30 p.m.
Friday, December 3, 2004	3:30 p.m.
Friday, February 4, 2005	3:30 p.m.
Friday, February 25, 2005	3:30 p.m.
Friday, April 1, 2005	3:30 p.m.
Friday, April 29, 2005	3:30 p.m.
Friday, May 13, 2005	1:30 p.m.

## II. THE FACULTY

### ACADEMIC PROCESSIONS 2004-2005

College Marshals: Larry Riddle ('05) and Yvonne Newsome ('05)

#### PROCESSION DATES

Wednesday, August 25, 2004	Honors and Opening Convocation, 10:00 a.m.
Saturday, October 30, 2004	Senior Investiture, TBA
Friday, January 21, 2005	Martin Luther King, Jr., Convocation, 10:00 a.m.
Friday, May 13, 2005	Baccalaureate, 4:30 p.m.
Saturday, May 14, 2005	Commencement, 9:30 a.m.

#### ACADEMIC PROCESSION LIST FOR 2004-2005

Bullock	Bowling	Williams, Isa	Moreland
Zumwalt	Leslie*	Finco	Foley (V)
Hudson	MacEwen	Hackett	Ruby (V)
Bowden	Venable	Kachelski	Munvagin (V)
Parry	Sadler	Riter	Smith (V)
Behan	Sanders*	Koch	Akin
Cochran	Cooley*	Laird	Abbot (V)
McGehee**	Blatchley	Lovell	Abrams (V)
Johnson, Calvert	Beidler	Lund	Burianek (V)
Pilger	Johnson, Violet	Cain*	Fadool (V)
Wistrand	Thompson, Karen	Sayre*	Goldman (V)
Lewin	Allende	Qu	González (V)
Cunningham	Hoke	Trousdale	Hebard (V)
Scott	Norat	Artese	McRae (V)
Guthrie	Thompson, David	Ojo	Morris (V)
Riddle	Harvey	Fantz	Roosa (V)
McCann	Gibson	Jackson-Minot	Studebaker (V)
Thompson, Peggy	De Pree, J.*	Winzenburg***	Williams, David (V)
Kennedy	Tolliver		
Ocasio	Denis		
Pippin	Coia		
Cozzens***	De Pree, C.*		
	Newsome		
	Schlig		
	Khwaja		
	Lucas		
	Lynn**		
	Zavodny		

\* On leave fall semester 2004

\*\* On leave spring semester 2005

\*\*\* On leave 2004-05 academic year

(V) Visiting

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Note: The procession list is arranged on the basis of rank as follows: (1) 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, (2) associate professors, (3) assistant professors, and (4) visiting full-time faculty (with at least a one-year contract) 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

#### APPOINTMENT, AND 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. 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 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, AND 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 A,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 normally 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.

## II. THE FACULTY

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.

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 A,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

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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.
- 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 probationary and/or tenured faculty of the department involved who are both full time and continuing 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,

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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 probationary and/or tenured members of the department who are both full time and continuing 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 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 both the RPT and the Curriculum 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.

Revised by the faculty February 6, 2004. Adopted by the board of trustees April 30, 2004

### 3.0 Reappointment and Formative Reviews

Counsel and advice are vital to the professional development of untenured faculty and are departmental responsibilities 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.

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. 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

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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.

Revised by the faculty March 7, 2003. Adopted by the board of trustees October 31, 2003.

### 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.

Revised by the faculty May 4, 2001. Adopted by the board of trustees October 31, 2003.

### 4.2 Exceptions

A request for an exception to normal review schedule, timetable, 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 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 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 review for tenure or promotion to associate professor or both should find evidence of that potential, and a promotion to the rank of professor should find evidence of sustained overall professional growth.

#### 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

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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;
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.

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- 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 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 advisers 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

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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. It must contain the candidate's curriculum vitae and it must contain some of the following: publications, work

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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 candidate believes represents his or her success and promise as a scholar at Agnes Scott.

The goal of obtaining outside opinions is to gain an external perspective and validation of how the candidate has met the standards for scholarship set forth in the RPT document. 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.

Revised by the faculty February 25, 2000, March 7, 2003. Adopted by the board of trustees October 31, 2003.

## 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 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.
- b. Committees reviewing for promotion to professor should be constituted of faculty holding that rank. When there is a member of the RPT committee who is also in the candidate's disciplinary department, and there are fewer than two other eligible disciplinary representatives, then the RPT committee member shall serve as a disciplinary representative. In this case the review committee may function with only two faculty-wide members.
- c. 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. Additional members may be elected for one year terms (see Faculty Bylaws 3.7a Membership.) Three

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of the members shall serve as the faculty-wide component of each major review committee and one member as the faculty-wide representative on each mid-term review committee. All members will participate in other committee matters such as the establishment of search committees (see 2.2d.-f.), 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.
- 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, and be responsible for all correspondence with external reviewers. 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.

Revised by the faculty February 6, 2004. Adopted by the board of trustees April 30, 2004

### 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.

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- 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 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 and maintain confidentiality. 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

## II. THE FACULTY

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. Candidates are expected to attend an orientation meeting with the dean in the spring of the year prior to the candidates' review.
- c. No later than June 1 for a promotion-only review and no later than September 1 for all mid-term reviews and all other major reviews, the chair of the department shall inform the Dean of the disciplinary members of each review committee. As soon as possible, the Dean shall inform the RPT Committee chair of the names of the disciplinary members of each review committee. No later than May 1 for a promotion-only review and no later than September 15 for all other major reviews and all other mid-term reviews, the Dean shall distribute the relevant curriculum vitae and professional activity reports **to the chairs of the review committees.**
- 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. No later than May 1 for promotion-only reviews and no later than October 15 for all other major reviews, the candidate, in consultation with the RPT liaison, the department, and the dean, shall compile an annotated 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.

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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. After the deadline for the submission of materials, candidates may add to their portfolios only those materials that become available subsequent to the deadline. 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 October 20 for promotion reviews and March 6 for all mid-term reviews and for all other major reviews, the committee may ask for a reasonable amount of additional material from the candidate.
  - i. No later than November 5 for a promotion review, and no later than March 15 for all other major and all 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). 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.
  - j. 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.
  - k. 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

## II. THE FACULTY

shall meet with the dean and the review committee, should the president have questions or concerns about the candidacy.

- l. 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.
- m. 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.
- n. 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.

Revised by the faculty February 25, 2000, May 4, 2001, March 7, 2003. Adopted by the board of trustees October 31, 2003.

### 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 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 that 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.
- 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

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

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- 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

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suitable employment elsewhere. Affected faculty members shall receive at least one year's 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 do 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

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.

Approved by the faculty April 5, 1991.

Revised and approved by the board of trustees' Academic Affairs Committee May 16, 1991.

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Revised by the faculty May 4, 2001.

## 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 A,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 (A,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 (A,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 (A,RPT Policies and Procedures, 2.2i).
- 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.

Revised by the faculty February 6, 2004. Adopted by the board of trustees April 30, 2004

### 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

## II. THE FACULTY

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. (A,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.
- 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

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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 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

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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 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

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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 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.

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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.

### POLICY ON SABBATICAL LEAVES

#### I. DESCRIPTION OF THE PROGRAM

A sabbatical<sup>3</sup> 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.

#### II. NUMBER OF AWARDS

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

#### III. FINANCIAL CONSIDERATIONS

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

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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

## II. THE FACULTY

Under normal conditions, applications for sabbaticals should be submitted **by** September 30 of the academic year preceding the projected sabbatical period.<sup>4</sup> 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, the Committee on Professional Development and/or the dean and the president may alter the sabbatical recommendation.

## VI. EVALUATION AND NOTIFICATION

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<sup>4</sup> **Sabbatical proposals for the academic year 2004-05 should be submitted by September 30, 2004.**  
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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 that 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 that 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:

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*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.*

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

A,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 A,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 group. 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 for women; who are eager to commit themselves to the intensity of faculty/student relations in a small

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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: SEARCH COMMITTEE CHAIRS MEETING WITH DEAN

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.

#### 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 Curriculum Committee in the spring of the year preceding a search. See *Faculty Handbook*, Procedures for Appointment 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 Curriculum Committee, is responsible for establishing applicant pool guidelines.

Revised by the faculty February 6, 2004. Adopted by the board of trustees April 30, 2004

### **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

## II. THE FACULTY

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 AND POLICIES

IMPORTANT DATES FOR FACULTY 2004-2005

**Fall Semester**

<b>August</b>	18	Wednesday	New Faculty Orientation
	19	Thursday	Faculty Retreat
	20-23	Friday-Monday	New student orientation
	23	Monday	Registration of returning students
	24	Tuesday	Registration of new students
	25	Wednesday	Fall semester classes begin
	25	Wednesday	Opening/Honors Convocation (procession)
	27	Friday	Faculty Meeting
<b>September</b>	1	Wednesday	ACME Lecture series
	3	Friday	Last day to add fall semester courses
	6	Monday	Labor Day holiday (no classes)
	16	Thursday	Rosh Hashanah
	25	Saturday	Yom Kippur
	29	Wednesday	Last day to drop fall semester courses without receiving a "W"
	30	Thursday	(1) Sabbatical proposals/applications for 2005-2006 due to the Dean of the College (2) Reports from Professional Development, Julia Gary and Catherine Sims awardees due to Dean of the College
<b>October</b>	1	Friday	Faculty Meeting
	1-3	Friday-Sunday	Black Cat
	6	Wednesday	ACME Lecture series
	14-17	Thurs-Sun	Fall break (no classes).
	19	Tuesday	Mid-term grades due, 12:00 noon
	27	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
	28-29	Thurs. & Friday	board of trustees on campus
	29-31	Friday-Sunday	Parents/Family Weekend
	30	Saturday	Campaign finale
	30	Saturday	Senior Investiture at 5:30 p.m. (procession)
<b>November</b>	1-4	Mon-Thurs	Course changes for spring semester
	3	Wednesday	ACME Lecture Series
	4	Thursday	Deadline for spring cross registration requests, special study, independent study
	5	Friday	Faculty Meeting
	22	Monday	Last day to submit Final Exam envelopes to instructors
	24-28	Wednesday-Sunday	Thanksgiving break begins (students); residence halls close 10:00 a.m.
	28	Sunday	Thanksgiving break ends; residence halls open 1:00 p.m.

### III. ACADEMIC REGULATIONS

<b>December</b>	3	Friday	Faculty Meeting
	6	Monday	Last day of classes
	7	Tuesday	12:00 noon. Deadline for exam envelopes to be delivered to Faculty Services, Buttrick 100
	7-8	Tue.-Wed.	Reading Days
	9	Thursday	Fall semester exams begin, 9:00 a.m.
	14	Tuesday	Fall semester exams end, 5:00 p.m.
	15	Wednesday	Residence halls close, 10:00 a.m.
	15	Wednesday	Faculty/Staff Holiday Party (tentative)
	16-Jan 18		Winter Break (students)
	24-31	Friday-Friday	Holiday Break (staff)
	26-Jan 1		Kwanzaa
<b>January</b>	4	Tuesday	Grades due in the registrar's office, 12:00 noon

### III. ACADEMIC REGULATIONS

#### IMPORTANT DATES FOR FACULTY 2004-2005

##### Spring Semester

<b>January</b>	4	Tuesday	Grades due in the registrar's office, 12:00 noon
	17	Monday	Martin Luther King, Jr. Holiday
	18	Tuesday	Students arrive. Residence halls open 1:00 p.m.
	19	Wednesday	Registration for spring semester
	20	Thursday	Spring semester classes begin
	21	Friday	MLK, Jr., Convocation (procession)
	26	Wednesday	Joseph Gladden Lecture, speaker: Karen Thompson
	27-28	Thurs. & Friday	board of trustees on campus
	28	Friday	Proposals for paid leave for untenured faculty due to PDC
	31	Monday	Last day to add spring semester courses
<b>February</b>	2	Wednesday	ACME Lecture Series
	4	Friday	Faculty Meeting
	15	Tuesday	(1) Julia Gary Collaborative Research Grant Applications due to the Dean of the College Office (2) Professional Development Award applications due to Dean of the College Office
	23	Wednesday	Founder's Day
	24	Thursday	Last day to drop spring semester courses without receiving a "W"
	25-27	Friday-Sunday	Sophomore Family Weekend
	25	Friday	Faculty Meeting
<b>March</b>	1	Tuesday	2005-06 Study Abroad course pre-approval deadline
	2	Wednesday	ACME Lecture Series
	5	Saturday	Spring break begins (students); residence halls close, 10:00 a.m.
	13	Sunday	Spring break ends; residence halls open, 1:00 p.m.
	14	Monday	Mid-term grades due, 12:00 noon
	15	Tuesday	Research Scholar Grant Applications due to the Dean of the College Office
	23	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
	25	Friday	Good Friday Holiday – no classes
30	Wednesday	Academic Advising Fair, noon to 1:30 p.m.	
<b>April</b>	1	Friday	Catherine Sims Faculty Enrichment Fund Grant Applications due to the Dean of the College Office
	1	Friday	Faculty Meeting
	4	Monday	Course selection for 2005-06 begins
	6	Wednesday	ACME Lecture Series
	8	Friday	Professional Activities Report Due
	14-15	Thurs. and Friday	Annual Writer's Festival
	14	Thursday	Course selection for 2004-05 ends
	14	Thursday	Deadline for fall cross registration requests, special study, independent study

### III. ACADEMIC REGULATIONS

	20	Wednesday	SpARC/Awards (no classes)
	22-24	Friday-Sunday	Alumnae Weekend
	20	Wednesday	Last day to submit Final Exam envelopes to instructors
	28-29	Thurs, & Friday	board of trustees on campus
	29	Friday	Faculty Meeting
<b>May</b>	3	Tuesday	Last day of classes
	3	Tuesday	12:00 noon. Deadline for exam envelopes to be delivered to Faculty Services, Buttrick 100
	4-5	Wednesday-Thurs.	Reading Days
	5	Thursday	<u>Senior exams begin</u> , 9:00 a.m.
	6	Friday	Spring semester exams begin, 9:00 a.m.
	10	Tuesday	<u>Senior exams end</u> at 9:00 p.m.
	11	Wednesday	Spring exams end at 5 p.m.
	11	Wednesday	<u>Senior grades due</u> in the registrar's office, 4:30 p.m.
	13	Friday	Faculty Meeting
	13	Friday	Baccalaureate (procession)
	14	Saturday	Commencement (procession at 9:30 a.m.); residence halls close, 5:00 p.m.
	18	Wednesday	Grades due in the registrar's office, 12 noon

### III. ACADEMIC REGULATIONS

#### STATEMENT OF ACADEMIC RIGHTS & 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 nondiscrimination. These principles and practices are affirmed by the students, faculty and administrators of the college in the Statement on Academic Freedom and Responsibilities (SAFR) and Academic Regulations (AR).

#### Principles

1. All members of the Agnes Scott College community have the responsibility to treat each other with respect and to be fair and evenhanded in their treatment of others (SAFR).
2. The students and faculty of Agnes Scott College are entitled to an atmosphere conducive to learning (SAFR).
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).
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 and Harassment).
5. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards (SAFR).
6. Information about student views, beliefs, practices and associations which 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 (AR).
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).
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).
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).

### III. ACADEMIC REGULATIONS

#### STATEMENT ON ACADEMIC FREEDOM AND RESPONSIBILITY

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 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 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 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 faculty, whether tenured or on temporary appointment, 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 evenhanded 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,

### III. ACADEMIC REGULATIONS

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 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 by the affirmation and exercise of academic freedom and responsibilities by all members of the college community.

Adopted by the faculty of March 5, 1976

Approved by the board of trustees May 4, 1976

Amended by the faculty September 17, 1976

#### ORGANIZATION OF CLASSES

Course and Section Changes. A student may drop or add a course with the approval of her faculty adviser. 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.

Auditing Students may audit courses with written permission of the instructor. Students are subject to any restrictions or requirements the instructor may wish to impose. An audit agreement detailing the

### III. ACADEMIC REGULATIONS

requirements for the audit and signed by both the student and the instructor should be submitted to the Registrar's office prior to the 10th calendar day of the semester. Students who audit a course will be listed on the official class roster and grade reports. A successfully completed audited course, as determined by the instructor, will appear on a student's record and transcript. A student may not take for credit a course she has audited earlier.

Passed by the faculty December 2002.

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.

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 office of Special Events and Conferences (emsevents@agnesscott.edu).

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.

Textbooks and Supplementary Reading Materials. All textbooks and supplementary reading materials may be ordered through the Agnes Scott campus book store. The manager of the campus bppk 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

### III. ACADEMIC REGULATIONS

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. College Policies, "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 responsibility and performance in a given course; excessive 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.

When a student exhibits excessive absenteeism, the instructor is encouraged to inform the director or assistant director of academic advising.

##### Attendance Guidelines

Individual faculty or departments may set their own attendance policy.

For those faculty or departments who desire to make a distinction between excused and unexcused absences, the institutional guideline for an excused absence is:

- serious illness
- death of an immediate family member
- events or activities sponsored by the college
- observance of religious holidays.

As soon as a student knows that she will miss a class for a college sponsored event or activity or the observance of a holy day within her faith, she must contact the faculty member in advance and make arrangements for how to handle assignments or other class responsibilities during the absence.

Faculty are encouraged to consult with the Dean of Students Office and the Office of Academic Advising regarding absences due to serious illness or the death of an immediate family member.

Adopted by the faculty March 7, 2003

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, Buttrick 100 (**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

### III. ACADEMIC REGULATIONS

(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.

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

### III. ACADEMIC REGULATIONS

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, the student must turn in the paper to the professor.

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 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. Grades are assigned the following quality points:

A = 4.00 quality points per semester hour  
A- = 3.67  
B+ = 3.33  
B = 3.00  
B- = 2.67  
C+ = 2.33  
C = 2.00  
C- = 1.67  
D+ = 1.33  
D = 1.00  
D- = .67 and  
F = 0

Courses taken on a pass-fail basis are recorded as P or F. No final grade of A+ may be given, however.

Grades of I, P, W and MED are excluded from GPA calculation. The grades of I, W, and MED may be given by the Dean of the College or the Dean of Students, in consultation with the faculty member.

Revised and adopted by the faculty December 5, 2003.

**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.

### III. ACADEMIC REGULATIONS

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 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 that learning through field experience can be a valuable adjunct to classroom learning.

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.

### III. ACADEMIC REGULATIONS

The student and her instructor should meet regularly and as frequently as possible to help the student relate her internship 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 intern site sponsor 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 intern site sponsor 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 experiential learning may authorize credit for internship 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 ahead of time exactly how much credit to recommend. In this case, the department may suggest to the director of experiential learning a range of credit hours. After recommendation by the department, the director of experiential learning 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 experiential learning.

1. 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)

### III. ACADEMIC REGULATIONS

- 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.

In conclusion, a guideline for assigning the amount of credit for an internship is, first, to assess the qualitative aspects of the internship. The use of a high level of skills and many opportunities for participation and observation will permit credit awarded 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 faculty sponsor might require a more extensive academic component in order to justify the credit award; or the faculty sponsor might reduce the number of hours earned in the internship.

Next, estimate the number of hours spent per week at the intern site. A full-time internship probably deserves 10 semester-hours of credit; a half-time internship, 5 semester-hours. Students attempting 4 hours of credit should spend a minimum of 10-12 hours per week at the intern site.

2. 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.

Adopted by the faculty on May 6, 1983.  
Revised August 1986, August 1991, August 2003.

### III. ACADEMIC REGULATIONS

#### 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 experiential learning if a range of credit was listed on the application. 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 will apply.

Adopted by the faculty May 6, 1983.

Revised August 1986, August 1991, August 1995, August 2003.

#### 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 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.

Agnes Scott College Faculty Handbook 2005-06

### III. ACADEMIC REGULATIONS

#### **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:**

- 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

### III. ACADEMIC REGULATIONS

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;
- 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;

### III. ACADEMIC REGULATIONS

- 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.
- 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

### III. ACADEMIC REGULATIONS

#### 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 that 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.

#### 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.

### III. ACADEMIC REGULATIONS

(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. 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	

### III. ACADEMIC REGULATIONS

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 adviser's approval, and then submit the completed form to the academic advising office.
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.
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

### III. ACADEMIC REGULATIONS

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

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 enrolled 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

### III. ACADEMIC REGULATIONS

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 advisers and professors. As of January 30, 2003, institutions enrolling foreign students are 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.

If an international student is experiencing academic difficulties, please report these difficulties or frequent absences to the Registrar's office and the Office of International Education 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 Bureau of Homeland Security 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

### III. ACADEMIC REGULATIONS

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.

Revised July 2002, August 2003.

#### 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 semester.** Additional information is available from the SGA assistant treasurer, the associate dean of the college, or the faculty member (TBA for 2004-05).

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 adviser. The funds are not to assist with the entertainment of visiting scholars, faculty candidates, or other guests.

### III. ACADEMIC REGULATIONS

#### 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 (**R Form**) 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, the accounting office, or from the intranet.
3. Approved requests will be forwarded to the accounting office where faculty members may obtain their reimbursements.

#### YEAR FIVE POST-BACCALAUREATE PROGRAM

Year Five Post Baccalaureate Studies at Agnes Scott College provides opportunity for students to complement their undergraduate program by broadening their studies in the major, exploring new academic areas or complementing pre-requisites related to graduate studies and career preparations. The 2004-2005 program is available only to those Agnes Scott College students awarded B.A. degrees in May 2004, and is tuition free.

##### Selection

The director of academic advising serves as the academic adviser for all Year Five undergraduate students. Students wishing to participate in Year Five Post-Baccalaureate Studies must submit a detailed academic plan and rationale with their application by the end of the spring semester. Students must demonstrate how the proposed courses are linked to their career and professional objectives. The Year Five Committee reviews all applications.

##### Eligibility

Participation in the Year Five Program on a tuition-free basis is not guaranteed to students entering Agnes Scott College in the fall of 2003 or later. The tuition-free Year Five Program is subject to college enrollments and available resources, and participation may be limited. The college will determine by February 1<sup>st</sup> of each year the availability of the program for the next academic year. Students graduating after May 2004 will not be eligible to enroll in the M.A.T. in Teaching Secondary English on a tuition-free basis through the Year Five Program. The program is open at full tuition to non-ASC students, both men and women on a non-discriminatory basis, and to those alumnae who do not meet the above criteria for the tuition-free year five.

Year Five students are eligible to take courses open to Agnes Scott College students, with exceptions noted below, on a space-available basis. Tuition-paying undergraduate and graduate student 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 fall registration is completed for traditional students.

##### International Students

International students interested in Year Five need to consult with the Office of International Education. Information will be made available regarding immigration regulations related to eligibility and visa requirements.

### III. ACADEMIC REGULATIONS

#### Regulations Specific for Year Five

Courses taken by Year Five students must be taken for credit and will appear on the transcript. These post-baccalaureate courses will appear after those taken to complete the baccalaureate degree. Although the cumulative 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. Physical Education is the only course that 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.

The following courses are not open on a tuition-free basis to Year Five students:

Applied Music	Internships (credit)
Independent Study	Special Study

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. 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.

#### Campus Housing

Campus Housing may be available to Year Five students for the 2004-2005 academic year based on the residential needs of undergraduate students. Campus housing will be granted to Year Five students on a space-available basis.

#### Career Planning

The following are available for all Year Five students through the Career Planning Office:

1. access to career library during regular office hours;
2. career workshops and Career Planning sponsored programs;
3. non-credit internships, as outlined in the guidelines drawn for the undergraduates [some internships are available, according to agency requirements, only to undergraduates];
4. on-campus interviews on a "space-available" basis, i.e., undergraduates have preference;
5. externships on a "space available" basis i.e., undergraduates have preference;
6. three (3) individual appointments during a given semester [undergraduates have unlimited individual appointments];
7. "shadows" arranged by the Career Planning Office will not be available to Year Five students but "networking" lists will be available.

### III. ACADEMIC REGULATIONS

#### Finances and Financial Aid

The existing refund policies concerning room and board will apply to Year Five students (see the Agnes Scott catalog)

- “Year Five” students are required to pay \$150 enrollment deposit and it will apply toward payment of the Student Activity fee. This deposit is refundable if no space is available in the courses requested.
- “Year Five” students may purchase the meal plan that is currently available for commuting students and faculty.
- “Year Five” students enrolled at least half-time who have taken out Federal Stafford loans for their undergraduate education may defer repayment during their fifth year even though they have already received their degree. If a student has already gone into repayment of her Federal Stafford loan or has a Federal SLS loan and returns to school at least half-time, she may be eligible for deferment even though she is not in a degree program. Any questions should be directed to the Financial Aid Office.
- “Year Five” students who need loans for living expenses may qualify for a Federal Stafford loan if they meet one of the following requirements:
  1. They are enrolled at least half time in a program required by the state for teacher certification or re-certification at the elementary or secondary level.
  2. They are enrolled half time for a single twelve-month period for course work that has been determined necessary for the student to enroll in a degree or certificate program. For example, if a student is required to take additional undergraduate courses to be eligible for a graduate program, then she is eligible for the loan.
  3. They must submit the free application for Federal Student Financial Aid.

#### Personal Counseling

Year Five students are not eligible for on-going individual counseling. They are eligible to be involved in Personal Counseling groups and/or they may schedule a one-time appointment to consult with a counselor regarding referral options.

#### Student Services

The Student Activity fee will be paid by Year Five students. This entitles them to the following:

1. participation in extracurricular activities;
2. access to all recreational activities and facilities;
3. participation in intramurals;
4. a pass for tickets for the College Events series.

Revised March 2003, May 2004

## IV. BENEFITS, SERVICES, AND FACILITIES

### IV. BENEFITS, SERVICES, AND FACILITIES

#### FACULTY BENEFITS

##### RETIREMENT PROGRAMS

Agnes Scott College has established a 403(b) Defined Contribution Retirement Plan to assist employees in saving for retirement.

Full-time and half-time employees who complete at least 1,000 continuous work hours each year are required to participate in the Agnes Scott College 403(b) Defined Contribution Retirement Plan. Participation begins (for those working 1,000 hours or more) after the employee has completed one year of service to the college. The plan is provided through Teachers Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF).

Participants may choose to participate in one of two ways:

- Contribute 5% on their salary with the college contributing an additional 10%, or
- Contribute 3.5% with the college contributing 7%

Employees may contribute on a tax-sheltered (salary reduction) basis or on a regular after-tax deduction basis. After two years of service, the employee will be fully vested in the college's contributions and their earnings. If the employee dies or becomes totally disabled before retirement, and has not yet attained two years of service, they are automatically vested. Employees are immediately vested in their own contributions to the plan.

A variety of investment options are available for participants. Allocations can be changed at any time by calling TIAA-CREF at 800 842-2776.

Employees may choose to make additional contributions into the Defined Contribution Retirement Plan that are not matched by the college, or contribute to a Supplemental or (additional) Retirement Annuity (SRA) fund. Additional contributions are subject to current IRS (Internal Revenue Service) regulations. Reduction and contribution maximums are subject to IRS Code Section 415 restrictions and amounts designated by the employee should be determined after consulting TIAA-CREF and/or the employee's personal financial adviser. **Employees contributing annual additions must fill out a form each year and must have documentation of consultation with TIAA-CREF or their personal financial adviser. Without this information, the office of human resources will not be able to process the request.**

Salary reduction agreements can be changed only once each calendar year. Complete details of the 403(b) Defined Contribution Retirement Plan are described in the Summary Plan Description provided to eligible employees. Contact the office of human resources for plan summary information, details, and enrollment forms.

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

Revised with TIAA-CREF and effective 7/1/03.

##### TERM LIFE INSURANCE

Full-time and half-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

## IV. BENEFITS, SERVICES, AND FACILITIES

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

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.

More information can be found at [www.bcbgsa.com](http://www.bcbgsa.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.

## IV. BENEFITS, SERVICES, AND FACILITIES

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](http://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](http://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.

Details are available in the office of human resources.

## IV. BENEFITS, SERVICES, AND FACILITIES

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](http://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.

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

## IV. BENEFITS, SERVICES, AND FACILITIES

### 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.

#### 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).

## IV. BENEFITS, SERVICES, AND FACILITIES

### 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:

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

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

## IV. BENEFITS, SERVICES, AND FACILITIES

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

If insurance coverage is already in effect, it 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 and exchange 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 participating institutions, contact the director of financial aid.

#### **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 that 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 Financial Aid. 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. Special circumstances may apply to study-abroad programs. Please consult the director of financial aid.

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. 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 two copies of the Agnes Scott College Tuition Remission Request form; one to the dean of admission (with the employee application for admission) and the other to the director of financial aid. Staff members and spouses complete the employee application for admission and submit transcripts of high school and previous college work. An interview may be required. Recommendations are not required for employees and the application fee is waived. Once the dean of admission reaches an admission decision, the director of academic advising will evaluate the transcript(s) for possible transfer credit.

#### **Dependent Children of Faculty and Staff**

Dependent\* 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

## IV. BENEFITS, SERVICES, AND FACILITIES

member. High school seniors, male and female, seek approval from the dean of admission to take courses at Agnes Scott College under the joint enrollment plan. An explanation of this program is offered in the college catalog. Female students seeking an undergraduate degree may apply for admission as degree candidates under normal procedures.

### **Association of Presbyterian Colleges and Universities Tuition Exchange Program**

Dependent children and spouses of full-time faculty and staff are eligible applicants to this program in participating APUC member institutions. For a current 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**

The Tuition Exchange Program is a national exchange program with approximately 450 participating colleges and universities. 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 ensure maximum access to participating institutions. A brochure listing of schools is available on request or view on-line at [www.tuitionexchange.org](http://www.tuitionexchange.org).

\*Dependent--anyone claimed on the employee's federal income tax return the calendar year prior to the anticipated enrollment date at Agnes Scott or other school for which remission is sought.

Revised August 1989, June 1992, July 2000, July 2003.

## **FACULTY PROFESSIONAL DEVELOPMENT**

Faculty<sup>5</sup> 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

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<sup>5</sup> 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

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)**

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 or at <http://intranet.agnesscott.edu/Academics/FacultyServices/FSForms/index.html>. 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.

## IV. BENEFITS, SERVICES, AND FACILITIES

- 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.

## 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.

## IV. BENEFITS, SERVICES, AND FACILITIES

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.

### 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 main 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

### PROFESSIONAL DEVELOPMENT DEADLINES

Members of the Professional Development Committee 2004-2005:

Gisela Norat, Chair

David Pate for Rosemary Lévy Zumwalt

Juan Allende

Phil Gibson

#### **September 30 – Sabbatical applications due in the dean of the college office.**

- Statement of the period of the sabbatical.
- Full description of the specific program.
- Statement of how prior leaves or sabbaticals have benefited the individual and the College.
- Statement describing any special space or technological requests.
- Updated *curriculum vitae*.

#### **September 30 – Reports from Professional Development, Julia Gary and Catherine Sims Awardees due in the dean of the college office.**

#### **February 15 – Professional Development Award applications due in the dean of the college office.**

Professional Development Awards cover expenses related to teaching, scholarship, and service, usually during the summer months.

Application form available on the intranet at:

<http://intranet.agnesscott.edu/Academics/FacultyServices/FSForms/index.html>

- Description of proposed project.
- Indication of the significance and contribution to your professional development/teaching/curriculum.
- List of publications/description of previous work in the proposed area.
- Indication of how your interest in this area has developed (if new).
- PDC awards received in the past five years.
- List other sources of support for this project including amounts or a statement of other requests for support.
- Budget information.

#### **February 15 – Julia Gary Collaborative Research Grant applications due in the dean of the college office.**

The Julia Gary Grant is intended to support summer research projects for students and faculty in the sciences. Summer research is understood to mean student stipends, faculty stipends, funds for all purposes related to the research project and the researchers during the summer. Sciences are defined as chemistry, biology, physics, astronomy and mathematics.

Application form available on the intranet at:

<http://intranet.agnesscott.edu/Academics/FacultyServices/FSForms/index.html>

- Description of proposed project.
- Current *Curriculum vitae*, including a summary of previous internal and external grants.
- Describe the participation of the proposed student research assistant.
- Describe the student's qualifications.
- Budget which can include student stipends, faculty stipends and funds for all purposes related to the research project and the researchers during the summer.

## IV. BENEFITS, SERVICES, AND FACILITIES

- Xerox of the I-9 form for the student research assistant submitted to Human Resources or a receipt from HR stating it has been turned in.

### **March 15 –Research Scholar Grant applications due in the dean of the college office.**

The Research Scholar program seeks to provide a collaborative research experience between students and faculty. Students are directly involved in research (their work is not bibliographic or clerical) which is geared to produce publishable results.

Guidelines and applications for the program are located at:

<http://intranet.agnesscott.edu/Academics/FacultyServices/FSForms/index.html>

- Description of proposed project.
- Current *Curriculum vitae* including a summary of previous internal and external grants.
- Describe the participation of the proposed student research assistant.
- Describe the student's qualifications.
- Budget which includes materials (not to exceed \$500) and the number of hours the student will work. The current rate for student workers is \$7.00 an hour.
- Xerox of the I-9 form for the student research assistant submitted to Human Resources or a receipt from HR stating it has been turned in.

### **April 1 – Catherine Sims Faculty Enrichment Fund Grant applications due in the dean of the college office.**

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.

Application form available on the intranet at:

<http://intranet.agnesscott.edu/Academics/FacultyServices/FSForms/index.html>

- Description of proposed project
- Indication of the significance and contribution to your professional development/teaching/curriculum
- List of publications/description of previous work in the proposed area
- Indication of how your interest in this area has developed (if new)
- PDC awards received in the past five years.
- List other sources of support for this project including amounts or a statement of other requests for support.
- Budget information

### Meeting Grant Information

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.**

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.**

## IV. BENEFITS, SERVICES, AND FACILITIES

**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.

**First Meeting**- 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.**

**Second meetings** - Funds will be available for a second meeting grant during an academic year **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
- Serving as an officer or committee member of a professional organization

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.

### **Application Procedure:**

Applications, signed by your department chair, should be submitted to the DOC Office **well in advance** of the meeting and as soon as is possible in the academic year. This will insure a fair division of meeting grant funds. Application forms are available at:

<http://intranet.agnesscott.edu/Academics/FacultyServices/FSForms/index.html>

Do not make unreimbursable travel plans until you receive notice that your trip has been approved by the dean. If you wish to use the college's travel companies, they are:

- First World Travel (678) 475-1381
- Teplis Travel Service (404) 252-6696

### **Reimbursement procedure:**

Reimbursement **cannot** be guaranteed unless a trip is authorized in advance by the vice president for academic affairs/dean of the college. Travel reimbursement forms are available at: <http://intranet.agnesscott.edu/Academics/FacultyServices/FSForms/index.html>

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 you have read a scholarly paper, a copy of the paper **and** of the meeting program must be submitted with the request for reimbursement.

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.

## 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 that 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.

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### GENERAL COLLEGE SERVICES

#### 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.	.

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.	.
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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

## IV. BENEFITS, SERVICES, AND FACILITIES

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 \$2.50 (two dollars and fifty cents).

To receive the meal, present your current valid College ID. ID cards are issued in ITS 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 \$2.50. If you do not present your validated ID with bar code you will be charged the regular price: \$6.00 for breakfast, \$8.00 for lunch or \$8.00 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, July 2003, August 2004.

### 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.

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.

## IV. BENEFITS, SERVICES, AND FACILITIES

### INFORMATION TECHNOLOGY SERVICES

The Office of Information Technology Services manages various facilities for both student and faculty use. The Macintosh lab, Dana 210, contains 11 stations with enhanced graphics capabilities; the Dana Design Studio contains two Macs, is located on the second floor and is not a general use lab, but reserved for students creating graphic design projects; satellite centers for student use are located in Main, Inman, Winship, Hopkins, Rebecca and Walters residence halls and Avery Glen 101; a computerized Writing Center in McCain Library G-13; the Technology Production Studio, McCain Library G-43; a computerized classroom (40 laptops) in Library G-48; and the MultiMedia Presentation Classroom, Buttrick G-25, with specialized media equipment for the presentation of materials by faculty. Buttrick G-12 contains ten networked computers. Fifteen Unix workstations are located in the Bradley Observatory and the Science Building. Laser printers are available in all of the community-wide computer facilities on campus (See detailed list of computer facilities below). Paper and toner supplies for network printing are currently provided by ITS. While faculty are not charged for network printing, we do ask that you help keep supply costs down by practicing conservative printing.

Personal computers are assigned to individual fulltime faculty members for use in their offices. All faculty are assigned e-mail addresses using the basic format: <first initial><last name>@agnesscott.edu and have access to the campus computer network, which is in turn connected to the Internet. This network connection makes available a wide variety of on-line internet resources.

The ITS staff 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 (McCain 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. Educational pricing for the personal purchase by faculty of computers equipment and software packages can be obtained through ITS.

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.

Technology services are listed alphabetically by building:

<b>Computer Labs</b>	<i>Building</i>	<i>Room #</i>	<b>Ext/Phone</b>
Satellite Center	Agnes Scott Hall	421	6532
Butler Business Center (Woodruff Scholars)	Alston Campus Center	114	
Cyber Café	Alston Campus Center	101	
ECommons	Alston Campus Center	200	
Satellite Center	Avery Glen	101	404-378-5854
Unix Laboratory	Bradley Observatory	107	
Teaching and Learning Center	Buttrick Hall	101-A	5312
Education Curriculum	Buttrick Hall	335	
Hayes Room (MAT Lab)	Buttrick Hall	306	
Seminar Classroom	Buttrick Hall	G-12	

#### IV. BENEFITS, SERVICES, AND FACILITIES

MAC Laboratory	Dana Fine Arts	215	6412
Design Lab	Dana Fine Arts	<i>2nd Floor</i>	
Satellite Center	<b><i>Hopkins Hall</i></b>	1st Floor	none
Satellite Center	Inman Hall	4th Floor	6488
Multimedia Classroom	McCain Library	G-48	5631
Technology Prod. Studio	McCain Library	G-43	6072
Writing Center	McCain Library	G-13	6242
Language Laboratory	McCain Library	G-11	5164
Disabilities Study Room	McCain Library	132	
Bibliographic Instruction	McCain Library	211	
Computer Cluster	McCain Library	<i>1st Floor</i>	
Media Computer Carrels	McCain Library	<i>Ground Floor</i>	
Public Computing	McCain Library	<i>Main Floor</i>	
Music Laboratory	Presser Hall	G-18	5467
Satellite Center	Rebekah Scott Hall	3rd Floor Lobby	none
Biology Laboratory	Science Building	<i>Obtain</i>	
Chemistry Laboratory (Physical Analytical)	Science Building	<i>307-E</i>	6036
Chemistry Instrumentation	Science Building	<i>312-E</i>	6389
Electronics Lab	Science Building	<i>108-W</i>	
Computer Laboratory	Science Building	<i>111-W</i>	
Psychology Data Analysis	Science Building	<i>131-E</i>	5432
Psychology Data Analysis	Science Building	<i>134-E</i>	
Physics Research	Science Building	<i>110-W</i>	
Quantum Physics	Science Building	<i>109-W</i>	
Student Learning Center	Science Building	203	5439
Computer Laboratory	Science Building	<i>303-E</i>	3392
Student Learning Center	Science Building	303	5378
Biology-Student Projects	Science Building	<i>206-E</i>	5332
Physics	Science Building	<i>104-W</i>	6373
Physiology – Animal	Science Building	<i>209-E</i>	5539
Data Analysis 2	Science Building		5065
Psychology Observation	Science Building	<i>116-E</i>	
Biology – Cell & Development	Science Building	<i>206-W</i>	5196
Microbiology & Cellular Bio	Science Building	<i>208-W</i>	
Biology – Genetics & Molecular	Science Building	<i>210-W</i>	5461
Biology – Animal	Science Building	<i>211-E</i>	
Satellite Center	Walters Hall	G-01	
Satellite Center	Winship Hall	G-28	5705

August 1988.

Revised August 1992, July 1993, July 1994, July 1995, July 1996, July 1997, July 2000, July 2001, August 2004.

#### MEDIA SERVICES

Media Services (**404 471-6313**), a division of the Department of Information Technology Services, 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.

## IV. BENEFITS, SERVICES, AND FACILITIES

### **Educational Technology Center**

The Educational Technology Center (ETC), a division of the Department of Information Technology Services, includes Instructional Technology and Media Services. The ETC is located on the ground floor of McCain Library and is open Monday-Friday, 8:30 a.m. until 4:30 p.m. For more information visit us at our website or contact Emily Gwynn at ext. 6313.

1. on campus, type: <http://etc>
2. off campus, type: <http://etc.agnesscott.edu>

### **ETC Services**

We build faculty awareness of what is possible with technology in teaching and learning, and we provide software support and training in the Technology Production Studio. We also provide assistance with Blackboard, Agnes Scott College's online course management system. For more information contact Calvin Burgamy at ext. 6059.

In addition to supporting technology and resolving technical difficulties in the classroom, we can help you select the appropriate media equipment for your classroom presentation or special event. Other services include audio and video tape duplication and assistance with checking out media equipment. For more information contact Tami Stanko at ext. 5468.

### **ETC Facilities**

#### **Technology Production Studio**

- Technology Production Studio – Located on the ground floor of the McCain Library (G-43 ), the TPS is home to specialty software and hardware that enhances faculty and students' ability to complete sophisticated multimedia and web projects. Within the TPS the user may scan slides and pictures, burn CD's, edit video and sound, and use the latest image manipulation and web-design software.

#### **Language Resource Lab (McCain Library, Room G-11)**

- This specialized room is equipped with 25 computers and is used for classes as well as a lab for individual study. Students can review language-specific software and use specialized equipment to listen, record, and playback language audio tapes and CD's.
- The room has advanced presentation technologies and "Conductor" software for managing conversational practice among individuals, pairs, groups, or the entire class. "Conductor" software must be running on the instructor's computer at all times.

#### **Multimedia Classroom (McCain Library, 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 (40 laptops). See our website to view other "smart" classrooms available for your classes.

## IV. BENEFITS, SERVICES, AND FACILITIES

October 1988.

Revised June 1992, July 1994, July 1995, July 1997, July 2000, July 2001, August 2004.

### MCCAIN LIBRARY

McCain 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 explore the library website: <http://library.agnesscott.edu>. Any general questions or concerns about the library may be directed to Virginia Moreland, Director of Library Services, x5277.

### 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 website 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 750 electronic journals by subscription, and electronic article access to more than 13,000 additional periodicals through database packages. Our collection also includes more than 27,000 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 website. Librarians also are available to assist faculty members in identifying and utilizing web resources appropriate to course content.

### 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 217,000 print volumes, 1,400 periodical subscriptions, and 18,000 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

## IV. BENEFITS, SERVICES, AND FACILITIES

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 website. 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.

### 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 Mary Beth Faccioli, Reference and Instructional Services Librarian, at x6343. Please allow two weeks advance notice to allow for scheduling and preparation.

### REFERENCE SERVICES

Faculty, staff and students are encouraged to seek assistance from a librarian for any information need, including finding library materials, identifying scholarly resources, selecting appropriate electronic databases, or improving strategies for information retrieval. At least one professional librarian is available nearly all hours the library is open; if one is not present at the reference desk, please inquire at circulation. Both on the spot help and in-depth consultations by appointment are available. Reference inquiries from faculty are also welcome by phone (x6096) or e-mail [library@agnesscott.edu](mailto:library@agnesscott.edu).

## IV. BENEFITS, SERVICES, AND FACILITIES

August 1989.

Revised June 1992, July 1993, July 1994, July 1995, July 1996, July 1997, July 2000, June 2001, July 2003.

### FACULTY SERVICES

The Offices of Faculty Services provide various 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-merges, data bases, 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; Web page design, 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, Faculty Services will post notices on classroom doors upon notification.**

There are five Faculty Services' offices on campus located as follows:

- Room 100 Buttrick Hall (main office)—Houses a faculty assistant who provides support to faculty in on the ground floor and 1<sup>st</sup> floor of Buttrick Hall.
- Room 319 Buttrick Hall—Houses a faculty assistant who provides support to faculty on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of Buttrick Hall.
- Room 201 Buttrick Hall—Houses a faculty coordinator who provides support to the Education Department and Teacher Education programs.
- Room 101E Science Center—Houses a faculty coordinator who provides support to faculty in the Science Center and the Bradley Observatory.
- Room 102 Dana Fine Arts Building—Staffed by a 10-month faculty coordinator who provides support to faculty in the Departments of Art, Music, 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 students 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 constituencies; information on grants available for faculty from the NEH, NEA, NSF, the Fulbright Scholar Program, and others.

Revised June 1992, July 1994, July 1995, July 1996, July 1997, July 1998, July 2000, July 2001, July 2002, August 2003, August 2004.

### 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.

## IV. BENEFITS, SERVICES, AND FACILITIES

### 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.

#### 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

If a vehicle is parked on campus, it must be registered with the public safety office at a cost of \$100.00 per year or \$60.00 per semester. A faculty/staff hanging decal must be displayed in the vehicle at all times. The vehicle must be reregistered at the beginning of each academic year.

Vehicles must be parked only in designated parking areas. Unauthorized parking in reserved spaces, handicapped spaces, or in restricted zones will result in a parking fine and/or the vehicle being wheel-

#### **IV. BENEFITS, SERVICES, AND FACILITIES**

locked or towed at the registrant's expense. Unauthorized parking or parking without current registration will result in a parking fine of \$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 wheel-locked or towed.

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 director of public safety. The director of public safety will notify the registrant of the decision to sustain the fine or grant the appeal. Upon notice of a denied 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.

Further details on parking can be obtained from the office of public safety and its publication on parking rules and regulations.

June 1992. Revised July 1993, August 2003.

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 2003-04 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 2004-05 *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

## V. COLLEGE POLICIES

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.

## V. COLLEGE POLICIES

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.

## V. COLLEGE POLICIES

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, Buttrick 100.

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 (hereinafter “Agnes Scott” or the “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 the college'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, e-mail, voice-mail and other telecommunications facilities, as well as all information contained therein (collectively, "electronic resources") owned or managed by the college.

The use of Agnes Scott electronic resources is a privilege, not a right, which may be revoked at any time for misuse. The 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 the 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 the college electronic resources are expected to utilize such resources in a responsible, ethical and legal manner consistent with Agnes Scott policies. As a user of Agnes Scott electronic resources, you agree to be subject to the guidelines of this "Policy for Acceptable Use of Electronic 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 electronic resources may not be used to damage, impair or in any way cause purposeful damage to Agnes Scott networks or computers or external networks or computers.**

For example, you may not:

- Use Agnes Scott electronic resources to breach security of any computer system
- Share your network ID and password with any unauthorized person on or off campus

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- Use computer resources to send large amounts of e-mail (e.g., e-mail "spamming") to an internal or external system
- Send e-mail of any type to someone's address in an effort to disable their e-mail 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)

### **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 electronic resources to interfere with or cause impairment to the activities of other individuals is prohibited.**

For example, you may not:

- Send chain e-mail or information about pyramid schemes
- Send large quantities of e-mail to an individual's mailbox (e.g., e-mail "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

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- Communicate or use any password, personal identification number, credit card number or other personal or financial information of a third party without the permission of such third party

### **Use of Agnes Scott 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, voice-mail or other form of electronic communication
- Send communication by electronic mail, voice-mail 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 e-mail 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:

- Install software, music or images obtained in violation of copyright or trademark laws or an applicable license agreement on any computer (collectively, "pirated materials") owned by the college
- Use any college-owned electronic resources to store or distribute pirated materials
- Bring any media containing pirated materials onto campus
- 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**

## V. COLLEGE POLICIES

Members of the Agnes Scott 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 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, which are listed below. 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, Student Handbook)
- Statement on Academic Freedom and Responsibility (Faculty Handbook, Student Handbook)
- Web site Terms and Conditions of Use  
([http://www.agnesscott.edu/home/p\\_termsandconditions.asp](http://www.agnesscott.edu/home/p_termsandconditions.asp)) and Privacy Statement  
([http://www.agnesscott.edu/home/p\\_privacystatement.asp](http://www.agnesscott.edu/home/p_privacystatement.asp))

**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. 6483

**Electronic Communications:**

Director of ITS  
Ext. 6483

**Honor Code and Honor Court:**

Dean of Students  
Ext. 6391

**Dispute Resolution Procedure (Faculty & Staff):**

Director of HR  
Ext. 6384

**Harassment:**

(Faculty & Staff) Director of HR  
Ext. 6384

**Harassment:**

(Students) Dean of Students Ext. 6391 or  
Public Safety Ext. 6355

**Health or Safety:**

Public Safety Ext. 6355  
Campus Health Center Ext. 6346

**Academic issues:**

Dean of the college Ext. 6283

**Voice-mail System:**

Director of ITS  
Ext. 6483

This policy supersedes all previous policies regarding acceptable use of computer resources, facsimile machines, voice-mail, e-mail and other telecommunications facilities.

The college is committed to academic freedom as stated in the 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

Approved by President's Council June 8, 1999

**ELECTRONIC MAIL GUIDELINES**

**E-mail Accounts**

All members of the Agnes Scott College community, faculty, staff and students have been given access to their own e-mail account in order to facilitate the timely exchange of information. These accounts are provided as a service to members of the college community. As such, users are expected to follow college guidelines on the appropriate use of e-mail and related technologies.

*These guidelines apply to:*

1. All e-mail services provided, owned or funded in part or in whole by Agnes Scott College.
2. All users and holders of College e-mail accounts or systems, regardless of the intended use; and
3. All college e-mail Official Records and/or Public Records in the possession of or generated by college employees and other users of e-mail services provided by the college, regardless of whether the records were generated on college or non-college computers.

### **Account Administration**

#### *Account Creation*

1. New faculty and student accounts are created one week prior to the start of the Fall and Spring semesters. The office of admission provides new student account information, while the office of the dean of the college provides new faculty information.
2. Staff accounts are created within 24 hours of ITS receipt of the Personal Action Form – Computer Access Information from Human Resources.
3. Account names are based on first initial, last name as it appears in the student or employee record. When duplicate account names occur, the middle initial will be inserted.
4. Vanity names are not permitted.

#### *Account Retention/Deletion*

1. Students
  - a. All graduating students retain their accounts for five months following their graduation month. Accounts for students graduating in December are deleted on May 31<sup>st</sup> of the following year, while student accounts for those graduating in May are deleted on October 31<sup>st</sup> of the same year.
  - b. Graduating students, who return for Fifth Year the semester following their graduation, retain their accounts through their Fifth Year attendance. If there is a semester break between graduation and Fifth Year attendance, the account is subject to deletion until enrollment notification from the Registrar is received.
  - c. Accounts for students withdrawing from the college for any reason other than an approved Leave of Absence are deleted upon notification of withdrawal from the Registrar.
2. Faculty accounts are retained for three months after leaving the college.
3. Staff accounts are disabled at 4:30 p.m. on the last day of employment and deleted the following morning.

#### *Account Management*

1. Student mailboxes are not backed up. Students are responsible for saving messages they want to keep.
2. Student e-mail that is 30 days old is automatically deleted from their mailboxes.
3. Faculty and staff mailboxes are recoverable under the following situations
  - a. All faculty and staff mailboxes can be restored in the event of a total e-mail system failure. Disaster recovery backups are performed nightly. This type of backup does not provide for individual account, folder or message level restoration.
  - b. Individual mailbox backups are performed on Wednesdays and Saturdays. If individual accounts are damaged, this backup provides for the recovery of individual accounts, contacts, folders and/or messages as of the date of the backup. Messages in the “deleted items” folder are not backed up and cannot be restored.
4. As of the publishing of these guidelines, e-mail disk quotas for faculty and staff are not in place. However, to prevent the implementation of e-mail disk quotas, each faculty and staff member is responsible for keeping their mailboxes at manageable levels. Please refer to the ITS Intranet site for more information on this topic.

### **Appropriate Use of E-mail**

E-mail communication is now considered a formal written record that carries the same legal weight as a formal memorandum. Users of e-mail communications should remember that the communication becomes the possession of the receiver and can easily be duplicated and redistributed by the receiver. Although passwords stored on the e-mail servers are securely encrypted and cannot be deciphered, users should note that they are responsible for the security of their own passwords. Users should be careful

## V. COLLEGE POLICIES

about sharing their login/password information. Doing so will provide others with access to their e-mail and network accounts.

*Examples of misuse of e-mail communications include, but are not limited to:*

- Messages that violates any local, state and/or federal law or that promotes any illegal activity
- Messages that may be perceived as harassing or threatening
- Messages that solicit support or funding not related to college business.
- Messages that promote continuation of a chain message or pyramid scheme
- Messages that could be reasonably expected to cause, directly or indirectly, unnecessary strain on computing facilities or serve to interfere with others' use of e-mail or the e-mail system (i.e. "spam", chain messages or "letter-bombs").
- Messages of a political nature (i.e. personal opinion, public debate, and/or campaigning)
- Messages that appear to represent, provide opinions, or otherwise make statements on behalf of the college or any unit of the college unless expressly authorized to do so.

For additional information on violations, please see the college's policy on Acceptable Use of Electronic Communications.

Violations will be handled through the normal college disciplinary procedures. Harassing messages and other illegal activity conducted via e-mail may also be reported to the appropriate local, state and/or federal authorities.

In spite of college policy, malicious persons who know the owner's computing ID and password can abuse e-mail. Users are responsible for protecting their own passwords and login information.

### *Confidentiality*

Users should be aware that e-mail is **NOT** recommended for use in confidential communications; especially those related to faculty, staff or student disciplinary or human resource-related matters. Since the security of e-mail cannot be guaranteed, any information of a confidential matter that needs to be conveyed should be done through one-on-one or written communication in conjunction with appropriate college personnel (i.e. Human Resources, direct supervisor, appropriate dean, etc.).

Users may not access, use or disclose personal or confidential information without appropriate authorization, and must take the necessary precautions to protect the confidentiality of personal or confidential information, whether that information is maintained on paper, found in e-mail or other electronic records.

The office of the registrar may elect to publish student e-mail addresses, phone numbers, etc. as directory information, consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA). Individual students may, consistent with college policy regarding the protection of student information (see Agnes Scott College Policy on Confidentiality of Student Records) request that the college not treat their address as directory information. Requests should be directed to the office of the registrar.

### **Personal Use**

College e-mail services may be used for incidental, personal purposes provided that such use does not:

- Directly or indirectly interfere with the college operation of computing facilities or e-mail services
- Interfere with the e-mail user's employment or other obligations to the college.

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- Violate this policy, or any other applicable policy or law, including but not limited to use for personal gain, conflict of interest, harassment, defamation, copyright infringement or illegal activities.

E-mail messages arising from such personal use shall, however, be subject to access consistent with this and other college policies and applicable laws. Accordingly, such use does not carry with it any reasonable expectation of privacy.

### **Guidelines for Broadcast Messages to External Publics**

Agnes Scott College personnel, from time to time, may send broadcast e-mail messages to certain target audiences in an effort to inform them about college activities and events, solicit support and donations, solicit involvement in college-related activities, foster interest in the college and encourage application for admission, etc.

Since these messages are distributed to a large population, they should follow the college's normal review and approval process before being distributed. Questions about the review process should be directed to the Office of Communications.

### **Guidelines for Use of Internal Distribution Lists (#Students, #Faculty, #Staff, etc.)**

**The following types of announcements or messages are considered appropriate for internal distribution lists:**

- Network access issues affecting all of campus
- Any safety or emergency-related situation (i.e. campus closings, evacuations, etc.)
- Special change in location or time for campus meals
- One announcement/invitation for an all campus special events (ex. Cultural Events or Student Activities program)
- Presidential or officer-level informational announcements
- Facilities-related services or outages affecting individual buildings or all of campus

**The following types of announcements or messages are considered inappropriate for internal distribution lists:**

- Club or event announcements that are not intended for all students
- Repeated invitations to any events
- Unsigned messages or messages with forged identities
- Surveys. Announcements about surveys are acceptable, but do not conduct a survey via the announcement service.
- Jokes, stories, recipes, poems, etc.
- Chain letters of any type, including unconfirmed computer virus reports. See the ITS Intranet site for information on computer viruses.
- Want ads, including carpooling, roommates, etc.
- "For Sale", giveaways, and other related advertising
- Requests for help in locating missing, stolen or lost items.  
*Contact Public Safety about stolen items.*  
*Contact the Information Desk for Lost and Found.*
- Personal, political messages
- Solicitations for donations for any non-college supported charity or group
- Advertisements of personal services, e.g. typing, baby-sitting, photography

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- Responses or replies to announcements made by someone else. Make these privately to the sender rather than the entire distribution list. Official corrections to announcements may be appropriate, however.
- Any message that violates the college's guidelines for e-mail use (see above)

### **Access to Internal Distribution Lists**

As a convenience to the campus community, the college provides access to a number of group distribution lists, including #Faculty, #Staff and #Students. However, access to #Students is limited to selected individuals within each division and to members of the faculty. Questions regarding use of this list should be directed to division vice presidents or the associate dean of students.

### **Guidelines for Use of Public Folders**

The college has developed a Public Message Folder system in Outlook to assist in eliminating clutter from e-mail boxes and to assist with distribution of announcements and other related information that is not deemed appropriate for delivery via internal message lists.

We ask that all ASC Network users post campus-wide messages to the most appropriate Public Folder instead of sending campus-wide e-mail messages to Fulltime Faculty, Fulltime Staff, Part-time Faculty and Students distribution lists. Each network user should in turn regularly check the public folders area for information of interest. Again, within a given folder, your subject line should be appropriate and informative.

The following Public Message Folders subject groups have been created with input from various campus groups for campus-wide use:

- Announcements
- Career Planning
- For Sale-Give Away
- For Students Only
- Lost-n-Found
- Shuttle Schedule

- All messages posted to the Public Folders expire two weeks after posting and are automatically deleted by the system
- Each person who posts a message can delete the posting prior to the two week expiration, and can modify the posting at any time
- The For Students Only folder is only accessible to students
- Submit new folder suggestions to the associate dean of students.

### **Indemnification of the college**

Users agree by virtue of access to the college's computing and e-mail systems to indemnify, defend and hold harmless the college for any suits, claims, losses, expenses or damages, including but not limited to litigation costs and attorney's fees, arising from or related to the user's access to or use of college e-mail and computing systems, services and facilities.

### 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

DO NOT USE TAPE ANYWHERE IN THE BUILDING

Organizations may post fliers on the Inter Organizational Council (I.O.C.) bulletin board

Events may be advertised with table tents and banners (banners may be hung in the stairwell by string only).

#### McCain Library

DO NOT USE TAPE ANYWHERE IN THE BUILDING

Table tents may be used provided there is still ample space for students to do their homework.

#### Buttrick Hall

Masking Tape is allowed in the bathrooms and elevators

Advertisements may be hung from the magnetic strips, which are located in the stairwell, and, with the department's permission, on department bulletin boards.

Main lobby kiosk may also be used for fliers and may be attached with staples or pushpins

#### Science Center

Approved fliers may only be posted on bulletin boards for general postings only. Fliers must be removed within 24 hours of the event.

#### Presser Hall

Advertise on the magnetic strips, in bathrooms, or on interior doors.

Masking tape is permitted on interior doors & in the bathrooms.

#### Dana Fine Arts Building

No tape may be used in this building with the exception of the bathrooms.

Fliers may be left at the information desk and with the department's permission; fliers may be posted on bulletin boards.

#### Woodruff Building

Masking tape may be used in bathrooms only

Bulletin boards may be used with department's permission

Fliers may be left at the information desk

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### Evans Dining Hall

DO NOT USE TAPE IN BUILDING

Table tents are ALLOWED

Small bulletin boards (in the front of the building) may be used with pushpins only

### Residence Halls: Hopkins, Inman, Main, Rebekah, Walters and Winship

Posting is allowed throughout the building.

Masking tape may be used in bathrooms, on interior doors, & in elevators.

Do not post fliers on exterior doors

### Avery Glen

There is no posting in Avery Glen. It is against the policy of the complex

**It is against Georgia state law to post anything on the exterior doors of buildings.**

**1<sup>st</sup> offense = warning**

**2<sup>nd</sup> offense = must pay fine and possible budget cut.**

(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:

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### **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 or refer to Blackboard for a message from the instructor.

### **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.

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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 campus Health Center or the American Lung Association Web page, [www.lungusa.org](http://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

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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*, A,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**

## V. COLLEGE POLICIES

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. Director of human resources, who will ensure that the process adheres to proper investigative format and serve as committee chair
2. President of Honor Court
3. One member of the senior managers, who will be appointed annually by the president

*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*, A,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 A,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.

### 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](http://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

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.**
- **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.**

## V. COLLEGE POLICIES

- **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

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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