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2 207 GENERAL PERSONNEL REGULATIONS
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4 **207.01 Faculty Absence (Corps of Instruction)**
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6 When a faculty member must be absent from class for any reason, he or she is
7 responsible for notifying the department head or coordinator as soon as practical
8 and for making proper arrangements for classes. It is normally preferable to have
9 another faculty member teach the classes, but if this arrangement cannot be made,
10 students should be given specific and meaningful assignments, such as library
11 research, group work, or work in the Center for Academic Success. (The Library
12 or Center for Academic Success should be notified if students are to attend as a
13 group.) Class dismissal with no assignment to replace class time is inappropriate.
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15 Specific reasons for absences and types of leave are discussed below.
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17 **207.01.1 Professional Absence (including Professional Travel)**
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19 Absence from class or other scheduled activities for professional reasons,
20 whether on- or off-campus, requires the approval of the department head
21 or equivalent supervisor. In addition, off-campus travel must be approved
22 by the dean and the Provost (and the Vice President for Business and
23 Operations if University funds are used). The following procedure must
24 be followed:
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- 26 1. For any off-campus professional absence, the faculty member must
27 complete a Travel Authorization Form and submit it to the appropriate
28 department head or other supervisor. For routine travel directly
29 connected to duties (e.g., clinical travel or attendance at required
30 University System meetings) and day trips at no expense to the
31 University, this is the only form necessary. Forms are found at
32 <http://www.clayton.edu/accounting-services/expenses/travel/forms>.
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- 34 2. For any professional development travel involving University funds
35 (or overnight travel even if no University funds are used), the faculty
36 member must complete the same Travel Authorization form.
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- 38 3. Additional policies regarding travel can be found at
39 <http://www.clayton.edu/accounting-services/expenses/travel>.
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41 **207.01.2 Sick Leave**
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43 **1. Sick Leave with Pay:**
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45 **Board of Regents Policy 8.2.7.2 Sick Leave With Pay:** For all regular
46 full-time employees of the University System of Georgia defined in
47 Section 801, sick leave shall be accumulated at the rate of one working
48 day per calendar month of service. Regular part-time employees working
49 one-half time or more will accumulate sick leave in an equivalent ratio to
50 their percentage of time employed. Sick leave for employees shall be
51 cumulative.

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

- A. Illness or injury of the employee;
- B. Medical and dental treatment or consultation;
- C. Quarantine due to a contagious illness in the employee's household; or
- D. Illness, injury, or death in the employee's immediate family requiring the employee's presence.

If sick leave is claimed for a continuous period in excess of one week, a physician's statement is required to permit further claim of sick leave rights by the employee-patient.

A terminating employee shall not accumulate sick leave or be entitled to receive sick pay after the last working day of his/her or her employment.

Upon the movement of an employee among institutions of the University System, accumulated sick leave will be transferred if there is no actual break in service (BR Minutes, 1991-92, pp. 354-355).

The normal maximum leave time for death in the immediate family (spouse, parents, guardian, child, sibling) is three (3) days. Exceptions to this provision may be granted in unusual circumstances when recommended by the faculty member's supervisor and approved by the Provost (or other appropriate administrative officer).

2. Sick Leave Without Pay:

Board of Regents Policy 8.2.7.3 Sick Leave Without Pay: Any employee unable to return to work after exhausting all accumulated sick leave and accrued vacation leave may be granted sick leave without pay for a period not to exceed one year. Furthermore, such approved sick leave shall allow the employee the right to elect to continue his or her group insurance benefits, and the institution will continue its share of the cost for such period. All other benefits are prohibited which otherwise would accrue to the employee.

A physician's statement or other evidence may be required by the supervisor or Director of Human Resources.

207.01.2.2 Procedure for Reporting Sick Leave (Corps of Instruction)

All absence from class or other officially scheduled activity must be reported within a week. Please note that sick leave must be reported even if a colleague "covers" the class or if the time is "made up" through an alternate assignment or meeting time.

As full time employees of the University, faculty are expected to take sick leave hour-for-hour of time unable to work in accordance with the University's Employee Handbook.

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207.01.3 Military Leave

BOR’ policies concerning military leave are detailed in Section 8.2.7.5 Military Leave With Pay and Section 8.2.7.7 Miscellaneous Leave (see d.) of the Policy Manual and in Section 4.9 Leaves of the Academic Affairs Handbook.

207.01.4 Court Duty (Jury or Witness)

Board of Regents Policy 8.2.7.7 Miscellaneous Leave (b): Court duty leave with pay shall be granted regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

A Clayton State faculty member called to court duty should notify his or her supervisor of the duty and make arrangements to cover classes or other duties. When possible, the faculty member should work with the court to arrange the absence for the least inconvenient time. At the conclusion of the court duty, the faculty member must file an Absence Report form with the Office of Human Resources. The form should be clearly marked “Court Duty” and a copy of the official court order should be attached.

The faculty member will be paid his or her normal salary while on jury duty. Since payment for jury duty is usually a nominal amount, it shall be considered as expense money and may be retained by the faculty member.

Except as noted herein, a faculty member compelled to serve as a witness will be paid his or her normal salary and may accept expense money. Absence by faculty involved as principals in litigation requires careful attention by the faculty member and supervisor. A fiscal-year employee will normally take annual leave. An academic-year employee will make special arrangements with his or her supervisor.

Employment of a faculty member as an expert witness shall be considered as consulting rather than court duty. (See the Outside Activities section below).

207.01.4 Voting

Board of Regents Policy 8.2.7.7 Miscellaneous Leave (c): Employees of the University System of Georgia are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. When an employee’s normal working hours coincide with voting hours, the employee shall be granted leave as stipulated by his or her immediate supervisor, for the purpose of voting.

207.01.5 Personal Leave

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Board of Regents Policy 8.2.7.7 Miscellaneous Leave (e.): At the discretion of the president of an institution, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

207.01.6 Weather/Emergency Leave

Board of Regents Policy 8.2.7.7 Miscellaneous Leave (f.): In the event of inclement weather or any emergency which requires leaves of absence of employees, the president of a unit in the System may declare leave with or without pay.

207.01.7 Leaves of Absence

This category includes but is not limited to leaves for further academic study.

Board of Regents Policy 8.2.7.4 Educational and Professional Leave

Leaves of absence of one year or less with or without pay may be granted by the institution's president and reported to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee.

In considering a request for leave with pay, the president should bear in mind that it is the policy of the Board that such leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The president should examine carefully the program or project on which the employee proposes to work, and he/she should also consider the likelihood of the employee's being able to accomplish the purposes for which leave is requested. It is expected that scholarly and professional leaves shall be granted without pay where the leave is supported by an external grant or stipend.

In considering a request for a leave, the president should take into consideration the effect that the granting of the leave will have on the institution or on the department of which the employee is a member. If the employee's work cannot be handled by other employees and if funds are not available for the employment of a substitute, the president will be justified in refusing to recommend that the leave be granted or in deferring action upon the request for a leave.

The president ordinarily should not approve a request for a leave with pay if the applicant for leave has been employed at an institution for the period of fewer than three (3) years. The USG chief academic officer will promulgate guidelines regarding educational and professional leave (BoR Minutes, February 2007).

Any employee who has been granted a leave of absence with pay shall be required, before beginning the leave, to sign an agreement indicating that:

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1. For a leave with pay of less than one year, the employee will return to the institution at the termination of the leave for a period of at least one (1) year;
 2. For a one-year leave with pay, the employee will return to the institution at the termination of the leave for a period of at least two (2) years; and that,
 3. If the employee does not return to the institution for the full amount of time specified in the agreement, the employee will reimburse the institution for the amount of compensation received while on leave, as well as any other expenses paid by the USG during the leave, including all benefit costs (BoR Minutes, February 2007).
- A faculty or staff member who returns from an authorized leave which enhances professional study and development shall be entitled to a salary which will include, as a minimum, the mandated across-the-board salary raises which occurred during the period of leave (BoR Minutes, 1980-81, p. 191).
- No leaves of absence will be granted to USG retirees and who are drawing retirement benefits from the Teachers' Retirement System of Georgia or from the USG. Approved leave shall allow employees the right to elect to continue group insurance benefits with institutional participation (BoR Minutes, 1949-50, pp. 452-53; 1990-91, pp. 298-299; February, 2007).

207.01.8 Vacation (Annual Leave)

Faculty on academic-year contracts do not accrue vacation leave. Faculty on fiscal-year contracts do accrue vacation leave and must report days between semesters and other appropriate absences as vacation leave time.

207.01.9 Pregnancy and Family Leave

- Board of Regents Policy 8.2.7.6 Family and Medical Leave
- In accordance with the federal Family and Medical Leave Act (FMLA) of 1993, to be eligible for FMLA leave, the employee must have worked for the USG:
1. For at least twelve (12) months total; and,
 2. For at least 1,250 hours during the 12-month period immediately preceding the commencement of such leave.
- (BoR Minutes, August 2004)
- The FMLA entitles an employee to up to twelve (12) work weeks of leave for one of the following conditions:
1. Birth and care of a newborn child of the employee;
 2. Legal placement of a child with the employee for adoption or foster care;

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- 3. Care of an immediate family member (defined as the employee's spouse, child, or parent) with a serious health condition; or,
- 4. A serious health condition of the employee himself/herself, which renders the employee unable to perform the duties of his/her job.

207.02 Gratuities

Board of Regents Policy 8.2.13 Gratuities: An employee of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

207.03 Check-out Procedure for Faculty Members Ending Employment

The final paycheck cannot be issued to a faculty member who has resigned, retired, or been terminated until a Clearance of Campus has been completed and signed by the appropriate administrator. The exit checklist accounts for keys, grade books and student records, curriculum materials, manuals, equipment and supplies, library materials, forwarding address, University credit cards, and other listed items. A copy of the Faculty Exit Checklist will be given to the employee by the department head or other supervisor.

207.03.1 Resignation of Tenured Faculty

Board of Regents Policy 8.3.4.1 Notice of Employment and Resignation: All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty (60) days written notice of their intention to resign to the president of the institution or to his/her authorized representative.

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207.03.2 Non-Renewal of Non-Tenured Faculty

8.3.4.2 Non-Tenured Faculty with Academic Ranks of Instructor, Assistant Professor, Associate Professor, and Professor

All non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor), are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of the next academic year unless notified in writing, by the president of an institution or his/her authorized representative, of the intent not to renew. Written notice of intent not to renew shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered (BoR Minutes, October 2008).

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

Notice of intention to not renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

1. At least three (3) months before the date of termination of an initial one-year contract;
2. At least six (6) months before the date of termination of a second one-year contract; or,
3. At least nine (9) months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary, limited-term, or part-time positions, or persons with courtesy appointments such as adjunct appointments.

This schedule of notification does not apply to Georgia Gwinnett College, as noted in [Section 8.3.4.4 of this Policy Manual](#).

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207.04 Sexual Harassment

Board of Regents Policy 8.2.16 Sexual Harassment: Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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| <ul style="list-style-type: none">A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; orB. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; orC. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. |
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207.04.1 University Policy on Sexual Harassment

Clayton State is committed to providing a learning and work environment conducive to effective learning and to the effective discharge of work-related duties and responsibilities. Employees are expected to act professionally in their respective work settings. Students are expected to respect the rights of other students and all members of the University community. The University environment must be free of discrimination and harassment of any kind, especially that of a sexual nature. Any allegations of sexual harassment will be thoroughly and expeditiously investigated. Sexual harassment is totally unacceptable, and determination that such harassment has occurred will result in prompt and firm disciplinary action which may include immediate dismissal.

207.04.2 Procedure for Reporting Sexual Harassment

Any complainant (faculty member, staff member, or student) who believes that he or she is a victim of sexual harassment should follow the procedural steps described below:

Step 1: Complainant should clearly convey his or her discomfort with the conduct to the alleged offender (see procedural notes);

Step 2: If the conduct continues, complainant should convey to the alleged offender, in writing, a request that the conduct be discontinued (see procedural notes);

Step 3: Reporting Procedure:

- a. Employee Complainant: If the offensive behavior continues, complainant should report the conduct to his or her immediate supervisor or the Director of Human Resources.
- b. Student Complainant: If the offensive behavior continues, complainant should report the conduct to the Vice President and Dean of Student and Enrollment Services *and* to other administrators as follows:
 - (1) If the alleged offender is another student, and if the alleged offender is in a class with the complainant, the complainant should also notify the instructor.
 - (2) If the alleged offender is a faculty member, the complainant should also report the offensive behavior to the department head or other administrator to whom the faculty member reports.

- 350 (3) If the alleged offender is a University employee other than a
351 faculty member, the complainant should also report the offensive
352 behavior to the employee's immediate supervisor, if known, or to
353 the Director of Human Resources.
354 (4) If the alleged offender is a visitor to the University (i.e., anyone
355 not a student, faculty member, or other employee) the complainant
356 should also report the offensive behavior to the department or
357 office where the behavior occurred.
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- 359 a. Procedural Notes for Students and Employees:
- 360 (1) If the complainant has reason to fear reprisal from the alleged
361 offender if steps one and/or two are carried out, the complainant
362 may move directly to the next step.
- 363 (2) If the complainant has reason to be uncomfortable reporting as
364 directed by this policy, the complainant should report the offensive
365 behavior to any administrator (not a subordinate of the alleged
366 offender) with whom the complainant feels comfortable. That
367 administrator then has the responsibility of helping the
368 complainant with the procedure.
- 369 (3) If at any time a person experiencing sexual harassment has cause
370 to fear immediate physical harm, the person should promptly
371 contact campus public safety.
- 372 (4) ~~If this three-step procedure does not result in satisfaction, the~~
373 ~~complainant should follow the Grievance Procedures as indicated~~
374 ~~in the Faculty Handbook or Student Handbook, as appropriate.~~
375 All such complaints shall be handled as further detailed by the
376 Department of Human Resources' policies and procedures which
377 are available online and in the Department of Human Resources.
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379 **207.05 Faculty-Student Relationships**

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381 As professional educators, faculty members have responsibilities to students in
382 various roles including teacher, advisor, sponsor, and mentor. Because all faculty
383 have this educational responsibility toward all students, faculty must ensure that
384 their relationships with students remain clearly and exclusively professional. Any
385 action or relationship that may compromise a faculty member's impartiality or
386 objectivity toward a student should be avoided.
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388 An inherent inequality of power, prestige, and authority exists between faculty
389 and students; therefore, some personal relationships, which on the surface seem to
390 be fully consensual, may, in fact, be shaped by the faculty member's position of
391 influence and thus should be avoided. Faculty should take care to avoid not only
392 impropriety or conflict of interest but also the appearance thereof with students.
393 While applying to relationships with all students, this policy is especially
394 important with regard to students with whom the faculty member has, or is likely
395 to have, direct contact such as in class, in a student organization, or as a reference.
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397 A faculty member who has any concerns or questions about a relationship should
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207.99 Forms

- Clayton State Travel Expense Statement
- Clayton State Absence Report-Faculty
- Clearance of Campus Form

208 OUTSIDE ACTIVITIES AND ON-CAMPUS EXTRA COMPENSATION

208.01 Conflict of Interest: Policy

Board of Regents Policy 802.16 Outside Activities: An employee of the University System of Georgia should avoid actual or apparent conflict of interest between his or her college or university obligations and his or her outside activities.

A conflict of interest is defined as a conflict between the private interests and the official responsibilities of a person in a position of public trust. The first obligation of a University employee is always to Clayton State. No University employee shall engage in any outside activity that competes or appears to compete with the interests of the University, and/or to inhibit the successful pursuit of University objectives, and/or to bring discredit upon the University. Such outside activities are, by definition, a conflict of interest and will not be approved.

208.02 Occupational Activity and Consulting

208.02.1 Definitions

1. An outside activity is considered “occupational” if the employee must commit more than one full business day per week to the pursuit of the activity. Absences to engage in occupational activity must be requested using an “Employee Occupational and On-Campus Activities Approval Form.”
2. “Ongoing occupational activities” are occupational activities that require the attention/time of an employee more than once in an academic year.
3. Single Occasion Occupational Activities are those activities involving only a few hours (generally fewer than 8) of faculty time and not recurring on a regular basis as part of an established pattern of consulting speaking or performing.
4. Extra compensation is defined as activities performed outside the frame work of the employee’s normal workload in which the employee is compensated through the University System of Georgia payroll system.
5. Consulting

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Board of Regents Policy 802.16.02 Consulting: Recognizing that teaching, research, and public service are the primary responsibilities of faculty members in the University System of Georgia, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year...

Board of Regents Academic Affairs Handbook Section 4.09.02 Consulting: The following disclaimer should be included in any written reports prepared by faculty members of the University System of Georgia for clients for whom they perform consultation services:

“This report represents the opinions of the author(s). It carries no official endorsement by [Clayton State].”

208.02.2 Policy

Board of Regents Policy 802.16.01 Occupational:

- A. An employee of the University System shall not engage in any occupation, pursuit, or endeavor, which will interfere with the regular and punctual discharge of official duties. The Board may from time to time adopt additional restrictions and limitations on outside activities of employees as set forth in this Policy Handbook.
- B. All full-time faculty, administrators, and other professional staff members employed by an institution of the University System are expected to give full professional effort to their assignments of teaching, research, and service.
- C. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria: (1) is a means of personal professional development; (2) serves the community, state or nation; or (3) is consistent with the objectives of the institution.
- D. For all activities, except single-occasion activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the president or his/her designee prior to engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

- 1. The use of University funds, facilities, materials, equipment, or supplies, in connection with outside occupational activities or consulting is strictly prohibited unless prior arrangements have been approved for reimbursing the University at the normal rates charged to outside users of University facilities.
- 2. Missing class or other assigned duties to engage in approved outside occupational activities or consulting is strongly discouraged, and

501 general approval of an activity does *not* convey specific permission to
502 be absent. If special circumstances appear to warrant absence (e.g.,
503 out-of-town consulting), the faculty member must secure prior written
504 authorization. The faculty member must specify what arrangements
505 have been made to make sure that the absence will not interfere with
506 the discharge of official duties. In no case may class absence for
507 occupational activity or consulting exceed 10 percent of the lecture/lab
508 time for a semester.

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510 **208.02.3 Procedure for Obtaining Approval of Occupational Activity** 511 **or Consulting**

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513 *Before* accepting outside occupational activity or consulting during the
514 term of his or her contract or during summer if receiving compensation
515 from the University, the faculty member must do the following:

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517 1. A faculty member wishing to engage in outside occupational activity
518 or consulting must first discuss the employment with his or her
519 department head/associate dean or supervisor to determine if the
520 employment is consistent with the University and BOR policy.

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522 2. If this informal consultation indicates that the activity appears likely to
523 be approved, then the faculty member should submit a completed
524 Employee Occupational and On-Campus Activities Approval Form
525 to the department head/associate dean or supervisor, who will forward it
526 through the administrative chain of command for approval.

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528 Employees who wish to engage in on-going occupational activities or
529 on-going consulting must submit a form at the start of each academic
530 year. Approval during one academic year does *not* necessarily ensure
531 approval in subsequent years. It is the employee's obligation to report
532 and request approval of any substantive change in the nature or extent
533 of duties or obligations involved in outside occupational activities or
534 consulting approved for the year.

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536 Employees who engage in outside occupational activities or consulting
537 on an occasional basis that is not amenable to long-term planning must
538 submit an approval form for each occasion, and must *not* engage in the
539 activity or activities until written approval is received.

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541 **208.02.4 Occupational Activities Resulting in Extra Compensation**

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543 The following guidelines must be met for outside activities that result in
544 extra compensation:

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546 1. Compensation made through the college payroll system will be subject
547 to the following limitations:

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549 a. The compensation will not exceed the fair market value for the
work performed.

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551 b. During that part of the year when a faculty member is under
contract as a full-time employee of the college, the compensation

552 will not exceed 20% of the faculty member's base pay as indicated
553 in the contract.

554 (1) Faculty members on a fiscal year contract may be compensated
555 up to an additional 20% of their base pay during the fiscal year.

556 (2) Faculty members on an academic year contract may be
557 compensated up to an additional 20% of their base pay during
558 the academic year contract period. They may be compensated
559 for an additional 33.3% of their academic year base pay during
560 the period following the academic year contract period. If a
561 project resulting in extra compensation generates funds in
562 excess of this limit, the funds will be used to "buy" a portion of
563 the faculty member's time; the faculty member will be released
564 from an appropriate portion of his or her responsibilities as a
565 full-time faculty member.

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567 2. Any faculty member receiving compensation from a corporation that
568 has a contract with the University must disclose and receive prior
569 approval from the President or his designee for that compensation.
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571 3. A faculty member who participates in an outside activity during the
572 summer semester is not subject to a compensation limit provided that
573 the faculty member is not under contract during the summer semester.
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575 4. If a faculty member, while under contract for the summer semester,
576 wishes to participate in an outside activity, the approval process as
577 outlined in section 208.02.3 must be followed.
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579 **208.02.5 Approval Procedures for Outside Activity Involving Georgia**
580 **State Agencies (including other institutions of the University**
581 **System of Georgia)**
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583 The following steps must be completed for outside activities involving
584 Georgia state agencies:
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586 1. Employees of Clayton State who desire to perform paid services for
587 another state agency should arrange an informal consultation with their
588 department head/ associate dean, director, or dean, and vice president,
589 as applicable, and discuss the proposed arrangements in detail. No
590 commitment of any kind to another state agency should be made by a
591 Clayton State employee until and unless informal approval is obtained
592 in Step 1.
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594 2. The chief executive officer of the department or agency desiring the
595 services of a person at this University who falls in one of the eligibility
596 categories mentioned above should address a letter to the President of
597 the University, certifying the need for the Clayton State employee's
598 services and explaining why the best interests of the state will be
599 served by obtaining the part-time services of a Clayton State
600 employee, rather than obtaining the same services from a person(s) not
601 presently employed by the State of Georgia.
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3. The President of the University may approve or disapprove the request. In order to approve the other agency's request for a Clayton State employee's services, the President must certify in writing, to the requesting state agency or department, each of the following:
 - (1) The person whose services are desired is available to perform such services.
 - (2) The performance of the requested services will not detract from, or have a detrimental effect on the Clayton State employee's performance of obligations to the University.
 - (3) The part-time employment of the employee will be in the best interests of the State.
 4. The two departments or agencies involved must then reach an agreement about the procedures under which the Clayton State employee shall perform the additional services. The agreement shall specify the means of employment (whether as a part-time employee or as a consultant), the compensation involved, and other pertinent details and conditions. The agreement may be terminated at any time by either party.

623 **208.02.6 Professional Liability Insurance**

624

625 Employees should be aware that they are *not* covered by The BOR
626 Professional Liability Insurance Plan when engaged in outside
627 occupational activity or consulting. Liability coverage for such activities
628 was specifically excluded by the BOR in 1987. This exclusion
629 specifically extends to "Participation in consultation practice in the
630 employee's discipline or related subject areas, when such consultation is
631 for the employee's personal gain and where the contract for the service is
632 between the employee and the third party benefiting from the
633 consultation." (BOR action Jan. 14, 1987)
634

635 **208.03 On-Campus Activities For Extra Compensation (Personal Services)**

636

637 Faculty members are, of course, expected to devote a full workweek to their
638 regular duties and responsibilities to the University. Occasionally, special
639 activities, above and beyond the normal workweek, will be performed for which
640 extra compensation may be provided.
641

642 **208.03.1 Procedure for Approval**

643

644 Any faculty member intending to perform on-campus activities for extra
645 compensation must complete the Employee Occupational and On-Campus
646 Activities Approval Form. The form requires the signatures of the
647 immediate supervisor and other administrators.
648

649 **208.03.2 Continuing Education**

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651 The most common type of extra compensation is that provided when the
652 faculty member teaches or performs other services for the office of
653 Continuing Education above and beyond the faculty member's normal

workweek. The approval procedure explained in 208.03 must be followed for Continuing Education compensation.

208.04 Political Activity

Board of Regents Policy 802.16.03 Political:

As responsible and interested citizens in a democratic society, employees of the University System are encouraged to fulfill their civic obligations and otherwise engage in the normal political processes of society. Nevertheless, it is inappropriate for System personnel to manage or enter political campaigns while on duty to perform services for the System or to hold elective political office at the state or federal level while employed by the System. Therefore, the following policies governing political activities are hereby adopted:

- A. Employees may not manage or take an active part in a political campaign which interferes with the performance of duties or services for which he or she receives compensation from the System.
- B. Employees may not hold elective political office at the state or federal level.
- C. A candidate for or holder of an elective political office at the state or federal level may not be employed or hold a faculty, staff, or other position at an institution of the System, with or without compensation.
- D. Employees seeking elective political office at the state or federal level must first request a leave of absence without pay beginning prior to qualification as a candidate in a primary or general election and ending after the general or final election. If elected to state or federal office such person must resign prior to assuming office.
- E. Employees may seek and hold elective office at other than the state or federal level, or appointive office, when such candidacy for or holding of the office does not conflict or interfere with the employee's duties and responsibilities to the institution or the System.

Any employee of Clayton State who files for political office must immediately notify his or her supervisor in writing.

208.05 State Business Disclosure Report

Georgia Code Sections 45-10-20 through 45-10-28 require that public officials and employees of the state or any agency thereof must disclose on or before January 31st of each year, all business transactions during the preceding calendar year between the State of Georgia and the public official or employee or any business in which such official or public employee or any member of the family has a substantial interest.

The Attorney General's office has advised that employees of the BOR are considered to be public employees and are required by law to comply with the disclosure provision of this law unless the amount of each individual transaction is less than \$250.00 and the aggregate of all transactions does not exceed \$9,000.00 per calendar year.

704 The Attorney General's office has also confirmed that employees who have not
705 engaged in any business with the State during the past calendar year are not
706 required to file the report.

707
708 For any employee required to file, a copy of the State Business Transaction
709 Disclosure Report to the Office of Secretary of State is available in the
710 Department Office of Human Resources.

711
712 **208.99 Forms**

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714 Employee Occupational and On-Campus Activities Approval Form
715

716

717 **209 USE OF STATE PROPERTY**

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719 **209.01 Political Campaigns**

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721 **Board of Regents Policy 914.01 In Political Campaigns:**

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723 The president of each institution may authorize the use of institution facilities for
724 political speeches. However, such use shall be limited to meetings sponsored by
725 the recognized organizations of the institution and shall be held only at places
726 designated by the president.

727

728 The use of System materials, supplies, equipment, machinery, or vehicles in
729 political campaigns is forbidden.

730

731 **209.02 Personal Use**

732

733 **Board of Regents Policy 914.02 For Personal Use:** Property owned by an
734 institution shall be used only for institutional purposes. No employee in the
735 University System shall permit such property to be removed from the campus of
736 an institution for use on either a rental or loan basis for personal use.

737

738 **210 DRUG-FREE WORK PLACE: POLICY**

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740 As a recipient of Federal funds, Clayton State supports and complies with the provisions
741 of the Drug-Free Work Place Act of 1988. In the discharge of its responsibilities as an
742 employer, Clayton State promotes and requires a drug-free work place among its
743 employees. Therefore, Clayton State incorporates the following provisions as part of its
744 drug-free policy:

745

746 A. No employee of Clayton State may illegally engage in the manufacture, distribution,
747 dispensation or possession or use of controlled substances in the work place. Such
748 unlawful activity will be considered as sufficient grounds for a serious adverse
749 personnel action, including dismissal from employment.

750 B. An employee must notify Clayton State of any criminal drug statute conviction
751 (including a plea of *nolo contendere*) for a violation occurring in the work place no
752 later than five days after such conviction. The notification must be in writing to the
753 Director of Human Resources at the University.

754 C. Violation of this policy, including felony and/or misdemeanor drug convictions,
755 during the course of employment with Clayton State will result in appropriate
756 disciplinary penalties being imposed by the University.
757

758 Clayton State actively encourages employees who feel they have a potential substance
759 abuse problem to utilize a confidential referral service available through Counseling and
760 Psychological Services.
761

762 **211 ACADEMIC FREEDOM AND RESPONSIBILITY**

763 **211.01 Preamble**

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765
766 Institutions of higher education exist for the common good and not to further the
767 interests of either the individual or the institution. The common good depends
768 upon the free search for and exposition of the truth. Academic freedom is
769 essential to these purposes and applies to both teaching and research. Freedom in
770 research is fundamental to the advancement of truth. Academic freedom in its
771 teaching aspect is fundamental for the protection of the rights of the faculty in
772 teaching and of the student to freedom in learning¹. Membership in the academic
773 community imposes on students, faculty members, administrators, and board
774 members an obligation to respect the dignity of others, to acknowledge their right
775 to express differing opinions, and to foster and defend intellectual honesty,
776 freedom of inquiry, and free expression on and off the campus².
777

778 **211.02 Academic Freedom of Faculty**³

779
780 Faculty are free to present relevant materials in the classroom without fear of
781 censorship but should be careful not to introduce into their teaching controversial
782 matter which has no relation to their subject. Faculty enjoy full freedom in
783 research and publication of results, subject to the adequate performance of their
784 other academic duties and to the requirements of individual research contracts and
785 copyright limitations.
786

787 Faculty have the right to speak freely as private citizens but should clarify that
788 they are voicing personal opinions and are not speaking for the University. In
789 expressing opinions publicly, faculty should realize that both the profession and
790 the University may be judged by their statements and, accordingly, should
791 exercise appropriate restraint.
792

793 **211.03 Code of Ethics**

794
795 Clayton State expects high ethical standards of all personnel. In particular, it
796 endorses the following principles⁴:

¹ Adapted from the Joint Statement on Government of Colleges and Universities, as it appears in the *AAUP Policy Documents and Reports*

² Adapted from A Statement of the Association's Council: Freedom and Responsibility, as it appears in the *AAUP Policy Documents and Reports*

³ Adapted from the 1940 Statement of Principles on Academic Freedom and Tenure, as it appears in the *AAUP Policy Documents and Reports*.

⁴ Adapted from the 1966 Statement of Professional Ethics, as it appears in the *AAUP Policy Documents and Reports*.

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1. Faculty have a primary responsibility to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline in using, extending, and transmitting knowledge. Faculty practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

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2. As teachers, faculty encourage students' free pursuit of learning. They uphold the best scholarly standards of their disciplines. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. They exert reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect true merit. Faculty respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for private advantage. They acknowledge significant academic or scholarly assistance from them. They protect students' academic freedom.

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3. As colleagues, faculty have obligations that derive from common membership in a community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. Faculty strive to be objective in their professional judgments of colleagues.

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4. Faculty seek to be effective teachers and scholars. Although they observe the stated regulations of the University, provided they do not contravene academic freedom, they maintain their right to seek revision of these regulations through the appropriate channels. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

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5. As members of the community, faculty have the rights and obligations of any citizens. They measure the urgency of these obligations in the light of their responsibilities to their students, to their professions, and to the institution. When they speak or act as private citizens, they avoid creating the impression that they speak for the institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have particular obligations to promote conditions of free inquiry and to further public understanding of academic freedom.

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211.04 Professional Responsibilities

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211.04.01 Professional Conduct

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This statement shall serve as a guide for the professional conduct of the members of the faculty of this University. The responsibilities of a faculty member may be considered from five major perspectives: 1) as a member of the teaching

847 profession; 2) as a teacher; 3) as a colleague; 4) as a part of an institution; 5) as a
848 member of a community. Essential functions are listed as well.

849 **1. As a member of the teaching profession, the professor:**

- 850 a) Seeks and states the truth as perceived.
- 851 b) Devotes energies to developing and improving scholarly competence.
- 852 c) Accepts the obligation to exercise critical self-discipline and judgment in
853 using, extending, and transmitting knowledge.
- 854 d) Practices, fosters, and defends intellectual honesty, freedom of inquiry and
855 instruction, and free expression on and off the campus.
- 856 e) Avoids allowing subsidiary interests to hamper or compromise freedom of
857 inquiry.

858 **2. As a teacher, the professor:**

- 859 a) Encourages the free pursuit of learning in students.
- 860 b) Collaborates with colleagues to ensure the integrity of the curriculum
861 offered by the School or Department.
- 862 c) Holds before students the discipline's best scholarly standards.
- 863 d) Demonstrates respect for the student as an individual.
- 864 e) Adheres to a proper role as an intellectual guide and counselor.
- 865 f) Does not participate in the formal evaluation of any student or in any
866 institutional decisions involving a direct benefit to a student who is a
867 member of his or her immediate family, a blood relative, or with whom he
868 or she has an economic, sexual, and/or romantic involvement which could
869 reasonably be perceived as impairing objectivity.
- 870 g) Makes every reasonable effort to foster honest academic conduct.
- 871 h) Makes every reasonable effort to assure that evaluations of students reflect
872 their true merit and are based on their academic performance
873 professionally judged and not on matters irrelevant to that performance,
874 such as personality, degree of political activism, personal beliefs, race,
875 religion, color, disability, sex, sexual orientation, national origin, ancestry,
876 or age.
- 877 i) Treats students with civility, understanding, and respect and does not
878 denigrate, humiliate, or stigmatize students on the basis of race, religion,
879 color, disability, sex, sexual orientation, national origin, ancestry, or age.
- 880 j) Makes every reasonable effort to assure that all students are treated with
881 civility, understanding, and respect whenever the professor has
882 responsibility for students and is acting in a professorial, professional,
883 and/or mentoring role and that students do not denigrate, humiliate, or
884 stigmatize other students on the basis of race, religion, color, disability,
885 sex, sexual orientation, national origin, ancestry, or age.
- 886 k) Respects the confidential nature of the relationship between professor and
887 student.
- 888 l) Does not refuse to enroll or teach students on the grounds of their beliefs
889 or the possible uses to which they may put the knowledge to be gained in a
890 course.
- 891 m) Refrains from forcing students by the authority inherent in the
892 instructional role to make particular personal choices as to political action
893 or their own part in society.
- 894 n) Does not persistently intrude into the presentation of the subject, material

- 895 which has no relation to that subject.
896 o) Presents the subject matter of a course as announced to students and as
897 approved by the faculty in their collective responsibility for the
898 curriculum.
899 p) Allows students the freedom to take reasoned exception to the data or
900 views offered in a course of study and to reserve judgment about matters
901 of opinion.
902 q) Avoids an exploitation of students for private advantage.
903

904 **3. As a colleague, the professor:**

- 905 a) *Treats each member of the academy with dignity, courtesy and due*
906 *consideration.*
907 b) Respects and defends the free inquiry of associates.
908 c) Shows due respect for the opinions of others in exchanges of criticism and
909 ideas.
910 d) Acknowledges academic debts.
911 e) Strives to be objective in the professional judgment of colleagues.
912 f) Does not participate in personnel evaluations, such as appointment,
913 retention, tenure, or promotion, of a member of his or her immediate
914 family, a blood relative, or a person with whom he or she has an
915 economic, sexual and/or romantic involvement that could reasonably be
916 perceived as impairing objectivity.
917 g) Does not participate in decisions, such as awarding of grants, sabbaticals,
918 or other awards that involve a direct economic benefit to himself or
919 herself, a member of his or her immediate family, a blood relative, or a
920 person with whom he or she has an economic, sexual and/or romantic
921 involvement that could reasonably be perceived as impairing objectivity.
922

923 **4. As a member of an institution, the professor:**

- 924 a) Seeks above all to be an effective teacher and scholar.
925 b) Observes the stated regulations of the institution provided they do not
926 contravene academic freedom.
927 c) Maintains the right to criticize regulations and seek their revision.
928 d) Determines the amount and character of the work that can be done outside
929 the institution while fulfilling primary responsibilities within it.
930 e) Recognizes, when considering the interruption or termination of services,
931 the effect of such a decision upon the program of the institution, and gives
932 due notice of intentions.
933 f) Requests a leave of absence or resigns an academic position when acute
934 conflicts between the claims of politics, social action, and conscience, on
935 the one hand, and the claims and expectations of students, colleagues, and
936 institution, on the other, preclude the fulfillment of substantial academic
937 obligations.
938 g) Refrains from calling attention to grievances in ways that significantly
939 impede the functions of the institution.
940 h) Accepts a share of faculty responsibilities for the governance of the
941 institution.
942

943 **5. As a member of a community, the professor:**

- 944 a) Measures the urgency of any obligations as a citizen in light of
945 responsibilities to subject, students, profession, and institution.
946 b) Makes every effort, when speaking and acting as a citizen, to be accurate,
947 to exercise appropriate restraint, to show respect for the opinions of others,
948 and to indicate that these words and actions do not represent the
949 University.
950 c) Promotes conditions of free inquiry.
951 d) Furthers public understanding of academic freedom.
952

953 **211.04.02 Essential Duties/Expectation of Faculty**

954
955 All faculty at Clayton State University are expected to provide service to the university
956 community that exemplifies teamwork, committee involvement, participation in shared
957 governance, investment in academic advisement of students and sponsorship of student
958 activities. Additionally, faculty are expected to foster professional growth and
959 development and continuous learning of themselves as well as their colleagues. Faculty
960 work as a member of a self-directed team and report to a designated department chair or
961 associate dean. Faculty are expected to have an uncompromising commitment to
962 learning that is reflective of the university's mission, vision and values. Faculty are
963 expected to have a positive and proactive approach to their work, a willingness to change
964 and the ability to foster consensus and collaboration in and out of the classroom.
965

966 **Essential Duties:**

- 967 1. Facilitate learning through classroom activities, technology enhanced experiences, out-
968 of-classroom activities, and mentoring of students and peers.
969 2. Assess and evaluate student performance in alignment with established grading
970 methodology.
971 3. Meet assigned classes as scheduled for the scheduled length of time.
972 4. Post and maintain office hours.
973 5. Participate in ongoing curriculum development.
974 6. Maintain up to date syllabi and course outcome summaries in an approved
975 departmental/school format.
976 7. Participate in institutional, advisory and program/instructional committee meetings.
977 8. Submit grades in a timely manner.
978 9. Maintain accurate records of student attendance and achievement for one year in
979 accordance with CSU policy.
980 10. Actively select and use appropriate learning materials and resources including
981 textbooks, library resources, equipment and supplies to enhance learning.
982 11. Assist in planning, development and implementation of new or modified
983 program/courses. Identify areas in need of improvement.
984 12. Maintain currency in area of expertise and in teaching methodology.
985 13. Maintain all required certificates if applicable.
986 14. Assist in student academic advising as assigned.
987 15. Actively serve on department, school and university committees as assigned.
988 16. Attend college's in-service sessions and commencement.
989 17. Assist Department Chair in carrying out their defined duties.
990 18. Assists with student recruitment and admission activities as needed.
991

992 **211.05 Rights and Freedoms of Students**

993 **211.05.01 Student Intellectual Diversity Policy**

994 Clayton State expects faculty to respect the rights and freedom of students at
995 CSU. In particular, CSU endorses the following statements published on the
996

997 American Association of University Professors (AAUP) website
998 <http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm>.

999 *Academic institutions exist for the transmission of knowledge, the pursuit of*
1000 *truth, the development of students, and the general well-being of society. Free*
1001 *inquiry and free expression are indispensable to the attainment of these goals.*
1002 *As members of the academic community, students should be encouraged to*
1003 *develop the capacity for critical judgment and to engage in a sustained and*
1004 *independent search for truth. Institutional procedures for achieving these*
1005 *purposes may vary from campus to campus, but the minimal standards of*
1006 *academic freedom of students outlined below are essential to any community*
1007 *of scholars.*

1008 *Freedom to teach and freedom to learn are inseparable facets of academic*
1009 *freedom. The freedom to learn depends upon appropriate opportunities and*
1010 *conditions in the classroom, on the campus, and in the larger community. In*
1011 *order to protect the freedom of students to learn, as well as enhance their*
1012 *participation in the life of the academic community, students should be free*
1013 *from exploitation or harassment. Students should exercise their freedom with*
1014 *responsibility.*

1015 *The responsibility to secure and to respect general conditions conducive to*
1016 *the freedom to learn is shared by all members of the academic community.*
1017 *Each college and university has a duty to develop policies and procedures*
1018 *that provide and safeguard this freedom. Such policies and procedures should*
1019 *be developed at each institution within the framework of general standards*
1020 *and with the broadest possible participation of the members of the academic*
1021 *community. The purpose of this statement is to enumerate the essential*
1022 *provisions for students' freedom to learn.*

1023
1024 **211.05.02 Faculty Responsibilities and Protection of Student Freedoms**
1025

1026 1. Protection of Students' Freedom of Expression

1027 Students have the right to learn and to inquire. They have a right to examine
1028 and discuss questions of interest, to take stands on issues, and to support
1029 causes, by orderly means, which do not impede the collegial process of
1030 learning.

1031 Faculty in the classroom should encourage free discussion, inquiry, and
1032 expression. They should make students aware of viewpoints differing from
1033 their own, should carefully distinguish between fact and opinion, and should
1034 never require agreement on debatable matters as the price of academic
1035 success. Faculty should encourage students to develop the capacity for critical
1036 judgment and to engage in a sustained and independent search for truth in and
1037 out of the classroom.

1038

1039 2. Protection of Students against Improper Evaluation

1040 Students shall have the right of protection through orderly procedures against
1041 prejudiced or capricious academic evaluation. At the same time, students are

1042 responsible for learning the content and maintaining the standards of academic
1043 performance established by the faculty for each course in which they are
1044 enrolled. *Any student who believes that individual academic rights have*
1045 *been violated may seek redress by contacting the associate provost for*
1046 *academic affairs for direction in filing a formal grievance.*

1047 Faculty should evaluate student performance solely on an academic basis and
1048 not on opinions or conduct in matters unrelated to academic standards. Faculty
1049 have a duty to provide promptly evaluation of the work of each student as
1050 required by relevant faculty policies. This evaluation must be based upon
1051 academic performance professionally judged and not upon such irrelevant
1052 matters as personality, sex, race, religion, degree of political activism, or
1053 personal beliefs. The arbitrary assignment of a fixed percentage of students to
1054 each grade level is an unacceptable practice.

1055

1056 3. Protection of Students against Improper Disclosure

1057 Faculty have an obligation to respect the rights of students, including, in the
1058 absence of exceptional circumstances, an obligation to respect student
1059 confidences shared with them.

1060

1061

1062 **212 GRANT PROPOSAL SUBMISSION PROCESS**

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1064 **212.01 Process**

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1066 1. A minimum of 15 business days prior to the funding agency deadline for the
1067 proposal, the Preliminary Proposal Review Sheet should be submitted to the
1068 relevant Department Head, who will review the information to determine if
1069 the proposal is consistent with the mission and priorities of the department. If
1070 approved, the Preliminary Proposal Review Sheet will then be submitted for
1071 approval by the relevant Dean and then the Provost and Vice President for
1072 Academic Affairs. Proposals requiring the waiver of indirect costs or other
1073 institutional commitments will also require the approval of the Vice President
1074 for Operations, Planning & Budget. If the proposed work is deemed consistent
1075 with the mission of the University, the Provost and Vice President for
1076 Academic Affairs will work with the Department Head/Associate Dean and
1077 Dean to assist in the preparation of the proposal, as requested by the principal
1078 investigator/project director. The Department Head/Associate Dean and Dean
1079 will assist the principal investigator/project director with budgeting and
1080 interpretation of financial guidelines for the proposal.

1081

1082 2. A minimum of 5 business days prior to the funding agency deadline, the Final
1083 Proposal Review Sheet and a budget for the proposed work must be submitted
1084 to the Department Head/Associate Dean and Dean. The Department
1085 Head/Associate Dean and Dean will assist the principal investigator/project
1086 with fine-tuning of the budget.

1087

1088 3. A minimum of three business days prior to the funding agency deadline, an
1089 appropriate number of copies of the proposal (including Preliminary and Final

1090 Proposal Review Sheets) must be submitted for approval by the Department
1091 Head, the Dean, and the Provost and Vice President for Academic Affairs.
1092 The Provost and Vice President for Academic Affairs will transmit the
1093 proposal to the President. When the President approves the proposal, it
1094 becomes an official University proposal to the funding agency.
1095

1096 4. File copies of the completed proposal and signed Final Proposal Review Sheet
1097 must be submitted to the Dean, the Provost and Vice President for Academic
1098 Affairs, and the Office of Grant and Contract Programs.
1099

1100 **212.99 Forms**

1101 Preliminary Proposal Review Sheet
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1103 Final Proposal Review Sheet