

ADJUNCT FACULTY MANUAL



Georgia Northwestern Technical College is a Unit of the Technical College System of Georgia and does not discriminate on the basis of race, color, national origin, gender, or disability. The following individuals are responsible for coordinating the college's implementation of Title VI, Title IX, Section 504, and the ADA: Title VI & IX Coordinator: Sonya Richards, 706-295-6932; Section 504 & ADA Coordinators: Sheila Parker, Floyd County Campus, 706-295-6517; Michael Walters, Walker County Campus, 706-764-3799; and Kevan Watkins, Whitfield Murray Campus, 706-272-2966

CREATED: JULY 2009
REVISED: November 2010
REVISED: July 1, 2011

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PURPOSE

The purpose of this manual is to acquaint you with Georgia Northwestern Technical College and the Technical College System of Georgia. You are now a part of an institution and a system that have a great history of service and a very promising future. As employees of the State of Georgia, we are held accountable in many ways and all are important. But, our ultimate accountability is to the students who enroll in this institution. Our job is to educate and train our students so that they can adapt to change in the workplace and compete successfully for employment.

The work will not be easy if done correctly and conscientiously. It can be very rewarding in terms of the positive and constructive impact Georgia Northwestern Technical College has on the lives of its students. The most effective tool or skill that you will bring to your job is, without a doubt, your enthusiastic interest in our students and their success.

You may be assured that our boards, the state agency, and our college administration will support you in every way possible to help you be successful in your work.

Sincerely,

Dr. Craig McDaniel
President

This manual is prepared for the convenience of the adjunct instructors at Georgia Northwestern Technical College and is not to be construed as an official publication of the Technical College System of Georgia.

The adjunct faculty manual complements the Technical College System of Georgia Policy Manual and the Georgia State Personnel Board Rules and Regulations. The Technical College System of Georgia Policy Manual defines the general policies and procedures that pertain to faculty responsibility.

In case of any divergence from or conflict with the Policy Manual of the Technical College System of Georgia, the official publications or actions of the Technical College System of Georgia shall prevail.

The manual is to be used in conjunction with the Georgia Northwestern Technical College Employee Handbook, the Georgia Northwestern Technical College Catalog, program standards, program guides, and all other documents and procedural guides.

MISSION STATEMENT

The mission of Georgia Northwestern Technical College is to provide accessible, high quality technical education and workforce development opportunities that lead to careers in technology, business, health, and public services. Operating under the Technical College System of Georgia, both on campus and distance education programs are offered that lead to certificates, diplomas, and associate degrees. The educational programs of the college focus on the development of technical competence and critical thinking skills as well as social, personal, and intellectual values. In addition, Georgia Northwestern Technical College supports the communities of the Northwest Georgia service area by providing adult education and economic development services, customized business and industry training, and personal enrichment programs that meet the workforce needs of area citizens, communities, and companies.

ACADEMIC FREEDOM STATEMENT

Georgia Northwestern Technical College (GNTC) recognizes the importance of a diverse faculty in providing a broad-based education for students. In support of this ideal, Georgia Northwestern Technical College provides the faculty with an environment in which to teach and pursue knowledge and to discuss it openly without restriction, interference, or reprisal and has adapted the Technical College System of Georgia (TCSG) policy on Academic Freedom which is paraphrased below.

To ensure an instructional program marked by excellence, Georgia Northwestern Technical College supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. The faculty members are entitled to freedom in the classroom in discussing subject. Although caution must be used not to introduce teaching matters that have no relation to the instructional field, faculty and students must feel free to examine ideas in an atmosphere of freedom and confidence and should feel free to participate as responsible citizens in community affairs. TCSG and GNTC safeguard and protect these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or experience personal penalization as the result of the exercise of this freedom.

Faculty members must fulfill responsibilities to society and to the teaching profession by manifesting competence, professional discretion, and good citizenship. When speaking or writing as a citizen, they will be free from institutional censorship or discipline.

As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the college.

The principles of academic freedom shall not prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

INTELLECTUAL PROPERTY

To further its goal of making education accessible to as many people as possible, the college and TCSG owns the intellectual property rights in any and all works produced by or for the college.

In order that the college or TCSG be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the college and (TCSG) and anyone providing work for the college or TCSG's use, represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any person or firm.

ETHICAL RESPONSIBILITIES

In accordance with TCSG policy, I.C.1 c. Ethical Responsibilities, faculty members are expected to maintain high ethical standards in the conduct of their personal and professional affairs. This includes all aspects of their dealings with GNTC constituents, businesses, the local communities, and other governmental agencies.

The TCSG prohibits amorous relationships between instructors and the students they teach. The TCSG also prohibits amorous relationships between employees and high school students or those who are under age.

FACULTY CREDENTIALS

All faculty must meet the minimum academic and professional credentials required by the Technical College System of Georgia and regional and/or national accrediting agencies. In some programs, third party vendor certifications may also be required. Official transcripts of all academic work and appropriate third party vendor certifications must be submitted to the college as a condition of employment. In programs requiring licensure, the instructor must provide a copy of a valid professional license in the appropriate field in addition to academic transcripts.

ORIENTATION

Orientation for new instructors is essential for the success of their employment at Georgia Northwestern Technical College. The Human Resources Director, the appropriate Dean of Academic Affairs and the Curriculum & Staff Development Coordinator are responsible for orienting the new instructor.

WORK SCHEDULE

The working hours for the college are set by the president by the authority of the Technical College System of Georgia. An adjunct instructor schedule will average no more than 29 hours per week. Adjunct instructors are paid for actual contact time in class. Any variation must receive prior approval by the vice president of Academic Affairs or designee and the vice president for Administrative Services.

AGREEMENTS

Adjunct instructors are issued a memorandum of agreement for each semester they teach. The agreement specifies the class(es) taught, scheduled class days and times, responsibilities of the instructor, and compensation expected.

For those programs that run less than a traditional semester, such as CTD, agreements will be adjusted.

Ideally, agreements are issued to adjunct instructors before or during the first two weeks of class.

Adjunct instructors are eligible to apply for available full-time teaching positions. Adjunct instructors applying for full-time instructional or administrative positions must meet all professional and academic requirements for the position.

PAYROLL SCHEDULE

Adjunct instructors are an at-will status employee, temporary in nature with employment ending according to the date on the memorandum of agreement which is through the end of the semester. As such, there is no expectation that the association with GNTC will extend beyond the time frame of the memorandum of agreement. Adjunct instructor positions being temporary in nature are not eligible for benefits. Additionally, an adjunct instructor may be released at any time for any job-related reason that may include, but not be limited to, funding considerations, low student enrollment, or performance that does not meet the standards/expectations established by GNTC for its instructional staff.

GNTC does not reimburse adjunct instructors for expenses which includes, but not limited to, travel between campuses, clothing/uniforms, certificates, licenses, etc.

Pay is normally calculated for the semester by an amount based on the highest degree held and the total number of contact hours of each course. This amount will be paid in two installments during the semester. The amount will be reflected on the adjunct instructor agreement attachment that is issued with each memorandum of agreement.

Course Files

At the conclusion of the stated agreement period, the adjunct instructor is responsible for returning the following items to the Office of Academic Affairs:

- (1) Gradebook or its equivalent
- (2) Textbooks, instructor's manual(s), test banks, and other instructional materials unless instructor will be returning for same class the next semester
- (3) Signed work ethics forms

ABSENCE FROM CLASS (WHAT TO DO IF YOU ARE SICK OR LATE)

If class is to be missed due to illness, emergency, or unavoidable lateness to class, please contact the Office of Academic Affairs on the campus you are teaching. The Office of Academic Affairs will contact the appropriate dean of the division and/or the campus evening coordinator.

If requested by the instructor, Georgia Northwestern Technical College will contact students to inform them of the cancelled or delayed classroom session and include information on assignments or make-up sessions. The *Adjustment to Instructional Schedule* form must be completed and returned to the Office of Academic Affairs once you have returned to work.

Contact numbers are:

Campus	Day	Evening (after 4:00)
Floyd	706-295-6956	706-295-6964
Gordon	706-624-1105	706-624-1100
Polk	770-684-5696	770-684-5696
Walker	706-764-3519	706-764-3510
Whitfield Murray	706-272-2966	706-272-2966

Please do not send a substitute instructor without prior approval from Academic Affairs.

If instructional time must be missed for any other reason, prior approval must be obtained from the academic dean. The instructor must complete and receive approval on the *Adjustment to Instructional Schedule* form. If approval to miss instructional time is granted, the instructor is responsible for notifying his/her students.

The *Adjustment to Instructional Schedule* can be found on GNET under Forms.

INSTRUCTIONAL RESPONSIBILITIES

First Class Meeting

The first class meeting is one of the most important class sessions because it sets the atmosphere in which learning will take place. Please do not dismiss students early from class. One evening class session may be the equivalent of several daytime class sessions. Instructors are advised to make efficient use of each class session, including the first session, for instructional activities.

The first class session includes the following components as a way of introduction to the class:

- Statement of the course name and title
- Introduction of yourself and your academic professional qualifications
- Review of the syllabus including course objectives, competencies, course outline, requirements, grading policies, makeup work/quiz policies, special assignments, etc.
- Provide contact information including your GNTC email address and the secretary phone number so students can leave phone messages
- Review of Banner Web class roll for accuracy
- Safety
- Instructors are encouraged to provide other information that might be helpful to students or to conduct other activities designed to orient students to the course of study.

Please be sure the instructional plan accounts for the appropriate number of class hours required for the course being taught.

Class Rosters

Instructors will review their class rolls for each class they teach. These class rolls are obtained through Banner Web and these class rolls are the official list of students enrolled in the class. Reminders and instructions will be sent from the registrar for the following:

First Day – the instructor checks these rolls on the first day of class in Banner Web. Please check these rolls for accuracy. Students whose names do not appear on the Banner Web roll should be referred to the Office of the Registrar immediately. The Banner Web roll should be checked frequently during the first five consecutive instructional days of the semester as students make many changes to their schedule during this time.

Enrollment Verification – Toward the end of the first 5 consecutive instructional days, the registrar will issue instructions on verifying your class rolls in Banner Web. Instructors must check their rolls for accuracy and mark those students as “never attended” (No Shows) if they never attended any class session. Students whose names do not appear on the roll should be referred to the registrar immediately to ensure they are registered for the class. Students whose names do not appear on the roll should not be allowed to continue in the class until they provide documentation showing they are officially registered for the class. *If a student is turned in as “No Show” or purged from the class because of non-payment of tuition or fees and then the student asks to return to the class after that time period and is eligible to return, the decision to let the student back in the class or not rests with the instructor of the class. The instructor will need to notify the Registrar’s office in writing that permission is given for the student to be reinstated to the class.*

Final – Final Rolls are available on Banner Web at the beginning of the third week of class. The instructor will receive an email when these rolls are available. The Final Roll contains the list of students officially enrolled in the class. Any student attending class whose name is not on this roll should be referred to the Office of the Registrar. Students, whose names do not appear on the roll, should not be allowed to continue in the class

until they provide documentation that they are officially registered for the class.

Drop/Add Procedure

A student may drop one or more courses without penalty within the first three consecutive instructional days of any semester, as long as the student remains in at least one course. The student may add one or more courses without penalty within the first seven consecutive instructional days of any semester.

After the third consecutive instructional day, any student withdrawing from a class will receive a grade of “W” through midterm of the semester. Faculty will assign students withdrawing after midterm either a WP – withdrew passing or WF – withdrew failing. The Registrar’s Office will notify faculty with the appropriate dates for the term.

After 80% of the instructional days in a term have passed, students may not drop a class. The Registrar’s Office will notify faculty with the appropriate dates for the term and the dates will be published on the academic calendar.

In the case of extenuating circumstances, students who need to change a class after the drop/add period must obtain permission from the vice president of Academic Affairs or designee.

Administrative Withdrawal

After midterm of the semester, faculty should complete either the Administrative Withdrawal Form or enter the withdrawal and last date of attendance in Banner Web Final Roll for those students who stopped attending after the official drop/add period and did not withdraw themselves. The Registrar’s Office will notify faculty with the appropriate dates for the term.

Faculty must assign a grade of WP or WF. If a student has never come to class and it was not recorded in Banner Web for Enrollment Verification, please mark the option NS (student did not attend) on the Administrative Withdrawal form. Please do not use Banner Web Final Roll to withdraw students who have never attended.

Components of the Course Syllabus

Contact information, course requirements, classroom policies and procedures must be stated clearly in a course syllabus available to each student on the first day of class. The syllabus, including the grading system, should not be altered during the semester. It is an agreement by which the students and instructor follow. If the syllabus must be changed, the change must be given in writing to students and an explanation of why the change had to occur. The syllabus should also indicate that the instructor will be available for consultation if a student has questions about his or her progress in the course. All syllabi are to be filed as part of the Course ID systems. The course syllabus follows the Basic 14-Point Syllabus Outline:

1. Name of the Course
2. Instructor’s Name

3. Office Hours and Phone Number
4. Textbooks
5. Student Learning Outcomes
6. Nature of the Course
7. Course Requirements
8. Use of Technology
9. Resources, References, and Supplies
10. Grading and Evaluation
11. Attendance Requirements
12. Student Guide
13. Work Ethics Requirements
14. Additional Information
 - a. other important information students need to know
 - b. details for projects
 - c. scheduling of conferences with students
 - d. guidelines for student conduct beyond attendance
 - e. cell phone policy
 - f. GNTC Warranty
 - g. Severe weather information
 - h. ADA information
 - i. Safety

Testing and Grading

Tests are administered to students in accordance with the standards and procedures established in each course syllabus. Grading standards must be explained to students and must be applied equitably and fairly. Student must be given the opportunity to question the grade received. The use of make-up exams or work is left to the discretion of the instructor.

Entering Final Grades and Academic Grading Scale

Before the end of the semester, instructors will be notified that the final grades of all students officially enrolled in their course(s) can be entered into Banner Web. The instructor will input both a final academic letter grade and a final work ethics grade into Banner Web. Students should receive an academic grade and a work ethics grade in all general education and program area classes. In Learning Support classes students are not assigned work ethics grades.

Georgia Northwestern Technical College follows the TCSG official grading scale:

GRADE

A	90-100 %
B	80-89 %
C	70-79 %
D	60-69 %
F	59% and less

Work Ethics

Georgia Northwestern Technical College agrees with industry that an important area of student development should be Work Ethics. Work Ethics pertains to those personal characteristics often referred to as good work habits— attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect. Therefore, the college designed a system for evaluation of Work Ethics in which a student is assigned a grade reflecting Work Ethics.

The instructor will input a final a final work ethics grade into Banner Web. Students will receive an academic grade and a work ethics grades in all general education and program area classes. In Learning Support classes students are not assigned work ethics grades. Work Ethics grades are included on the student official transcript so should be given the same serious consideration of award as the academic grade.

Work Ethics Grades

3 = Exceeds Expectations

2 = Meets Expectations

1 = Needs Improvement

0 = Unacceptable

Giving an “Incomplete” Grade

It is the instructor’s responsibility to follow through on grade changes once the instructor agrees to give the student an Incomplete for a course. The grade change form is available on the GNET. The comments or remarks section should be completed with the reason why the student got the “I” and why the student now deserves a grade change. After the instructor prepares the grade change information, it is submitted to the Office of the Registrar for processing.

Giving a student an Incomplete for the course should be a rare occasion with very specific circumstances. However if the situation warrants giving a student an Incomplete, the instructor should have a very specific plan/agreement with the student that includes details of how the student will complete the course requirements.

The plan should include a timeline for the student to complete the work for the course, preferably taking no longer than the first two weeks of the following semester, because an Incomplete can only be used for one semester. At the end of the next semester an Incomplete turns into an “F” for the course. The student and the instructor should sign the plan/agreement.

Buckley Amendment and Grade Confidentiality

According to The Family Education Rights and Privacy Act of 1974 (the Buckley Amendment), instructors are not permitted to release any information about a student or a former student to a third party (which includes parents) other than enrollment status or major. However, upon the

written request of a student or former student, grades and other specified information may be released.

The Buckley Amendment allows access to student records by certain third parties without a written request from the student. Accrediting agencies, federal and state auditors, and college personnel on a need-to-know basis may have access to student records. These requests for information should be referred to the vice president of Student Affairs. Student grades are considered confidential. Grades may not be posted in any public form including:

- Posting by name
- Posting by code name
- Posting by social security number
- Calling grades aloud in class, over the phone, or by group email
- Papers should not be exchanged and graded in class by students

Every effort should be made by the instructor to maintain the confidentiality of the student's grade.

Documenting Student Attendance

Accurate records of class attendance should be entered in the GNTC Attendance Application in GNET by both full-time and adjunct instructors. While its use is not mandatory, using this system as a retention tool allows students missing more than 20% of scheduled class meetings to be sent a letter emphasizing attendance, completion of course work, course drop policy, and encouraging them to contact their instructor as soon as possible to discuss the reasons for absences.

Textbook Adoption/Change Request/Desk Copies

All *like* courses on all Georgia Northwestern Technical College campuses must use the same textbook. Any deviation from this requirement must be approved by the vice president of Academic Affairs or designee. Textbooks and related instructional materials should be agreed upon by all full-time instructors who will be using the materials for teaching. Although exceptions can be made, it is requested that a textbook be used for a minimum of one year. Adjunct instructors will be given instructor textbooks and materials for use in their courses.

Classroom Assignment

Classrooms are assigned by Academic Affairs. Assignments are made based on instructional presentation needs, lab requirements, the number of students in the class, etc. Room assignments are listed on the semester schedule and are available through the Office of Academic Affairs.

The vice president of Academic Affairs or designee must approve any change in a classroom assignment. Do not move to a different location or borrow furniture from another room prior to obtaining this approval. Requests for specific room assignments will be considered based on available space and instructional need.

Please be sure to leave the classroom in the same order it was found. Instructors are welcome to rearrange classroom furniture to facilitate the effectiveness of instruction. Upon conclusion of the class/activity, the classroom should be restored to its original arrangement. The exception to this rearrangement is the instructor's computer station in each classroom. These computers are connected to the campus wide system and should not be moved unless permission is granted by Technology Services.

Care of Equipment and Facilities

Instructors of Georgia Northwestern Technical College are expected to take the necessary measures to protect the major investment of the institution in instructional equipment and facilities. Please make every effort to leave classrooms and labs as they are found at the beginning of your class meeting. Instructors who experience any computer or equipment problems should contact Technology Services.

Food and drinks are not allowed in most classroom areas or at computer workstations. With instructor approval, drinks may be allowed in the lecture classrooms if containers are properly disposed of and the area is left clean. Drink containers must have lids to minimize the risk of spillage. Students are urged to use the student break areas for consumption of food items.

Disruptive Behavior

If a student behaves disruptively in class even after the instructor has explained the unacceptability of such conduct, the instructor can dismiss the student for the remainder of the class and instruct the student to meet with the Dean or his/her designee. The student should not be allowed back into the classroom until the faculty member is notified by the Dean, his/her designee, or the GNTC Student Disciplinary Officer that the student may return. Currently, the GNTC vice president of Student Affairs serves as the GNTC Student Disciplinary Officer.

After the Dean or designee has met with the student, the Dean or designee will determine if the student can return to the classroom and will notify the faculty member that the student is allowed to return.

If the Dean or designee determines that the conduct was too egregious to return to the classroom, the Dean or designee will refer the student to the GNTC Student Disciplinary Officer using the Student Code of Conduct complaint form. The Student Disciplinary Officer will notify the faculty member and the Dean if the student will be allowed to return to the classroom.

If the student is allowed to return to the classroom and the disruptive behavior continues, the faculty member should dismiss the student from the classroom, complete the Student Code of Conduct complaint form, and submit it to the Student Disciplinary Officer with a copy of the complaint form given to the Dean. The Student Disciplinary Officer will notify the faculty member and the Dean of the disposition of the complaint.

If after a determination has been made that a student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following

sanctions: restitution, reprimand, restriction, disciplinary probation, disciplinary suspension, or disciplinary expulsion. Definitions of these sanctions can be found in the GNTC student handbook.

Any instructor needing assistance may call Security, the Office of Academic Affairs, the Office of Student Affairs, the evening coordinator or campus manager.

Grades are awarded for student academic achievement. No academic grade will be reduced as a disciplinary measure for student behavior unrelated to academic achievement unless such grade is part of a clinical or internship requirement; however, a student's work ethics grade should directly reflect the student's in-class behavior.

Field Trips

Field trips are appropriate components of some instructional programs. Field trips should be planned as instructional activities designed to augment classroom studies, encourage professional development, and/or provide an opportunity for observation of infield work experiences.

Full-time and adjunct instructors planning a field trip must obtain approval from the appropriate dean of Academic Affairs and the vice president of Academic Affairs or designee. The instructor must also obtain a signed copy of the Release/Waiver form (located on the GNET – under FORMS) for each student in the class.

Instructors scheduling field trips should be advised of the impact on student attendance in other classes. Instructors should caution students to contact the instructors of the classes they will miss for makeup work policy and procedures. On occasion, students may be advised to exempt a field trip that might adversely affect their performance in other classes. Students with excessive absences or failing grades/unsatisfactory progress should not miss class time to attend a field trip.

Guest Speakers

In order to enhance the learning environment for students, instructors are encouraged to invite guest speakers to make presentations when appropriate. It is expected that the instructor will ensure that the speaker's background and credentials are appropriate for the topic to be covered. The Office of Academic Affairs should be notified of any guest speaker invited to speak to students.

Research

Instructors conducting any type of research involving students must obtain approval from the vice president of Academic Affairs or designee and the president of the college. The project and the nature of their participation must be explained to the students. Written permission must be obtained from each student before conducting the research. Participation or non-participation in research shall not be a criterion for determining grades in any class.

Live-Work

Instructors are encouraged to keep programs of instruction up-to-date by incorporating current business and industrial practices, procedures, and equipment into their curriculums. One of the methods of achieving this objective is to accept live-work projects as class activities. While live-work projects are not required, when a program chooses to accept live-work projects, the project should be selected using the following criteria:

1. The project must fit into the instructional program as a learning experience. The program instructor may accept or reject a request to complete a live-work project based on the project's usefulness in the instructional process and the project's fit into the program's instructional plans.
2. The owner of any item used in a live-work project must sign a ***Live-Work Order Form*** releasing the college, its employees, students, and its board members from any liability.
3. The owner of any item used in a live-work project must sign all agreements concerning payment of any costs incurred and the disposition of the item should the terms of the agreement not be met.
4. Live-work projects should be accepted in the following priority order:
 - a. Owned by Georgia Northwestern Technical College.
 - b. Owned by Georgia Northwestern Technical College students in the same program doing the work.
 - c. Owned by Georgia Northwestern Technical College instructors and staff.
 - d. Owned by Georgia Northwestern Technical College students outside the programs doing the work.
 - e. Owned by other governmental agencies.
 - f. Owned by charitable agencies and civic organizations.
 - g. Owned by members of the general public whose project will enhance the training programs.
5. Fees for live-work vary from program to program. Cosmetology, Culinary, Horticulture, and Neuromuscular Therapy have a set fee structure for services offered that must be available for review by students and customers before services are rendered. The fee structure for these programs should be reviewed annually and any changes submitted to the vice president of Academic Affairs and vice president of Administrative Services for approval.

Other programs, such as Carpentry, Construction Management, Automotive Collision and Automotive Technology, charge fees to cover the cost of any college supplies used plus a lab fee

to cover equipment usage and overhead costs. The owner of any item used in a live-work project should purchase any parts needed for completing the project if feasible. For example, brake pads should be purchased when obtaining new brakes, however it would be acceptable to use automobile paint purchased by the college when getting a car repainted and include the cost of the paint in the live-work invoice. All fees must be agreed upon before the project is accepted.

6. All monies due the college for on-campus live-work must be paid upon completion of the project and before the item is picked up.

7. Live-work of a minor nature for which the program instructor deems that no charge should be made, that no significant amount of program supplies are being used and that no significant amount of program equipment usage is needed may use a live-work acknowledgement form that will be kept in the program lab area for one year. The acknowledgement form will include:

- a. the date the service is given,
- b. a description of the service performed, and
- c. the customer signature.

The dean of the appropriate division will periodically check these forms to ensure that they are being used.

Live-work Completed Off Campus

Individuals requesting live-work to be done off campus will be required to purchase all materials and have them delivered to the work site. Only emergency purchases may be made through the college, and these purchases must be paid for when the college receives the billing. Off campus projects requiring the use of college vehicles to transport personnel or materials will require payment of a fee to cover transportation and travel related expenses (per vehicle) for travel to and from the work site. The charge for travel will be included on the final invoice and due to the college when the project is complete.

Warranty

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of The Technical College System of Georgia will warrant every graduate from programs offering a diploma or an associate degree according to the following stipulations:

1. This warranty guarantees the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard and Program Guide, and any program graduate who is determined to lack any such competency shall be retrained at no cost to the employer or employee for tuition or instructional fees.

2. Any claim against the warranty will be based upon an agreement between the employer and the technical college graduate that the individual could not perform one or more of the competencies contained in the industry-validated Standard or Program Guide.
3. This warranty is included as a part of the original tuition cost at all state technical colleges in Georgia and is applicable to graduates of any diploma or degree program who entered the program subsequent to the mandated standards implementation date.
4. The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any TCSG technical college that offers the same program.
5. This warranty shall be issued in writing to each graduate who enters a program subsequent to the mandated standards implementation date beginning fall quarter, 1989.

INSTRUCTOR SUPPORT

General Supplies

Teaching supplies, such as pens, pencils, notepads, folders, and grade books can be obtained from the secretary or dean of the appropriate division or the Office of Academic Affairs.

GNET (GNTC Intranet)

GNET is a valuable source of information for Georgia Northwestern Technical College's faculty and staff. GNTC has two web sites for information delivery - one is www.gntc.edu, referred to as the "public" website, which delivers announcements, class schedules, current and prospective student information and GNTC news articles to the general public. The other is the GNET, which is a secure internal web site that is accessible only to faculty and staff who have been provided with individual login credentials. Various forms and applications can be found to assist faculty. Information on accessing GNET can be found on the Faculty/Staff page of the GNTC website. Suggestions for enhancements to the GNET are always welcomed.

ANGEL Training

Faculty teaching online, hybrid or web-enhanced classes is required to participate in on campus or online ANGEL Training before credentials are granted for teaching in these formats. This training provides faculty with a basic understanding of ANGEL and its primary tools for effectively teaching online. There are additional resources for faculty located at <http://www.gntc.edu/disted/faculty-resources.php>. The academic dean will schedule the appropriate training with the Online Coordinator prior to being scheduled for teaching in this format.

Professional Development

Periodically, GNTC may offer professional development opportunities for adjunct instructors. These opportunities are normally voluntary and no compensation will be provided to attend or participate in the opportunities. If there is a situation that the dean feels it necessary to compensate the adjunct instructor(s), the request must be approved by the vice president of Academic Affairs or designee prior to the adjunct instructor participating in the activity.

Mail and Email Access

Each adjunct instructor who teaches on a campus is assigned a mailbox or mail folder in the faculty mail room located on each campus. Institutional information will be placed in the mailboxes or sent out through email correspondence. Adjunct instructors who teach only online classes may not have a campus mailbox and will have materials mailed or sent electronically to them. It is critical that all instructors access their GNTC email accounts on a regular basis, preferably daily, as it is the official means of communication.

Keys

Classroom keys are not issued to adjunct instructors. Classroom and lab doors will be unlocked by campus staff before the start of class.

Faculty ID Cards

All instructors should have a Georgia Northwestern Technical College identification card. ID cards may be obtained from the office of Student Affairs at each campus. A faculty ID is required for library checkout services.

Fax Machines

Fax machines for faculty use are located on each campus:

Floyd County Campus - A111, 706-295-6888; Allied Health Building, Room H112, 706-295-6894; Library Services, Room H156, 706-295-6843; and Springwood Building J, Room 134, 706-802-5613.

Gordon County Campus: Building 100, Room 127, 706-624-1198; Student Affairs, Room 104, 706-624-1120; Room 134, 706-624-1199; Academic Affairs, Room 131, 706-624-1134; Building 200, Library Services, 706-624-1107; Building 300, Room 317, 706-624-1135; and Industrial & Manufacturing Technology Center, Room 325, 706-624-1150; Adult Education, Building 400, 706-624-1380

Polk County Campus: Administration Building, 770-684-8710; Library Services, D103, 678-757-1673

Walker County Campus: Administration Building – Student Affairs, 706-764-3707 and Business Office, 706-764-3566; Building 100, Room 112, 706-764-3681; Building 500, Library, 706-764-3567 and Room 5200, 706-764-3718; Building 600, Room 6213, 706-764-3838 and Room 6108A, 706-764-3857, and Room 6200, 706-764-3858

Whitfield Murray Campus: Front Office - 706/876-3602

Duplication

Copiers for faculty use are located as follows:

Floyd County Campus - A115; D111A; H121; and J134

Gordon County Campus - 100 building, Room 134;
Industrial and Manufacturing Technology Center 300 building - Room 325

Polk County Campus - Administration Office Room- A105.

Walker County Campus - Faculty Workroom in the Library, in the Administration Building, in Room 126, and in Room 6100.

Whitfield Murray Campus: Room 643

If an access code is needed, instructors should obtain it from the secretary or appropriate dean or the Office of Academic Affairs.

Technology Services

Technology Services is the unit of Academic Affairs responsible for support, security, and oversight of technology on all campuses and remote sites. That includes operations involving computers, servers, and peripheral hardware; software, applications, and automated information systems; network hardware and cabling; voice and data communications; and acquisition and administration.

Technical support for technology issues: Requests for assistance for non-emergencies must be submitted via the online support system. The system can be accessed from the Support Request link which is found on the faculty/staff page of the GNTC website. Submitted requests will be prioritized and handled by a Technology Services staff member; subsequent comments from Technology Services or the person who submitted a request can be also be entered in the system.

For extremely urgent issues or emergencies, please call Technology Services directly at the appropriate office or cell phone number listed on the GNET phone listing. Any concerns regarding this process should be submitted to the Director of Technology Services.

Use of Technology: In accordance with GTA Security Standard ss-08-001.0 and other TCSG policies, all computers owned by GNTC and provided to employees are State of Georgia/TCSG

computer systems. All information technology resources are to be used to conduct official state business. Users of state information technology resources shall assume NO expectation of personal privacy outside protections provided by the Privacy Act of 1974, HIPAA, and/or other federal, state, or local regulations. All information created, transmitted, and stored on State information technology resources is the sole property of the state, and is subject to monitoring, review, and seizure. Logging on to any State information system is an acknowledgement of this standard, and an agreement to abide by it and all other governance regarding its use. Further information regarding acceptable use of TCSG computer systems can be found at: [http://www.dtae.org/dtaepolicy/docs/Computer Use and Access to the Internet.htm](http://www.dtae.org/dtaepolicy/docs/Computer%20Use%20and%20Access%20to%20the%20Internet.htm). All faculty are responsible for following the GNTC Computer Use Guidelines which can be found at <http://www.gntc.edu/pdfs/technology/ComputerUseGuidelines.pdf>.

Library Services

Georgia Northwestern Technical College libraries provide students, faculty, and staff with a variety of library materials, access to technology and electronic resources, library instruction and orientation, interlibrary loan, and personal research assistance.

Library holdings are in excess of 75,000 items. Library materials include books, audio-books, e-books, CD-ROMs, DVDs, videos, as well as newspapers and journals to support all GNTC programs of study. Library computers provide access to software applications, the Internet, the library online catalog, and a vast array of electronic resources via GALILEO (GeorgiA LIBrary LEarning Online), eBooks on EBSCOhost, and other privately licensed databases.

Faculty members are encouraged to select materials for library purchase that support their program of study. The *Library Materials Request Form* is available via the library web site <http://www.gntc.edu/library>. Forms should be returned to a campus library coordinator.

Librarians present orientations, bibliographic instruction, and provide computer assistance and reference services. Faculty members may schedule bibliographic instruction or orientations by calling or emailing the campus library coordinator. These sessions typically last 50 minutes and may be scheduled for day or evening.

When materials needed are not available at GNTC, Interlibrary loan (ILL) services are available to all faculty, staff, and students. ILL request forms are available via the library web page. Through a cooperative agreement GNTC faculty, staff, and students also have borrowing privileges with Berry, Shorter, Georgia Highlands, Covenant College and Dalton State College libraries. Upon presenting a GNTC ID, faculty and students will be allowed to use reference materials in-house, check materials out, and use other library electronic resources and equipment. In addition to this agreement, all Georgia public library systems provide use of resources and services via their participation in PINES to any Georgia citizen.

Faculty check out period for GNTC library books is three weeks. Items may be checked out for an extended period by request if no holds are active for these items. Audiovisuals check out for five days, but faculty may request other arrangements if the item is needed for an extended

period of time. Faculty may check out periodicals for overnight use. Each library's digital camera, digital video camera, laptop, and LCD projector are available for faculty checkout.

Equipment for faculty in-house use normally includes, but may not be limited to, laminator; computers; printers; scanner; television with DVD players; facsimile; and CD/DVD duplicator; calculator; binder unit; and accu-cut system with die blocks. The library lab (H 148) on the Floyd County Campus is available by faculty request for student hands-on computer training, showing videos, accessing interactive software on a large screen for instruction, completion of course evaluations, etc. The lab has 24 student workstations and an instructor symposium which includes smart board software, VHS/DVD equipment, projection equipment, and a networked printer.

The library conference room on the Walker campus is available by faculty request for student hands-on computer training, showing videos, accessing interactive software on a large screen for instruction, completion of course evaluations, etc. The conference room has 16 student laptops and an instructor computer with projection equipment.

Hours of operation and locations of GNTC libraries:

Floyd County Campus: H156 Main Library and H148 Library Lab
Monday-Thursday 7:30 a.m. - 9:00 p.m. and Friday 7:30 a.m. - 4:00 p.m.

Gordon County Campus: Building 200
Monday-Thursday 7:30 a.m. - 9:00 p.m. and Friday 7:30 a.m. - 1:00 p.m.

Polk County Campus: D103 Main Library and D127 Library Office
Monday-Thursday 9:00 a.m. - 9:00 p.m. and Friday 7:30 a.m. - 1:00 p.m.

Walker County Campus: Building 500
Monday-Thursday 7:30 a.m. - 9:00 p.m. and Friday 7:30 a.m. - 4:00 p.m.

Whitfield Murray Campus: Room 133
Monday-Thursday: 8:00 a.m. - 7:00 p.m. and Friday 8:00 a.m. - noon

Library Display Policy

The Georgia Northwestern Technical College Library welcomes displays and exhibits of original art and educational materials that support the curriculum and academic missions of the college and library.

Exhibits and displays may reflect the personal expression of the displayer, respective of the American College and Research Library (ACRL) policy, "Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy." (*ACRL Intellectual Freedom Principles for Academic Libraries*, Item #7). However, the subject of these displays must be academic or associated with the activities of the college.

All requests for the use of the display must be made in writing to the director of the Library or designee within three months of the expected date of display. The decision to accept a display or exhibit rests with the Library Director or designee. If an appeal of the decision is requested, it must be made in writing to the vice president of Academic Affairs. The library staff will make all decisions regarding placement, length of time for the display, publicity, and display removal. All requests for library staff assistance must be made in advance.

The library cannot provide security for the exhibit. The library does not accept responsibility for damage to the exhibits while in the library or while being shipped to and from the library.

Due to limited space, display area is not available to the community or outside organizations unless the exhibit or display is sponsored by a Georgia Northwestern Technical College department, faculty or staff member.

Copyright

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works, prepare derivative works based upon them, distribute copies of them, perform them, and display them. Anyone who undertakes one of these acts without permission of the copyright holder has infringed upon the copyright.

Special Needs/American with Disabilities Act Coordinators

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of disabilities from the coordinator of American with Disabilities Act (ADA). Georgia Northwestern Technical College strives to provide reasonable, quality services/accommodations based upon the nature of the disability. The type of service/accommodation provided should not fundamentally alter the nature of the program. Services available may include but are not limited to the following: priority registration, campus orientation, career exploration, test modification, recording/enlarging reading materials, accessible parking, counseling, interpreting services, adaptive equipment, and others.

Faculty must adhere to the documentation provided by and refer any questions or concerns to the coordinator of ADA. Faculty must not authorize accommodations not approved by the coordinator of ADA. If a student refuses his/her approved accommodations, student must be referred to the coordinator of ADA and the coordinator will notify faculty if accommodations will be refused.

If a student has self-disclosed as a student with a disability and may be eligible to receive classroom accommodations, the following can be contacted:

Shelia Parker, Coordinator of ADA, campuses of Floyd County, Gordon County & Polk County – (706) 295-6517 or Michael Walters, Coordinator of ADA, Walker County Campus – (706) 764-3799 or Kevan Watkins, Whitfield Murray Campus – (706) 272-2966

WRITTEN STUDENT COMPLAINT – ACADEMIC

Any student at Georgia Northwestern Technical College who feels he/she has an academic complaint should first seek resolution of the complaint with the instructor of the class in which the situation has occurred. The complaint should be presented to the instructor in written form, and dated, in order to better establish a timeline for resolution of the complaint.

The complaint should be brought to the instructor's attention before the end of the semester in which the situation occurred. In any case the complaint must be brought to the attention of GNTC faculty before the beginning of the next academic session* Failure to lodge a complaint in a timely fashion may preclude the student from filing said complaint at a later date. Once a student has notified the instructor of the complaint the instructor has five (5) business days to reply in writing. This reply should list the student's original complaint and the solution offered by the instructor. A copy of the original complaint and a copy of the instructor's response will be forwarded to the instructor's dean of Academic Affairs.

If the student does not get a satisfactory resolution to his/her complaint, resolution may be sought by appealing to the dean of the appropriate division. A written description of the incident, including all pertinent details and the solution offered by the instructor, must be given to the dean. The appeal must be received within ten (10) business days after the failure to receive satisfaction from the instructor. Once the dean receives the formal complaint, he/she has seven (7) business days to reply in writing to the student.

If the student is still not satisfied with the results of the complaint he/she has ten (10) business days from the time of the receipt of the decision in which to file a written appeal with the vice president of Academic Affairs at GNTC.

Once the student has filed a written appeal with the vice president of Academic Affairs, he/she should expect to receive a reply within seven (7) business days. Once the vice president of Academic Affairs makes a decision on the appeal, that decision is final. No further appeal is heard.

****NOTE: If the student's complaint is regarding the final grade awarded for a particular course then the student has ten (10) business days from the time they could reasonably be aware of the final grade. This "reasonable time" is defined as starting once grades are posted and made available to students on the institution's electronic records web page.***

WRITTEN STUDENT COMPLAINT – OTHER

Faculty and staff receiving written and signed student complaints, other than those complaints that would be considered an academic complaint, should forward the complaint and any clarifying information to the appropriate vice president.

The appropriate vice president should investigate the complaint to determine its validity. This investigation would include, but may not be limited to:

- a. A meeting with the student
- b. A meeting with faculty or staff member against whom the complaint was lodged. In case of a complaint regarding procedures, the meeting would be with the individual responsible for the particular program or service in question.
- c. Meetings or discussion with other appropriate faculty, staff, or students

The vice president, upon clarifying the nature of the complaint, should respond in writing to the student lodging the complaint within seven (7) days. The response should include:

- a. Acknowledgment of receipt of the complaint
- b. A statement regarding action taken

Copies of the response should be forwarded to:

- a. The faculty or staff member involved
- b. The student's file

FACULTY EVALUATIONS

The purpose of the evaluation is to promote individual and institutional improvement. The evaluation of instructors is conducted by appropriate Academic Affairs personnel. Evaluation is performed according to the following procedures:

Student/Course Evaluations - Will be conducted each semester using Class Climate. Faculty will be notified of the availability by the Office of Academic Affairs. Faculty will notify and encourage students to complete online evaluations. Summary of course evaluations will be sent directly to the instructor and the appropriate dean. The dean and the instructor will review the results

Supervisor Evaluation - Completed by the dean of Academic Affairs prior to the evaluation conference. This evaluation will be composed of a written document and one or more observations of the instructor in the classroom setting. For those faculty teaching an online course(s), an additional evaluation form will be completed by the dean of Academic Affairs focusing on effective online instruction.

Evaluation Conference - Scheduled by the dean of Academic Affairs. The purpose of the conference shall be to summarize evaluation data, identify strengths and weaknesses and to identify areas of review or improvement for the following year that can be used in completing the professional development plan. Evaluation items which receive overall ratings of less than 3 (of 5) require that goals and objectives be written jointly by instructor and dean in order to improve performance of evaluation item. Conferences will be completed each year on or before **May 15th**

SAFETY AND SECURITY

Campus Security: Georgia Northwestern Technical College is committed to the safety of our students, faculty, staff and guests on all campuses. We will work hard every day to provide and maintain a safe and friendly environment for students and employees to work and learn.

At GNTC, we adhere to all federal and state laws and regulations regarding safety and security. We do this by involving everyone in anticipating risks, reporting problems, developing policies and staying alert to suspicious activity.

GNTC leaves the enforcement and investigation of criminal statutes to local law enforcement officers who are always ready and able to respond when called. Each campus is served by a county 911 emergency service. It is good practice for faculty to know and to tell their students the following:

Location of emergency exits and proper routes of exit

Location of fire extinguishers

Location of AED machines

Building and room numbers are located in each room near the light switch

Advise that anyone can and should report suspicious activity to any faculty or staff member of Georgia Northwestern Technical College

Encourage all to sign up for the ALERT notification system and keep contact numbers up to date

Our Director of Safety and Security works with staff at all four campuses to coordinate our daily efforts. Each campus has an administrator on duty during class periods for both day and evening programs. GNTC's Facilities and Maintenance personnel are always ready to assist students, staff and guests.

Director of Safety and Security

Bill Byars

Administrative Services

Georgia Northwestern Technical College

706-295-6552 Floyd B106

bbyars@gntc.edu

Polk County Campus: 770-684-7238

Gordon County Campus: 706-624-1115

Walker County Campus: 706-764-3862

Whitfield Murray Campus: 706-272-2970