Faculty Manual

GEORGIA NORTHWESTERN TECHNICAL COLLEGE

Georgia Northwestern Technical College is a Unit of the Technical College System of Georgia and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals are responsible for coordinating the college's implementation of Title VI, Title IX, Section 504, and the ADA: Brittany Elrod, 706-764-3832

created: 7/1/2009

Revised: Nov. 2010, July 2011, July 2012, Dec. 2012, July 2013, January 2014, July 2014, January 2015, July 2015, August 2016,
August 2017, July 2018, October 2021, August 2023

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Policy Manuals

This manual is prepared for the convenience of the faculty at Georgia Northwestern Technical College (GNTC) and is not to be construed as an official publication of the Technical College System of Georgia (TCSG).

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

In case of any divergence from or conflict with the State Board Policies and Technical College System of Georgia Procedures Manual, 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

Georgia Northwestern Technical College, a unit of the Technical College System of Georgia, provides quality technical education and workforce development opportunities supporting student success throughout the communities of northwest Georgia. The college achieves its mission by offering technical and academic instruction through traditional and distance education delivery methods leading to associate degrees, diplomas, and certificates of credit programs as well as through non-credit continuing education, economic development, and adult education services.

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) procedure 5.1.1p 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 their 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 their responsibilities to society and to their 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.

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 full-time instructors is essential for the success of their employment at Georgia Northwestern Technical College. The director of Human Resources, the appropriate dean of Academic Affairs, and the Director of Distance Learning are responsible for orienting the new faculty member. The appropriate dean of Academic Affairs is responsible for providing and completing the New Hire Check List.

Intellectual Property

In accordance with TCSG policy, 3.2.1: Intellectual Property, to further its goal of making education accessible to as many people as possible, the college and TCSG own 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, 2.1.6. Ethical Responsibilities, faculty members are expected to maintain high ethical standards in the conduct of their personal and professional affairs. This standard includes all aspects of their dealings with GNTC constituents, businesses, the local communities, and other governmental agencies.

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

Work Schedule

Working Hours

The working hours for the College are set by the President by the authority of the Technical College System of Georgia.

Faculty workload of Georgia Northwestern Technical College faculty is consistent with TCSG Policy 4.1.8, Instructional Staff Work Assignments.

Adjunct instructor schedule needs will be determined by the instructional needs of the College and requested by the appropriate dean. Adjunct instructors are employed on a term-by-term basis.

GNTC Faculty shall spend a minimum of 40 hours each week on assigned responsibilities. Faculty are considered to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and not subject to the accompanying salary basis test so may be required to work additional hours, as necessary, to meet college objectives or needs of students, without further compensation.

Faculty members teaching straight credit (no lab, clinical, etc.) courses will carry a credit hour teaching load of approximately 18-semester credits in the fall and spring semesters and 12- semester credits summer semester. Faculty teaching less than 12 months will have their summer semester contact hours reduced appropriately.

Faculty members teaching mixed credit courses which include labs, clinical, etc. will carry a contact hour teaching load of approximately 21 – 28 contact hours per fall and spring semesters and 14 – 18 contact hours per summer semester. Faculty teaching less than 12 months will have their summer semester contact hours reduced appropriately.

Full-Time Faculty Overloads

Full-time faculty will be paid an overload if they are teaching over the maximum of 28 contact hours for those teaching mixed credit courses (labs, clinical, etc.) and over the maximum of 18 credit hours for those teaching straight credit courses (no lab, clinical, etc.). Due to budgetary reasons, there may be further restrictions on how overloads are paid, but this information will be communicated with

faculty ahead of time and come from the appropriate academic dean.

Student course enrollment will also be considered when evaluating faculty workload as it relates to requests for additional compensation. The final decision will be made by the AVPAA, VPAA, and the President. Teaching loads will be assigned with consideration of the following productivity parameters:

- Types of classes (lecture, lab, clinical, internships, etc.)
- Number and type of preparations
- Advisement load
- Section or class size
- Time and location of the classes
- Budgetary considerations
- Assigned number of credit hours
- Overall annual teaching load
- Other documented and consistently administered/approved considerations

Generally, no faculty will have greater than four (4) distinct preparations per semester. However, schedules vary from area to area. Deans are responsible for the determination and assignment of equitable teaching loads within each area.

Faculty will schedule 8 hours of office hours. Office hours will be posted outside of the faculty member's office using the Door Schedule Template and entered into GNET2, the GNTC Intranet. Any faculty member unable to adhere to the 8 hours because of class contact hours must make appropriate arrangements with their academic dean who will notify the AVPAA.
The remaining hours shall be used for, but not limited to, the following purposes: advisement, maintaining curriculum, maintaining lab equipment, completing administrative activities, preparing instructional materials, recruiting students, planning, leadership teams, committee assignments, faculty development, assessments, research, back-to-industry visits, budget development, faculty meetings, advisory committees, and miscellaneous instructional duties.

Assistant deans and program directors, who support the academic deans in such administrative matters for the divisions such as book orders, writing department budget, or serve as content experts for curriculum development and 3rd party accrediting agency liaisons, etc., will receive a one-course reduction or stipend. If more course reductions are needed, the academic dean must present justification for approval to AVPAA.

Annual and Semester Schedule

In conjunction with his/her dean, each faculty member will develop an annual and semester instructional schedule when prompted to do so by the Office of Academic Affairs:

Full-time faculty enter their faculty schedule preferences. When appropriate, the full-time faculty, program director/department head, or assistant dean will coordinate with and enter schedules for adjunct instructors.

1. If a class is needed and no current adjunct faculty member is available to teach the course, the instructor is entered as STAFF and the dean for that area is notified.
2. Program directors/department heads and assistant deans will work together with the full- time faculty to review the schedules.
3. Deans will work in conjunction with faculty and program directors to review the schedule for efficiency and accuracy each semester.

The faculty instructional schedule and the designated office hours will be entered on GNET2 – Course IDS. Faculty are to ensure that meeting times do not conflict with office hours and reflect state standard requirements.

Adjunct Instructor 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 Commercial Truck Driving, agreements will be adjusted.

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

Adjunct instructors are at-will status employees, 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.

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 expectations for its instructional staff.

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

Adjunct Instructor Payroll Schedule

The payment schedule is determined by the Office of Administrative Services for each term.

Course Files

At the conclusion of the stated agreement period, the adjunct instructor is responsible for returning the following items to the appropriate dean:
Gradebook or its equivalent

- Textbooks, instructor's manual(s), test banks, and other instructional materials unless the instructor will be returning for the same class the next semester
- Signed work ethics forms, if applicable

Distance Education and Instructional Load

Online classes are given the same consideration as traditional sections in the calculation of instructional load.

Full-time Faculty Teaching as Adjuncts

Some faculty positions may require that faculty members teach on campus, online, at multiple campuses, or off-campus during the day or evening as part of their regular load. Full-time faculty who wish to teach beyond the regular teaching load shall be compensated for the additional instructional time if deemed appropriate by the dean, associate vice president of Academic Affairs, and vice president of Academic Affairs. The additional class(es) shall be taught on an adjunct basis and compensation provided based on the current scale for adjunct faculty.

Faculty members must have approval from the dean, associate vice president of Academic Affairs, vice president of Academic Affairs, and the President to teach on an adjunct basis for overload pay. Please see Full-Time Faculty Overloads (under Work Schedule) for more information.

Leave Requests

Approval for any type of leave of absence must be approved by the dean. Most types of leave of absence must be approved in advance of the absence. Leave requests are submitted on GNET2 - Leave Request and, an email notifying the appropriate dean of the leave request will be sent simultaneously. Requests for annual leave during a term when classes are in session will not be approved by the direct supervisor. Deans will be responsible for ensuring these requests are not approved during a term. Should an extenuating circumstance arise, faculty are to work with his/her direct supervisor and Associate Vice President/Vice President of Academic Affairs. All leave, regardless of type (annual, sick, or personal), should be documented using Leave Request on GNET2.

In addition, information about leave time accrual, the different types of leave available, or use and limitations of the different types of leave, can be obtained from the director of Human Resources. Per the TCSG policy 4.5.2: Leave: a technical college may prohibit or significantly limit the ability of faculty members to use annual leave during an academic term.

Absence from Class (What to do if you are sick or late)

If class is to be missed due to illness/emergency or in the event of unavoidable lateness to class, please contact the appropriate academic dean or their designee. The dean or designee will contact students to inform them of the situation and include information on assignments and/or make-up sessions, notify campus police, and notify the campus manager. Please do not send a substitute instructor without prior approval from Academic Affairs.

Faculty Salary Increases Based on Degree Obtainment

Faculty who receive presidential approval for obtaining an advanced degree will receive an increase to

their annual salary based on the scale below (ex. Faculty member who has a salary of $45,000 would receive $3000 upon obtaining a master's degree increasing his/her salary to $48,000.) Salary increases will be awarded as approved but may be postponed in the years the Technical College System of Georgia does not grant salary increases. These salary increases awarded would become effective when TCSG resumes the granting of salary increases.
For faculty members who want to earn their first bachelor's degree, the degree must be in the faculty member's field of instruction as approved by the vice president of Academic Affairs. For faculty members who want to earn their first master's degree, the degree must be in the faculty member's field of instruction or include 18 semester hours in the field of instruction as approved by the vice president of Academic Affairs.

The Request for Approval form must be submitted and approved by the president of the college before beginning a degree to ensure that the faculty member will receive the salary increase upon completion.

Payroll will process a salary adjustment based upon the Office of Human Resources receiving an official transcript indicating the degree conferred.

bachelor's degree: $1500 master's degree: $3000

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, course requirements, grading policies, makeup work/quiz policies, special assignments, details on completing the no-show policy, etc.
- Provide contact information
- Review of class roll for accuracy
- Safety information
- 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 such as Blackboard orientation or any 3rd party platforms that may be used

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 rosters for each class they teach. These class rosters are obtained through MyGNTC and class rosters are the official list of students enrolled in the class. If a student is not on the official class roster, then the student should not be allowed to sit in the class or participate in any academic activities.

Reminders and instructions will be sent from the Registrar for the following:

First Day – the instructor checks class rosters on the first day of class in MyGNTC. Please check these class rosters for accuracy. Students whose names do not appear on the MyGNTC class roster must be referred to the Student Help Center immediately. The MyGNTC class roster must be checked frequently during the first three consecutive instructional days of the semester as students make many changes to their schedule during this time.

Enrollment Verification / "No Show" – Toward the end of the first five consecutive instructional days, the registrar will issue instructions by email on verifying your class rosters in MyGNTC. Instructors must check their class rosters for accuracy and mark those students as either "Present" (P) or as "No Show" (NS) if a student did not complete an academic activity.

Failure to accurately mark those students as either "Present" or "No Shows" when prompted by the Registrar during this notification time period can have negative monetary consequences for the College due to issues with the return of Title IV federal funds.
Students whose names do not appear on the class roster must be referred to the Student Help Center immediately to ensure they are registered for the class. Students whose names do not appear on the class roster must not be allowed to continue in the class until they provide documentation showing they are officially registered for the class.

The instructor of the course is responsible for ensuring that the students sitting in the course are on the official class roster and that all students on the class roster have completed at least one academic activity (no-show/enrollment verification) assignment. Any errors made during the roster verification time period must be reconciled immediately using the Registration Status Change form on GNET2.

Drop/Add Procedure

Students may add and/or drop courses through the third instructional day of the term without penalty. To make a schedule change during the drop/add period, students must log in to MyGNTC. Any student who enters a course after the first day of instruction is required to complete all missed assignments as required by the instructor and should attend the first available class after registration.

Withdrawal Procedure

Students are responsible for initiating a withdrawal from a course. After the Drop/Add period during

the beginning of a term, any student withdrawing from a class will receive a grade of "W" through 60% of the term. The last date on which a student may officially withdraw from a class A, B, and C term is posted on the Academic Calendar located on the GNTC website. A student who wishes to withdraw from a course(s), but who does not want to totally withdraw from the college, can obtain a Drop/Add form from a Student Help Center located on any GNTC campus or on the GNTC website under Registrar Forms. A student who stops attending after the deadline to withdraw may receive a failing grade and/or a loss of financial aid.

Components of the Course Syllabus

All faculty are required to use the approved syllabus template on GNET2 – Academic Affairs – Course IDS. 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 will also indicate that the instructor will be available for office hours if a student has questions about his or her progress in the course. All syllabi are to be created and filed as part of the Course ID systems. The course syllabus follows the Basic 14-Point Syllabus Outline:

1. Name of the Course
2. Faculty Name
3. Office Hours and Phone Number, by appointment is not sufficient. Office hours are to be regular and scheduled.
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 (not applicable for General Education/Learning Support)
14. Additional Information
15. other important information students need to know
16. details for projects
17. scheduling of conferences with students
18. guidelines for student conduct beyond attendance
19. cell phone policy
20. GNTC Warranty
21. Severe weather information
22. ADA information
23. 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. Students 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 faculty member but should be consistently used for all students.

Entering Final Grades and Academic Grading Scale

Before the end of the semester, faculty will be notified that the final grades of all students officially enrolled in their course(s) can be entered into MyGNTC or submitted by Blackboard ILP. The instructor will input both a final academic letter grade and a final work ethics grade, if applicable. Students will receive an academic grade and a Work Ethics grade in program area classes. Students are not required to receive Work Ethics grades in Learning Support classes and all courses considered general core classes or diploma basic skills classes (ex. English, math, biology, etc.).
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 is 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 the evaluation of Work Ethics in which a student is assigned a grade reflecting Work Ethics in each program area. When applicable, students are given a Work Ethics grade at mid- term which is not recorded in MyGNTC class roll but is designed so students are aware of their Work Ethics progress.

When applicable, the instructor will input a final Work Ethics grade into MyGNTC class roll and record it on the Work Ethics form (found on GNET2) for the student to sign. Students will receive an academic grade and a Work Ethics grade in program area classes. Students are not required to receive Work Ethics grades in Learning Support classes or any courses considered general core classes or diploma basic skills classes (ex. English, math, biology, etc.). Work Ethics grades are included on the student's official transcript so they are given the same serious consideration of award as the academic grade.

Any Work Ethics grade other than a “2” must be accompanied by a completed Work Ethics Exception Form.

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 electronic grade change form is available on GNET2. The comments or remarks section will state the reason why the student got the "I" and why the student now deserves a grade change. After the instructor enters the grade change information, it is submitted in GNET2 for approval and 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 written plan/agreement with the student that includes details of how and when the student will complete the course requirements.

Incomplete Grade Policy

An incomplete grade indicates the student who is performing satisfactory work is unable to meet full course requirements for nonacademic reasons, or circumstances beyond the control of the student or instructor. An "I" is recorded until the final grade is established. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements. An "I" must be resolved by the end of the third week of the subsequent semester, or the incomplete grade will automatically become an "F." If a grade of "I" is received in any course that is a prerequisite to other courses, then the student must complete the required prerequisite and receive a satisfactory final grade to be eligible to enroll in the next level course.
It is recommended that the student sign or otherwise acknowledge in writing the requirements for completion.

Buckley Amendment (FERPA) and Grade Confidentiality

According to The Family Education Rights and Privacy Act of 1974 (the Buckley Amendment), faculty 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 Permission to Release Education Record Information form can be found on GNET2. The original signed form must be turned in to the Student Help Center for the student file. The form will be uploaded into the student's DegreeWorks information.

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 are referred to the Registrar.
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 are not to be exchanged and graded in class by students

Every effort will be made by the instructor to maintain the confidentiality of the student's grade and other academic information.

Records Retention

As set forth by the TCSG policy 6.3.1 – Student Records, student documents that are kept by the instructor such as exams, tests, term papers, homework assignments, etc. and not given to the student to keep, must be kept by the instructor for three years. The exception to this requirement is those instructors who are bound by their program accreditors to keep those types of student documents longer than this three-year time period

Examinations, Tests, Term Papers, and Homework Records

Explanation**:** This series documents student subject mastery in college courses. Records may include the grades of the following: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. This series does not include graduate student qualifying or comprehensive examinations.
Record Copy: Departments or Academic Affairs
Retention: 3 years from the close of the applicable academic year for grades relating to the applicable records. If a discrimination complaint has been filed by a student or a compliance review has been initiated relating to records subject to this section, all records must be maintained until 3 years after the final resolution of the complaint or compliance review.

Ex. an instructor who gave student exams for Fall 2016 and did not let the students keep their exams will destroy the student exams at the end of Fall 2019 unless bound by a program accreditor to keep the documents for a longer time period.
Any document that the program collects on a student for competitive admissions or wait list is considered a program record. Anything they list in the catalog that the student must complete prior to acceptance in their program would be considered here.

Specific Program Records

Explanation**:** This series of documents addresses specific program admission requirements (i.e. immunizations, physical examinations, drug screens, criminal background checks, Motor Vehicle (MVR), psychological evaluations, etc.)
Record Copy: Program Department of Academic Affairs
Retention**:** 3 years after graduation or date of last enrollment

Most of these records above are maintained in DegreeWorks, but if a faculty member has any type of internal file on the student for advisement purposes, they are required to maintain it for 5 years after the date of last enrollment.

Student Advising Records

Explanation: This series is used to provide a record of a student's academic progress within a specific college program. Most of the components in this record series are reference copies of records maintained in the files of the Registrar's Office and are maintained for the convenience of the student

academic advisors.
Record Copy: Advising Academic Department of Academic Affairs
Retention: 5 years after graduation or date of last enrollment 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.

Textbooks and other related materials will be ordered through the Campus Bookstore a semester in advance so the desired titles and correct quantities will be available in the bookstore for students at the beginning of the semester. If changes in required course texts become necessary, the bookstore must be notified early enough to allow for the procurement of the text before the semester the change is scheduled.

All adjunct instructors should be made aware of any textbook changes in the courses they teach as soon as reasonably possible.

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 needs.

Please be sure to leave the classroom in the same order it was found and remove any personal items from the classroom space. Instructors are welcome to rearrange classroom furniture to facilitate the effectiveness of instruction. Upon conclusion of the class/activity, the classroom must 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 cannot be moved unless permission is granted by Technology Services. Care of Equipment and Facilities
The faculty members 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 will contact Technology Services using the Technology Services Support Request feature found on GNET2.

Food and Drinks in the Classroom

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 the consumption of food items.

Student Academic Misconduct

Academic Misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct - Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.
2. Cheating
3. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones, and/or smartphones, or other electronic devices.
4. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
5. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
6. Possessing, using, distributing, or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/ or a grade.
7. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade taken by another person.
    a. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
8. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
9. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by Technical College Officials, college administrators, or Faculty Members.
10. Fabrication - The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
11. Plagiarism
12. Submitting another's published or unpublished work in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical references.
13. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
14. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Failing or lowered grade – Students charged with academic misconduct may receive, at the discretion

of the faculty member, a penalty for failing the assignment(s), a penalty of a zero for the assignment(s), or a penalty for failure of the class. Students wishing to refute the charges or contest the penalty, or faculty members who wish to impose greater sanctions, such as dismissal from the institution, shall have a hearing by the vice president for academic affairs or designee.
The results of the hearing will be administered by the Office of Academic Affairs. A request for a hearing must be presented in writing to the Office of Academic Affairs in the same semester that the charge of academic dishonesty was made.
All Business, Health, Industrial, Nursing, and Public Service program students will follow specific rules and regulations set by accreditation agencies, program handbooks, and clinical facilities policies.

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. If, upon return to the classroom, the disruptive behavior continues, the faculty member should dismiss the student from the classroom, and on that same date 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. Currently, the GNTC vice president of Student Affairs serves as the GNTC Student Disciplinary Officer.

The Student Disciplinary Officer will notify the faculty member and the Dean of the disposition of the complaint. Please note that the student is allowed to continue to attend class until the final disposition of the complaint is determined. If there are further disruptions while the disposition is being determined, the student should again be dismissed from the class and a new Student Code of Conduct form completed and submitted to the Student Disciplinary Officer on that day.
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, or disciplinary probation. In addition, the Student Disciplinary Officer may recommend disciplinary suspension or disciplinary expulsion to a hearing body, which may uphold the recommendation or impose one or more of the sanctions listed above. 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 the 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

Academic Field Trip

GNTC supports offering learning experiences for its students, both in the classroom and in the community. Academic field trips are learning experiences offered by a program to enhance the

occupational instruction students are receiving within the classroom setting. Academic field trips also include recruitment activities or events involving currently enrolled students with the purpose of promoting interest in a specific program or the college as a whole. Academic field trips must adhere to the GNTC Field Trip Procedure which can be found on GNET2 along with the appropriate forms.

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.

Advising

An important aspect of teaching at Georgia Northwestern Technical College is the faculty member's role in advising students. The faculty member is not only a source of information but a mentor who encourages, monitors, and truthfully directs the student's academic pathway.
Advising entails more than just being available at key times, but also includes meeting with those students with academic difficulty; providing career, scholarship, employment and licensing information; and keeping current on requirements, such as learning support, curriculum, and any requisite tests.

Faculty should not advise students regarding specific financial aid needs of the student. They should instead, always refer students to the financial aid office regarding in-depth financial aid questions. Maintaining up-to-date records for each advisee is an important component of the advising system. MyGNTC/DegreeWorks is an essential tool in the advising process.

Course Substitutions

In individual cases, advisors can request a course substitution for a program class by completing the Request for a Course Substitution form found on GNET2 and submitting it to the Office of the Registrar. However, if an instructor or an advisor wants a blanket course substitution for a course or courses listed in the catalog, the following procedure must be followed:

1. Instructor requesting blanket substitution of a course discusses with the other full- time program/department faculty, if applicable, to reach a consensus.
2. If consensus is reached, the program director/department head sends justification to the appropriate Dean(s) showing the cross-walk of course standards.
3. Dean(s) approve or not. If approved, Deans send it to AVPAA for review.
4. If approved by VPAA or designee, the substitution paperwork is sent to the GNTC Curriculum Specialist who enters the information into the catalog as an OR statement
5. GNTC Curriculum Specialist notifies appropriate personnel of changes.

Career Services

If an employer calls a faculty member regarding a potential job opportunity for his/her students, the

faculty member is required to notify Career Services so the job opportunity can be posted. If an employer asks that it not be posted, the faculty member must inform the employer that faculty are required to notify Career Services about all jobs. If the employer continues to object, the employer needs to be referred to the associate vice president of Academic Affairs or the vice president of Academic Affairs. Faculty can announce the potential job opportunity to their students and can recommend those students who the faculty feel would be best suited for the opportunity.

Graduation

Faculty are required to attend at least one graduation ceremony per year unless the absence is approved by the associate vice president or vice president. Deans and other academic affairs administrators will attend all graduation ceremonies unless the absence is approved. The Office of Academic Affairs will notify faculty when it is time to order graduation regalia and assist in the order process.

Pinning ceremonies and other programmatic ceremonies, while important to the college and the program students, do not take the place of the college graduation.

Research

GNTC does not require research from faculty members. However, faculty who may wish to conduct any type of and the research involves GNTC faculty, staff, or 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 participants. Written permission must be obtained from the participants 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 curricula. One of the methods of achieving this objective is to accept live-work projects as class activities. Currently, the following programs accept live-work projects (examples of the type of work performed in parentheses): Automotive Collision (ex. auto body repairs) Automotive Technology (ex. brake inspections), Cosmetology (ex. hair cutting/styling), Construction Management (ex. building small storage units), Culinary (ex. special occasion meals), and Horticulture (ex. floral arrangements).
In accordance with the Technical College System of Georgia Policy 5.1.11. Live Work Projects, all GNTC live-work projects will adhere to the following:

1. Projects will adhere to the Governor's Executive Order on Ethics.
2. Projects will always involve student participation and the live work will not be performed solely by the instructor.
3. Students and facilities will not be used for personal gain or profit.
4. Projects will not be of a production nature and will not actively compete with private enterprises.

5. The project is a class activity so it 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 and appropriateness as a class activity in the instructional process.

6. The live work projects will only be performed during the normal operation times of the program and college, unless otherwise approved by the program director and appropriate dean of Academic Affairs.

7. Fees for live-work vary from program to program. Cosmetology, Culinary, and Horticulture have a set fee structure for services offered that must be available for review by students and customers before services are rendered. Fees should be paid before the 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.
    a. Other programs, such as 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. 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. 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.

8. 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's signature.
9. For those activities for which a fee is collected, a Live-Work Order Form releasing the college, its employees, students, and its board members from any liability must be signed by the customer. In addition, the customer will be informed that the work is done by students and that all risks are assumed by the customer.
10. The appropriate dean of Academic Affairs will periodically check these forms to ensure that they are being used appropriately.
11. 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.

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 Technical College System of Georgia warrants every graduate from programs offering a technical certificate of credit, diploma or an associate degree according to the following stipulations (TCSG Policy: 5.1.7: Live Work):

1. This warranty guarantees the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack any such
2. competency shall be retrained at no cost to the employer or graduate for tuition or instructional fees.
3. A claim against the warranty may be filed with the Office of Academic Affairs by either an employer or in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry- validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.
4. This warranty is applicable to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.
5. The warranty will remain in effect for two years immediately following the date of graduation and shall be honored by any technical college that offers the program from which the individual graduated.
6. This warranty shall be issued in writing to each graduate who enters a program on or after the mandated standards implementation date for the applicable program standard.

The Office of Academic Affairs will send instructions to the program directors each semester on

reporting warranty claims.

Support

General Supplies

Teaching supplies, such as pens, pencils, notepads, folders, and grade books can be obtained from an academic affairs administrative assistant or the Office of Academic Affairs

GNTC Intranet (GNET2)

GNET2 is a valuable source of information for Georgia Northwestern Technical College's faculty and staff. GNTC has two websites for information delivery, which delivers announcements, class schedules, current and prospective student information, and GNTC news articles to the general public. The other is GNET2, which is a secure internal website 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 GNET2 can be found on the Faculty/Staff page of the GNTC website. Suggestions for enhancements to GNET2 are always welcomed.

Blackboard Training

Faculty teaching online or blended classes are required to participate in on-campus or online Blackboard Training before credentials are granted for teaching in these formats. This training provides faculty with a basic understanding of Blackboard and its primary tools for effectively teaching online. The academic dean will schedule the appropriate training with the Distance Learning Coordinator prior to an instructor being scheduled for teaching in this format.

Mail and Email Access

Each instructor is assigned a mailbox or mail folder in the faculty mail room locations on each campus. Faculty should check their mailbox/folders on a regular basis.
Faculty are assigned GNTC email accounts. It is critical that all faculty access their GNTC email accounts on a regular basis, preferably daily, as it is the official means of communication.

Keys

Classroom keys are issued to full-time faculty. Classroom keys are not issued to adjunct instructors. Classroom and lab doors will be unlocked by campus police or campus managers before the start of class. Keys to specialized on-campus labs must be returned on the day of their usage. All keys must be returned to the Office of Academic Affairs or the Department of Human Resources upon discontinued employment at Georgia Northwestern Technical College.

Faculty ID Cards

All faculty members are issued a Georgia Northwestern Technical College photo identification card and Centegix Alert card. ID cards may be obtained from the Office of Student Affairs at each campus. A faculty ID is to be worn when the faculty member is on any GNTC campus and is required for library

checkout services.

Fax Machines

Fax machines for faculty use are located on each campus:

- Catoosa County Campus – Building A – Room A122, 706-935-2489

- Floyd County Campus – Administration Building – Room A115, 706-295-6888; Allied Health Building, Room H112, 706-295-6894; and Springwood Building J - Room 134, 706-802-5613.

- Gordon County Campus: Building 100 - Room 134, 706-624-1199; Building 300 - Room
- 325E, 706-624-1150; Building 400 - Room 234, 706-624-1285; Building 400 - Room 235, 706-624-1134;
- Polk County Campus: Administration Building – Office - 770-684-8710; Building D - (instructor office area), 678-757-1675

- Walker County Campus: Administration Building – Student Affairs, 706-764-3707; Administration Building - Business Office, 706-764-3566; Building 500 - Library, 706-764- 3567; Building 600 - Room 6112, 706-764-3718; Dr. Ray Brooks Building 600 - Room 6100,
- 706-764-3857; Dr. Ray Brooks Building 600 - Room 6200, 706-764-3858

- Whitfield Murray Campus: Building A - Room 106, 706-272-2900; Building B - Room 133 (Library), 706-272-2945

Duplication

Copiers for faculty use are located as follows:

- Catoosa County Campus – Building A - Student Affairs area; Room A201 - Library

- Floyd County Campus – Administration Building – Room A115; Building D – Room D111A; Building H – Room H121; Building H – Room H246; Springwood Building J – Room J134

- Gordon County Campus – Building 100 - Room 134; Building 300 – Room325; Building 400 – Room 234

- Polk County Campus - Administration Building - Room A105.

- Walker County Campus – Administration Building – Student Affairs; Building 100 – Room 126; Building 500 - Faculty Workroom in the Library; Dr. Ray Brooks Building 600 - Room 6100.

- Whitfield Murray Campus: - Building A – Room 106; Building B – Room 135, 207

If an access code is needed, instructors can obtain it from the secretary or appropriate dean or the

Office of Academic Affairs.

Technology Services

Technology Services is 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 GNET2. 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 also be entered into the system.

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

All faculty are responsible for adhering to the GNTC Computer Use Guidelines which can be found under Faculty/Staff Resources on the GNTC website.

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, 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, streaming video, 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) and other privately licensed databases. These resources are available online.

Faculty members are encouraged to select materials for library purchase that support their program of study. The Library Materials Request Form is available on GNET2, and should be returned to a campus library coordinator.

Librarians provide bibliographic instruction, computer assistance, and reference services. Faculty members may schedule bibliographic instruction by calling or emailing the campus library coordinator. These sessions typically last 60 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 requests may be made at any campus library. Through a cooperative agreement GNTC faculty, staff, and students also have borrowing privileges with Berry College, Shorter University, Georgia Highlands College, 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 the use of resources and services via their participation in PINES to any Georgia citizen.

The faculty check out period for GNTC library books is twenty-eight days. Items may be renewed if no holds are active for these items. Faculty may check out periodicals for overnight use. Each library's digital camera, digital video camera, e-readers, 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; photocopier, scanner; television with DVD players; facsimile; and CD/DVD duplicator; and calculators. The library lab (H148) 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 sympodium 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.
Normal hours of operation and locations of GNTC libraries (subject to change):

- Catoosa County Campus: A201 Main Library - Monday-Thursday: 8:30am – 4:30pm
- Floyd County Campus: H156 Main Library and H148 Library Lab - Monday-Thursday: 8:30am – 4:30pm
- Gordon County Campus: Building 400, Room 236 - Monday-Thursday: 8:30am – 4:30pm Polk County Campus: D103 Main Library and D127 Library Office - Monday - Wednesday: 8:30am - 1:30pm, Thursday: 8:30am – 12:30pm
- Walker County Campus: Building 500 – upper level - Monday-Thursday: 8:30am – 4:30pm
- Whitfield Murray Campus: Building B Room 133 - Monday-Thursday: 8:30am – 4:30pm

Any changes to the library schedules will be announced and posted.

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, the 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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The unauthorized copying and
distributing of copyrighted materials, including, but not limited to peer-to-peer (P2P) file sharing, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.

Special Needs/American with Disabilities Act (ADA)

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of disabilities to the campus disabilities services coordinator. 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.

Students must request accommodations from the disabilities service coordinator every semester if they wish to have them granted each semester. Faculty must adhere to the documentation provided, and refer any questions or concerns to, the appropriate disabilities services coordinator once they have received the document. Accommodations are not retroactive. Faculty must not authorize accommodations not approved by disabilities services coordinator. If a student refuses his/her approved accommodations, the student must be referred to the disabilities services coordinator 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, you may refer the student to the following personnel:.

- Brittany Elrod, 706-764-3832

- Nicole Hutchison, 706-295-6517

Advisory Committees

A program advisory committee is established to promote interaction between the various programs and the businesses and industries served by the program. Faculty members use the expertise of the advisory committee to improve program content and operation. Responsibilities of the advisory committee's program of work may include, but may not be limited to:

1. Assisting with developing strategic and operational plans.
2. Providing recommendations regarding existing degree/diploma/certificate course offerings.
3. Providing advice regarding curriculum content to ensure that courses relate to present and future employment needs.
4. Making suggestions regarding the modification, addition, or deletion of course offerings.
5. Supporting degree/diploma/certificate programs through public relations activities.
6. Making recommendations regarding the design and use of physical facilities.
7. Making recommendations regarding the selection and maintenance of equipment.
8. Assisting in the evaluation of program effectiveness, job development, job placement, program promotion, evaluation in relation to standards, program advocacy, and industrial support of the program.
9. Reviewing and recommending requirements for admissions, program content and length, program objectives, instructional materials and tests, equipment, technology, method of evaluation, and level of skills and/or proficiency required for completion of new, existing, and revised programs.
10. Submitting recommendations on programmatic changes to the appropriate state-level technical committee for review on an annual basis.

The program faculty provides documented evidence that program advisory committee recommendations are considered and that specific action is taken on each recommendation.

Each program will have an advisory committee that meets a minimum of two times each year. The advisory committee will be made up of at least three (3) members who are external to GNTC: representatives from business and industry, employers, former graduates of the program, and representatives from similar programs in high schools and universities. There should be representation from all counties in the Georgia Northwestern Technical College service area, if possible. The program faculty will be ex-officio members. The program director or designee must attend each meeting. The other full-time program faculty, if applicable, are expected to attend at least one of the meetings, but preferably both, each year

An agenda for the meetings should be sent to the members prior to the meetings. Minutes will be kept of each meeting and distributed to the members prior to the next meeting. Minutes must include: the date, time, and location of the meeting; members present and absent; a reading and approval of the advisory committee's Program of Work, and Program Mission and Goals. The minutes will also document that the advisory committee has reviewed progress on the program of work, the program's curriculum, selection and maintenance of equipment, design and use of physical facilities; as well as any suggestions made by the committee regarding any of these areas. Minutes of meetings with agenda

are entered into the Advisory Committee Application found on GNET2.

An annual roster of the advisory committee will also be entered into the Advisory Committee Application found on GNET2. The advisory committee will elect a chairperson and a secretary. The chairperson and secretary must be an official member of the committee; however, the secretary may get assistance from an ex-officio member.

Each year, the advisory committee will develop a program of work, which is an outline of the goals and activities that the advisory committee hopes to accomplish during the year. The minutes will reflect progress toward the program of work. Other GNTC staff may attend but are not voting members. All documentation is to be maintained by the Program Director.

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 appropriate dean of Academic Affairs. 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 ten (10) business days. Once the vice president of Academic Affairs decides 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 must initiate the grade appeal process, in writing, no later than the end of the third week of

the subsequent semester for which the grade was earned.

Written Student Complaint – Other

Faculty and staff receiving written and signed student complaints, other than those complaints that would be considered an academic, misconduct, or discrimination complaint, should forward the complaint and any clarifying information to the appropriate vice president. The appropriate vice president will investigate the complaint to determine its validity.

This investigation would include, but may not be limited to:

1. A meeting with the student
2. 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.
3. 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:

1. Acknowledgment of receipt of the complaint
2. A statement regarding action taken

Copies of the response should be forwarded to:

1. The faculty or staff member involved
2. The student's file

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.

We leave 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
- Note that 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

Georgia Campus Carry Information - Campus Carry - under important links

Our Campus Police Chief works with staff at all 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.

Campus Police Chief

- Chad Cardin

Administrative Services/Safety and Security

- Georgia Northwestern Technical College 706-295-6552 Floyd B106 or 706-295 - 6900
- Aviation Training Center: 706 – 291 – 3342 or 706 – 295 - 6900
- Catoosa County Campus: 706-965-1143 or 706 – 295 - 6900
- Floyd County Campus: 706 – 295 – 6552 or 706 – 295 - 6900
- Gordon County Campus: 706 – 378 – 1723 or 706 – 295 – 6900
- Polk County Campus: 706 – 378 – 1799 or 706 – 295 - 6900
- Walker County Campus: 706 – 764 – 3678 or 706 – 295 - 6900
- Whitfield Murray Campus: 706-272-2970 or 706 – 295 - 6900

Faculty Evaluations

An assessment of each instructor's performance will be performed annually. 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:

Faculty Self-Evaluation – Given the opportunity to complete prior to the supervisor evaluation and submitted to the appropriate supervisor.

Student/Course Evaluations - Will be conducted each semester using Smart Eval. Faculty will be notified of the availability by the Office of Academic Affairs. Faculty will notify and encourage students to complete the evaluations. A summary of course evaluations will be sent directly to the instructor and dean. The Dean and the instructor will review the results.

Supervisor Evaluation - Completed by the appropriate dean of Academic Affairs. 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 evaluation form will be completed by the dean of Academic Affairs focusing on effective online instruction.

Evaluation Conference – If requested by a faculty member, the conference will be 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 that receive overall ratings of less than 3 (of 5) require that goals and objectives be written jointly by the instructor and dean in order to improve the performance of the evaluation item.

Professional Development

To create the best possible learning setting for students, instructors must strive for continual professional growth. The administration of Georgia Northwestern Technical College provides opportunities for instructors to participate in professional development. Development opportunities can include, but may not be limited, to:

- College Courses
- Instructor Training Institute
- Back-to-Industry
- State In-Service
- Locally-Planned In-Service
- Workshops/seminars/conferences/professional meetings
- Other faculty/staff development activities

Funds may be available to pay for professional development activities. As a program's budget allows, registration, travel, and other related expenses may be paid. Professional dues are not typically paid. Any professional development activity requiring cost reimbursement must be pre- approved.

Any out-of-state travel request requires approval by the President through the state travel application – Concur.

Completed activities must be documented on the self-evaluation completed by the faculty member. All employees are required to meet the minimum required number of hours for annual professional development.

Development and Approval of Academic Procedure and Practice

At Georgia Northwestern Technical College, academic procedure is needs driven. It is dictated by the college's mission, vision, and institutional effectiveness. Academic procedure is developed to identify viable programs, implement programs, manage programs, and respond to the needs of the college, its students, and its personnel. Academic procedure is evaluated and modified as needs change. Academic procedure is developed in accordance with policy set forth in the State Board Policies and Technical College System of Georgia Procedures Manual.

In the development of academic procedures, multiple sources provide input. These sources may include faculty members, leadership teams, administrators, students, advisory committee members, local board members, or the Technical College System of Georgia. Vice presidents typically consider formulating new procedures and review current procedures with possible input from an appropriate leadership team and those whom the procedure will affect. If deemed viable and necessary, academic procedure is written by the vice president and submitted to the president for consideration. The president of the college always has responsibility for final procedural approval and may also write

academic procedures.

Upon final approval of new academic procedures, the procedure is normally communicated through GNTC email, social media, and/or meetings along with the date that the procedure takes effect. Typically, enforcement of academic procedure is assigned to the Office of Academic Affairs or Office of Student Affairs.

Leadership Teams

Georgia Northwestern Technical College recognizes that the primary responsibility for the improvement of the educational program resides with the faculty. Leadership Teams are an essential means of communication between the administration and the faculty/staff. The faculty/staff of GNTC conducts much of its business through Leadership Teams.

Dedicated to the premise that faculty involvement is necessary for the success of the educational program, Leadership Teams serve to increase the effectiveness of the planning, research, problem-solving, and decision-making process through a participatory, pro-active approach. Aligned with the mission and philosophy of Georgia Northwestern Technical College, Leadership Teams utilize an articulation by which the faculty, staff, and administration are involved in the promotion of the quality educational programs and services offered by the institution. The Leadership Teams composed of faculty and staff play an important role in the development and approval of academic procedures.

Georgia Northwestern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Georgia Northwestern Technical College. The Commission should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Georgia Northwestern Technical College (One Maurice Culberson Drive, Rome, GA 30161, Phone 706-295-6963, Fax 706-295- 6944) and not to the Commission's office.